

## 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:

The screenshot shows the 'Maintain Sample Information' window with the 'Basic Sample Data' tab selected. The 'Smpl ID' field is highlighted with a red circle. A dialog box is open in the foreground asking 'Save changes?' with 'Yes', 'No', and 'Cancel' buttons. The 'No' button is also highlighted with a red circle.

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.

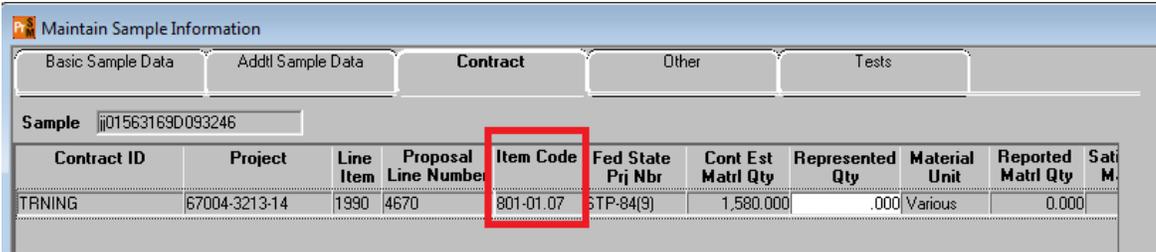
In the screen capture below, I saved record I started above, which greyed out the “Smpl ID” field. Then I went back and changed the sample date, material and manufacturer:

The screenshot shows the 'Maintain Sample Information' window with the 'Basic Sample Data' tab selected. The 'Smpl ID' field is now greyed out. The 'Sample Date', 'Material', and 'Mnfrct' fields are highlighted with red lines, indicating they have been modified.

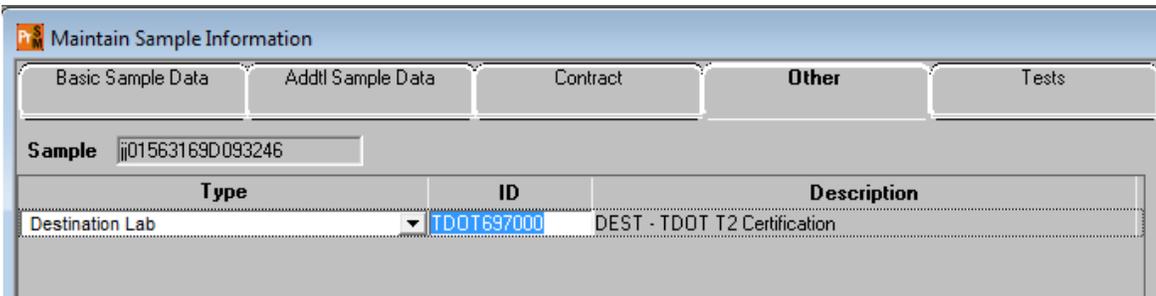
Next I entered a contract item on the contract tab and saved the record again.



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:

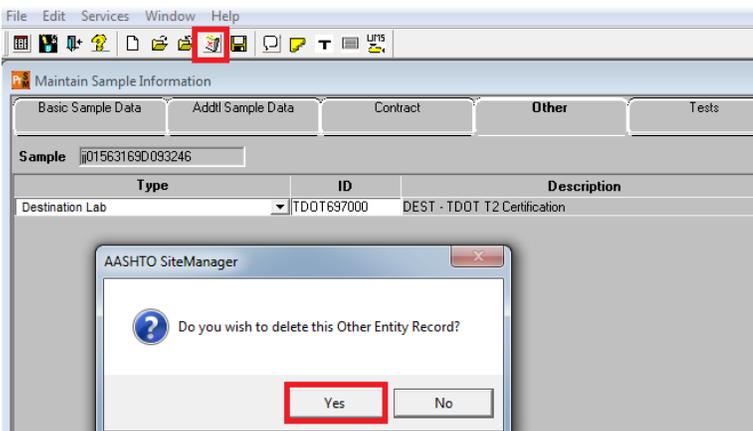


I then moved to the "Other" tab and selected the destination lab and saved the record again.



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 | Other | Tests

Smpl ID: j01563169D093246 | Status: Pending

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 Aggregate | 47900043

Type: Producer/Supplier | City: Cordova

Prod Nm: |

Mnfctr: |

Town: | Geog Area: Spaces

Intd Use: |

Repr Qty: .000 | Ton | Lab Control Number: CNj01563169D093246

Auth By: | Auth Date: 00/00/00 | Lab Reference Number: |

Lock Type: No Lock | Locked By: j01563 | Lock Date: 9/13/2016 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.

