Section 3:   How to Review and Authorize Sample Records

Applicable Roles:
1.   District Materials Sup. & Office Coord.

The final steps in the LIMS process are to Review and Authorize Sample Records.

3-1   REVIEW SAMPLE RECORDS

Go to the **Home Page**.

Click on **Review Samples**.

(3-1)

In the Search Box Enter the **Lab Reference Number** of the Sample Record you want to Review.

(3-2)

3-2   VIEW SAMPLE RECORD TEST INFORMATION

Click on the ▼ (to the right) of the Sample Record you want to view Test Information for.

Click on **Views**.

Click on **Open Sample Record**.
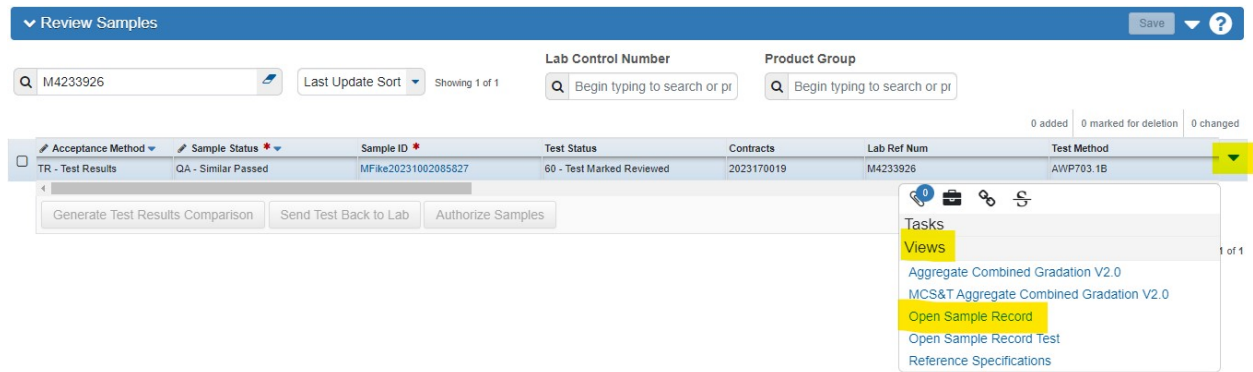
(3-3)

Once you are done Viewing/Reviewing the Sample Record Test information, click on **Review Samples** (top of the page).

This takes you to the **Review Samples Page**.

3-3   **AUTHORIZE SAMPLE RECORDS**

NOTE: **District Materials** Authorize **QC** and **QAD Sample Records**.

District Materials marks the **Sample Status** (i.e. Similar-Pass) of the QA Sample Records, but does **NOT** Authorize the QA Sample Records.

Materials Regional Coordinators Authorize **QA Sample Records**.

PAY CLOSE ATTENTION TO THIS STEP: **(A lot of users make a mistake here)**

You **MUST** change the **Sample Status** by **Double Clicking** in the box below **Sample Status** *****, and clicking on the appropriate Status.
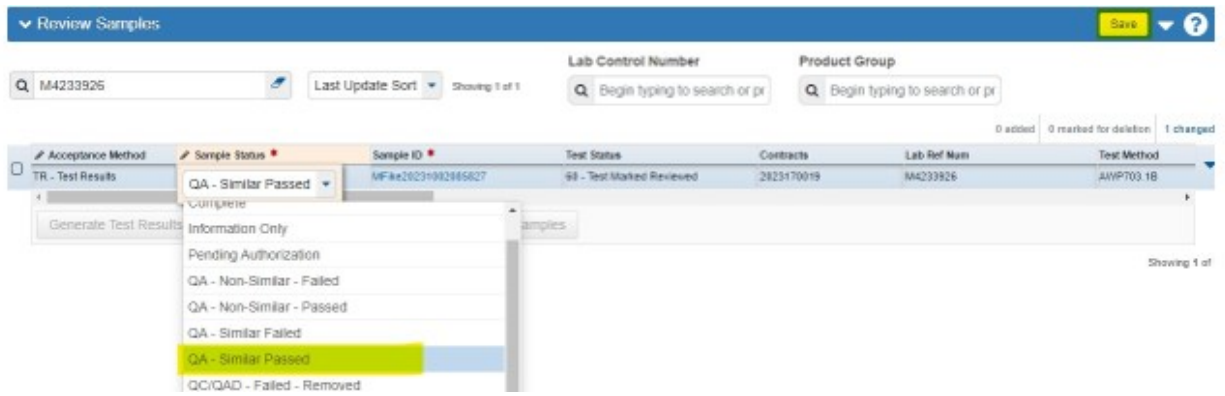
Click **Save.**

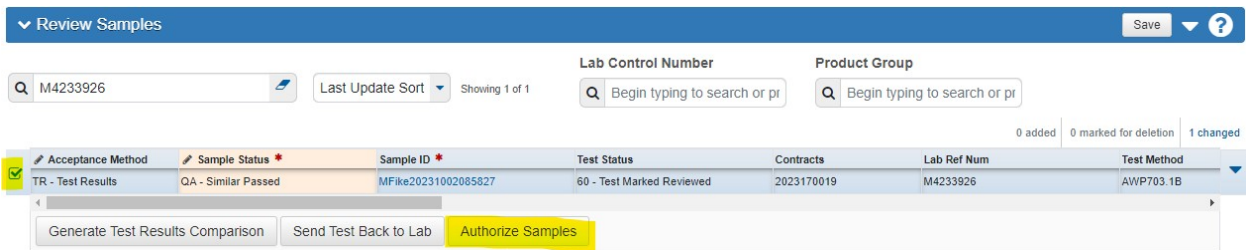

(3-4)

(3-5)

NOTE: If you do not **Change the Sample Status** and **Save**, before clicking Authorize Sample, you will get this **ERROR Message**:
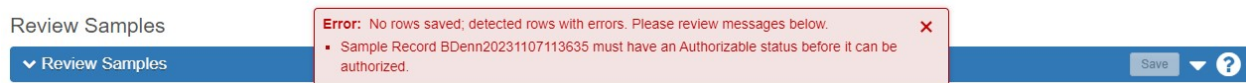
(3-6)

Click the **Check Box** ☐ (to the left) of the Sample Record you are working on.

Click **Authorize Sample.**

(3-7)

This Sample Record is now **COMPLETE**.

Section 3

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