Changing and voiding incorrect sample records

Before leaving the "Basic Sample Data" tab, you are prompted to save changes made to the main tab of a sample. If you select "No", and close the window no sample record is saved. Notice in the screen capture below the "Smpl ID" field is not greyed out:

Smpl ID: i01563165D093246 Revised By: Revising: Link To: Link From: Log Date: 09/13/16 Smpl Type: Cetification Materiat: T2 Traffic Control Samplet: P/5: Prod Nm: City: Matcriat: Save changes?	asic Sample Da	ta Addt	Sample Data	Contract	Y Other	Ĩ	Tests			
Revised by: Sample Date: 03/13/16 Link To: Link From: Log Date: 03/13/16 Smpl Type: Cettification Image: Cettification Image: Cettification Material: T2 712 T2 Traffic Control Sample: City: Maintain Sample Information P/S: City: Maintain Sample Information Prod Nm: Geog Area: Sp Ind Here Geog Area: Sp	Smpl ID: j01	563169D09324	46	Status:	Pending				•	
Link To: Log Date: 09/13/16 Smpl Type: Cetification Prod Nm: Mnfctr: Safety-Duip Town: Geog Area: Spa	Revised By:			Revising:			Sample	Date: 09/13	/16	
Simpl Type: Cettification Image: Cettification Materiat: T2.712 T2 Traffic Control Sampler: City: Maintain Sample Information Prod Nm: City: Maintain Sample Information Mnfetr: Sale: Quip Geog Area: Torm: Geog Area: Spe	Link To:			Link From:			Log	Date: 09/13	3/16	
Material: T2 712 T2 Traffic Control Sampler: P/S: Type: P/S: City: Maintain Sample Information Prod Nm: Geog Area: Spa Town: Geog Area: Spa	Smpl Type: Ce	rtification	•	Acpt Meth:	Certification				•	
Sampler: P/S: Type: City: Maintain Sample Information Prod Nm: Mnfet: Safety-Quip Town: Geog Area: Spa Geog Area: Spa	Material: T2	712		T2 Traffic Control						
P/S: Type: City: Maintain Sample Information Prod Nm: Mnfetr: Safety-Qup Town: Geog Area: Spa Variable Save changes?	Sampler:									
Type: City: Maintain Sample Information Prod Nm:	P/S:									
Prod Nm: Mnfetr: [Safety-Quip Town: Geog Area: [Spa High Here	Туре:			City:		Maintain	Sample Informat	tion		×
Mnfetr: Safety-Quip Town: Geog Area: Spa	Prod Nm:									
Town: Geog Area: Spa	Mnfctr: Sa	ety-Quip					Save changes	7		
Intd lise:	Town:				Geog Area: Spa		, sore enonges			
	Intd Use:							-		
Repr Qty: .000 Various L Yes No Cr	Repr Qty:	.000	Various		- L		Yes	No		ancel
Auth By: Auth Date: 00/00/00	Auth By:			Auth Date: 00/00	0/00				ノー	
Lock Type: HQ Locked By: Lock Date:	Lock Type: HO	1	•	Locked By:		_	Lock Date	*		

If I select no and close, no record is saved. If I select "Yes", a record is created but I can still go back and modify any field on the "Basic Sample Data" tab except the "Smpl ID" field.

In the screen capture below, I saved record I started above, which greyed out the "Smpl ID" field. Then I went back and changed the sample date, material and manufacturer:

Basic Sample	Data	Addtl Sar	mple Data	Contract	ĺ	Other	Tests	
Smpl ID:	jj01563169	3D093246		Sta	atus: Pending			
Revised By:				Revi	sing:		Sample I	Date: 09/10/16
Link To:				Link F	rom:		Log	Date: 09/13/16
Smpl Type:	Certificatio	m	•	Acpt M	leth: Certificatio	n		
Material:	T2.716	_		T2 Pavement Ma	king			
Sampler:		-						
P/S:								
Туре:				1	City:			
Prod Nm:						_		
Mnfctr:	Sherwin W	/illiams					47900037	
Town:					Geog	Area: Spaces		
Intd Use:								
Repr Qty:		.000 V	arious			▼ Lab Co	ntrol Number: CNjj015	63169D093246
Auth By:				Auth Date:	00/00/00		Lab Reference Numb	er:
Lock Type:			•	Locked By:	jj01563		Lock Date:	9/13/2016 09:47:

Next I entered a contract item on the contract tab and saved the record again.

Basic Sample Data	a 🎽 Addti Samp	ile Data	Con	tract	0#	her	Tests			
Sample 0156316	9D093246									
Contract ID	Project	Line Item	Proposal Line Number	ltem Code	Fed State Prj Nbr	Cont Est Matri Qty	Represented Qty	Material Unit	Reported Matri Qty	Sat M
TRNING	67004-3213-14	1620	1620	716-04.06	STP-84(9)	1.000) ļooo	Various	0.000	

At this point I am still able to return to the main tab and change info. If I change the Material code, the data on the contract tab is removed. I changed to T2.801 and added the correct item to the Contract tab in the screen capture below:

Maintain Sample Information										
Basic Sample Data Addtl Sample Data		: Data	Con	Contract		Other				
Sample jj01563169	9D093246									
Contract ID	Project	Line Item	Proposal Line Number	ltem Code	Fed State Prj Nbr	Cont Est Matri Qty	Represented Qty	Material Unit	Reported Matri Qty	Sati M

I then moved to the "Other" tab and selected the destination lab and saved the record again.