Maintain Sample Information

Basic Sample Data | Addtl Sample Data | Contract | Other | Tests

Smpl ID: j01563169D093246 | Status: Logged

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: Ruleman Sand and Gravel - Brighton | 48400005

Type: Producer/Supplier | City: Bells

Prod Nm: |

Mnfctr: |

Town: | Geog Area: Spaces

Intd Use: |

Repr Qty: .000 | Ton | Lab Control Number: CNj01563169D093246

Auth By: | Auth Date: 00/00/00 | Lab Reference Number: |

Lock Type: | Locked By: j01563 | Lock Date: 9/13/2016 09:47:02

HQ:

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”:

File | Edit | Services | Window | Help

- Remarks | Ctrl+Alt+R
- Attachments
- Process Status
- Authorize | Ctrl+Shift+Z
- Unauthorize | Ctrl+Shift+U
- Revise | Ctrl+Shift+I
- Void Sample | Ctrl+Alt+V

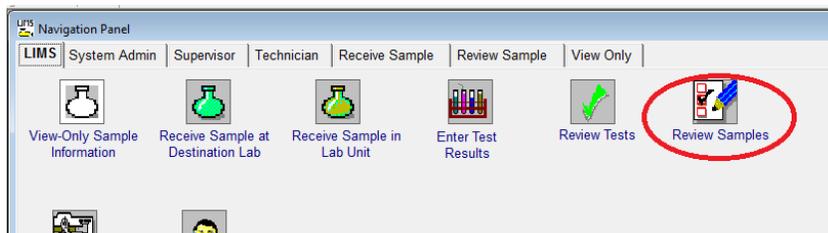
Basic Sample Data | Contract | Other | Tests

Smpl ID: | Status: Completed

Revised By: | Revising: | Sam

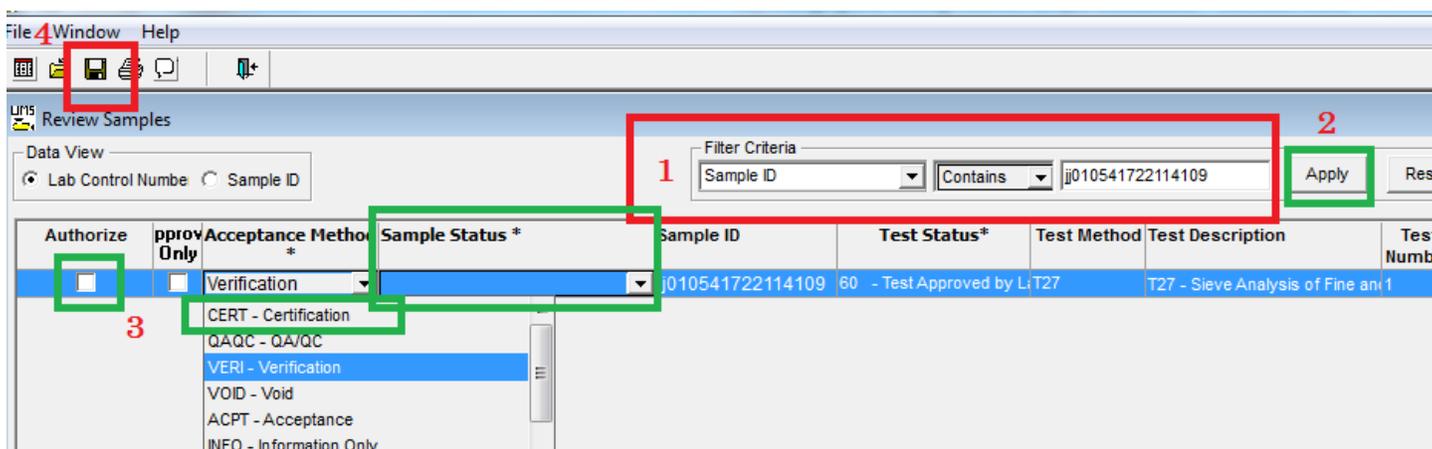
Link From: |

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

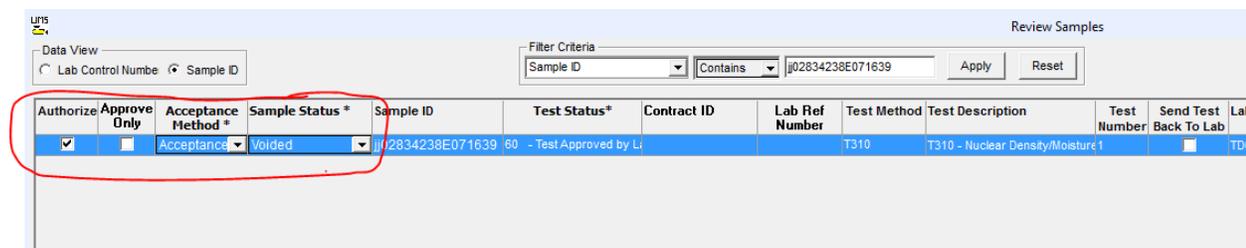


Once you are in this window:

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:



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)