

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**.

Home Previous My Pages Actions

On this page: Construction Materials Materials Worksheets Materials Reference Data System Administration

PROJECT Materials Regional Coordinators User (Materials)

Materials ? Construction

Daily Source Reports

Mix Design

Sample Records

Change Order

Contract Administration

Contract Progress

(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**.

Sample Record Overview

Search: C4231106 System Default Showing 1 of 1

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 marked for deletion 0 chan

Sample ID	Lab Reference Number	Sample Status
TBush00230327091536	C4231106	QC/QAD - Pass

Material Code Material Full Name Sample Date

(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 Record Overview Save ?

Q C4231108 Sample Date Sort Showing 1 of 1 0 marked for deletion | 0 changed

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.