Maintain Sample Info	rmation			
Basic Sample Data	Addtl Sample Data	Contract	Other	Tests
<u>`</u>	<u>. </u>			l
Sample jj01563169D09	3246			
Тура	•	ID	Description	
Destination Lab	TDOT	697000 DEST - TDO	T T2 Certification	

Even at this point I can still return to the main tab and change any data I need to as long as I plan to send it to this same lab.

If I want to use this sample for a different material going to a different lab, I can delete the destination lab using the delete icon:



I can then return to any previous tab and modify data:

Basic Sample	Data Addtl Sample Data	Contract) Oth	ner 🌱	Tests	
Smpl ID:	jj01563169D093246	Status:	Pending			T
Revised By:		Revising:			Sample Date	: 09/01/16
Link To:		Link From:			Log Date	: 09/13/16
Smpl Type:	Quality 💌	Acpt Meth:	Acceptance			•
Material:	903.01.001	Fine Aggregate (Natural	Sand)			
Sampler:						
P/S:	Standard Construction - Millington Ag	jregate			47900043	
Туре:	Producer/Supplier	City: Cordova				
Prod Nm:						
Mnfctr:						
Town:			Geog Area:	Spaces		•
Intd Use:						
Repr Qty:	.000 Ton		•	Lab Contr	ol Number: CNij0156316	9D093246
Auth By:		Auth Date: 00/00	/00	La	b Reference Number:	
Lock Type:	No Lock 💌	Locked By: jj01563	3		Lock Date: 9/1	3/2016 09:47:02
	HQ: 🖂					

Once tests are linked to the sample, the sample status is changed to "Logged". At this point I am no longer able to change material code or sample type and acceptance method. P/S, manufacturer & contract data can still be modified if needed.

Basic Sample Data	Addtl Sample Data	Contract *	Other	Tests	
Smpl ID: jj015631		Status: Logged			
Revised By:		Revising:		Sample Date:	09/01/16
Link To:		Link From:		Log Date:	09/13/16
Smpl Type: Quality		Acpt Meth: Accept	tance		
Material: 903.01.0	001 F	ine Aggregate (Natural Sand)			
Sampler:	í				
P/S: Rulemar	n Sand and Gravel - Brighton			48400005	
Type: Produce	r/Supplier	City: Bells		· ·	
Prod Nm:					
Mnfctr:					
Town:		Ge	og Area: Spaces		•
Intd Use:					
Repr Qty:	.000 Ton		✓ Lab Cont	rol Number: CNjj01563169	D093246
Auth By:		Auth Date: 00/00/00	La	b Reference Number:	

The exception is T2 material code samples. Once tests are linked to them, the status is changed to "Complete". In order to make any changes to these samples, you must "Unauthorize" the sample. To do this, open the sample record, then while on the "Basic Sample Data" tab, select "Services" then "Unauthorize":

MASINO	iger -				
File Edit	Services Window Hel	р			
🔲 🔡 🚺	Remarks	Ctrl+Alt+R			
Mainta 🕅	Attachments				
Basic S	Process Status		Contract	Other	Tests
·	Authonino	Ctrl+Shift+Z			
Sr	Unauthorize	Ctrl+Shift+U	Status: Comp	pleted	
Revise	Revise	Ctrl+Shift+I	Revisina:		Sam
Lir	Void Sample	Ctrl+Alt+V	Link From:		L

You can then modify P/S, manufacturer and contract items if needed and re-authorize in the "Review Sample" window of LIMS:

Navigation Panel				
LIMS System Admi	n Supervisor Tech	nnician Receive Sam	ple Review Sample	View Only
View-Only Sample	Receive Sample at Destination Lab	Receive Sample in Lab Unit	Enter Test Results	Review Tests Review Samples

Once you are in this window:

- 1. Set a filter to show "Sample ID" "Contains" the sample ID you are working with
- 2. Hit apply and it should filter out all samples except the one you need
- 3. Put a check in the "Authorize box. Select the appropriate "acceptance Method" from the drop-down. Select the appropriate "Sample Status" from the next drop-down.
- 4. Save



Voiding a sample:

Data View C Lab Control Numbe	e 🛈 Sample D]		Filter Criteria	Contains	▼ 02834238	3E071639	Review Sampl	es		
Authorize Approve Only	Acceptance Method *	Sample Status *	Sample ID	Test Status*	Contract ID	Lab Ref Number	Test Method	Test Description	Test Number	Send Test Back To Lab	Lab
	Acceptance -	Voided 💽	2834238E071639	30 - Test Approved by L			T310	T310 - Nuclear Density/Moistur	¢1		TDC

To void a sample, you need to unauthorize your sample in SiteManager if it has been complete. This will put the test in the Review Sample window.

If your test is not complete you will need to move it through the test queue windows without test information to get it to the Review Sample Window.

Once you are in the review sample window you will check the authorize box, select the Acceptance Method, and set the Sample Status to **voided**. (See screen shot above)