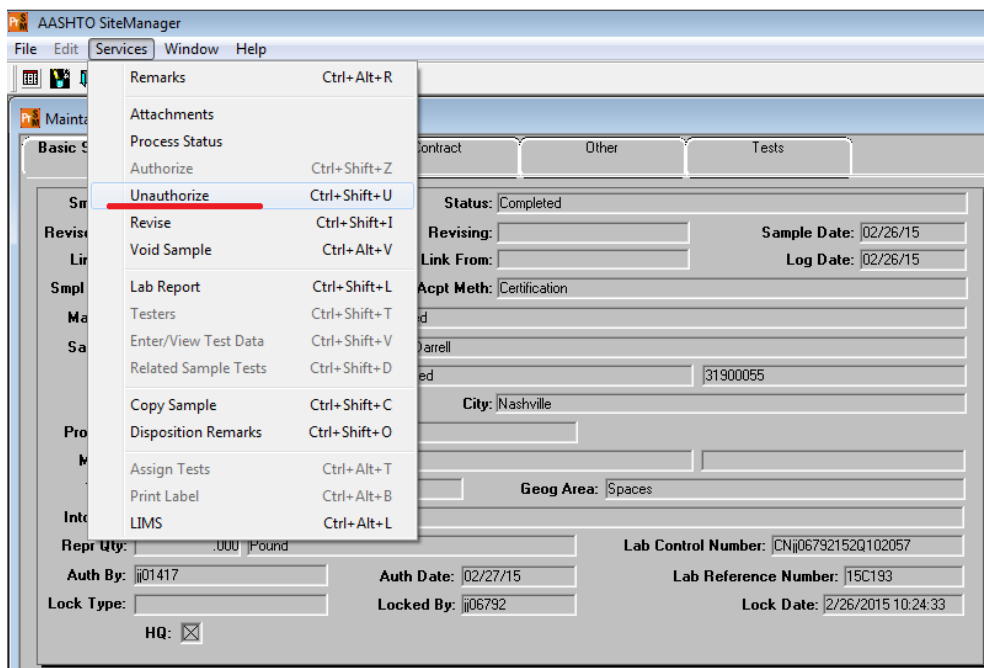


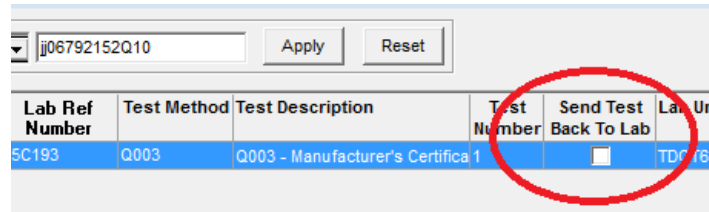
Correcting/Modifying/Voiding a Completed Sample

1. The user must first be logged in as a Lab Supervisor, Operations or M&T Office Staff, Operations or M&T Regional Support or Regional M&T Supervisor.
2. Open completed sample record in SiteManager.
3. Make note of the “Acceptance Method” (this field will be cleared when the sample is unauthorized)
4. From the services menu select “Unauthorize”

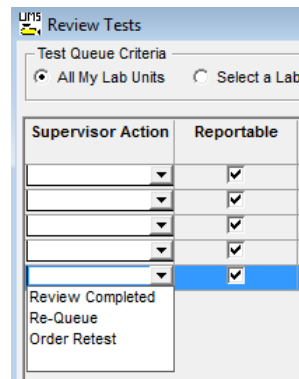


5. The sample is now in the “Review Samples” queue.
6. There are 2 locations where errors can be corrected
 - a. The error is on the SiteManager sample record
 - i. The sample record is unlocked and modifications can be made.
 - ii. Proceed to step 7
 - b. The error is in LIMS

- i. Open the Review Samples window and find sample to be modified
- ii. Select the Sample ID field. Right click and select Copy from pop-up menu
- iii. Select the Send Test Back To Lab check box. NOTE: When using this feature, add a remark. Required by policy.



- iv. The sample is now in the Review Tests queue. You now have 3 options of how to proceed. **Proceed to step 7 after completing the option you need:**



1. Requeueing Tests

- a. If the reviewer wants the tester to reexamine the test results that were submitted, the reviewer will select the Requeue selection under the Supervisor Action column. The test will return to the Enter Test Results queue. The test status will be Requeue. The test number will remain the same. Remarks will be added to the test to inform the tester why the test was sent back for reexamination.
- b. To mark a test as Requeue in the Review Tests window:
- c. In the Review Tests window, select the desired test.
- d. In the Supervisor Action dropdown list, select the Requeue choice.
- e. Enter Internal Comments to the tester specifying why the test needs to be reexamined.

