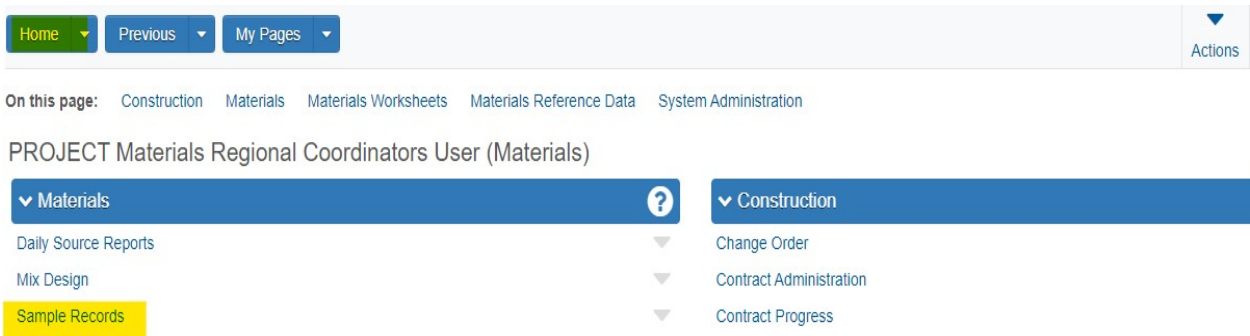


Section 4: How to Delete a Sample Record

- Applicable Roles:
- 1. Materials Regional Coordinators
 - 2. District Materials Sup. & Office Coord.
 - 3. District Lab Technician

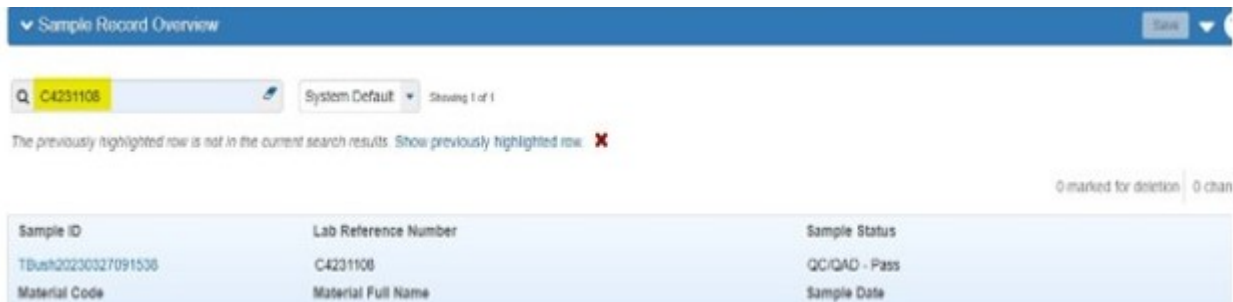
4-1 DELETING A SAMPLE RECORD

Go to the Home Page.
Click on Sample Records.



(4-1)

This takes you to the Sample Record Overview Page.
In the Search Box Enter the Lab Reference Number or the Sample ID Number.
Press Enter.



(4-2)

Click on the ▼ (on the right) of the Sample Record you want to Delete.

Click on **Delete**.

Click **Save**.

If you are unable to delete, you may need to delete Sample Records Tests, or Destination Labs.

Sample Record Overview

▼ Sample Record Overview

Save ?

Q C4231108

Sample Date Sort

Showing 1 of 1

0 marked for deletion | 0 changed

Sample ID	Lab Reference Number	Sample Status	
TBush20230327091538	C4231108	QC/QAD - Pas	Actions
Material Code	Material Full Name	Sample Date	Copy
601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	03/21/2023	Delete
			Exclude from Search Results
			Open
			Tasks
			Authorize
			Split Sample Record
			Unauthorize
			Views

(4-3)

You are Done Deleting this Sample Record.