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 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.