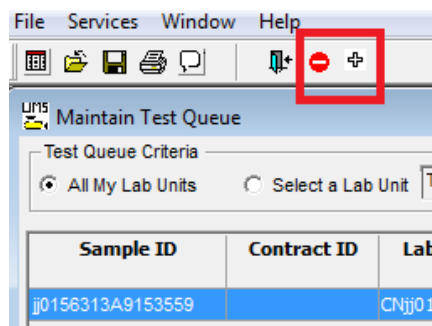
- f. Close the Remarks bubble. Click the Save button. The test is now in the Enter Test Results window with test results that were previously entered.

2. Ordering Retests

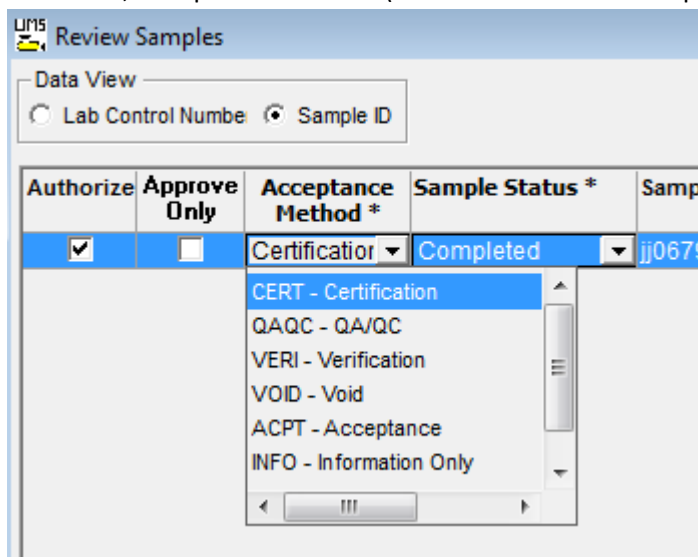
- a. If the reviewer wants keep the original test results and order the tester to perform a new test, the reviewer will select the Order Retest choice from the Supervisor Action dropdown list. A new test will appear in the Enter Test Results queue. This new test will be linked to the sample. The test status will be Retest Ordered. The test number assigned will be the next sequential number after the highest test number for that sample's test method. The initial test results will be kept. Add remarks to indicate why the test was reordered.
- b. To order a Retest in the Review Tests window:
- c. In the Review Tests window, select the desired test.
- d. In the Supervisor Action dropdown list, select Order Retest.
- e. Enter Internal Comments to the tester specifying why the Retest is required.
- f. Close the Remarks bubble. Click the Save button. There is now a new run of the test in the Enter Test Results window.

3. Add and/or remove tests:

- a. Navigate to the Maintain Test Queue window
- b. Find and select the sample that you want to modify the assigned tests.
- c. Select the + icon to add tests or the – icon to remove tests

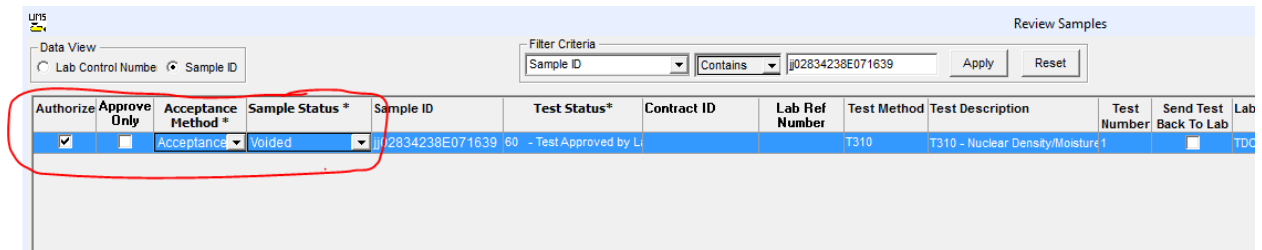


- d. A window will open that will allow you to add tests or additional runs of an existing test method if you select the add option. A window will open that will allow you to remove tests that are currently assigned if you select the remove option
- 7. If tests were added, requeued or a retest was ordered, the sample is now in the appropriate lab. The tester & lab supervisor will now follow regular procedures for the sample, up to the Review Sample queue. If tests were removed the sample is now ready for review In the Review Samples window.
- 8. Once all tests are completed and reviewed navigate to the Review Sample window. Select Authorize, Acceptance Method (which was cleared in step 3) and the correct status.



- 9. Click save and the record is Authorized and this process is complete.

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.

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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)