



Void a Sample QRG

1. Dashboard
 - a. Select "Sample Record" to navigate to the 'Sample Record Overview'.
2. Sample Record Overview
 - a. Find the Sample Record you are wanting to Void.
3. Component Action Menu
 - a. In the Component Action Menu, select NDOT Sample Void Process.

Sample Record Summary



4. Execute Process
 - a. Select Execute.

Execute Process



5. Return Message
 - a. After the Execute Process completes you will receive a Success message when the sample record has been voided.

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NDOT Sample Void - Return Status = Success
*****
Process started: 10/18/2021 9:50:08 AM
*****
Sample Record Id and Name to process: 39899 - DN20211018094824
SampleRecord - SampleRecordTest: DN20211018094824 - 59684: Added the Test has been cancelled remark for PCC Cylinder Cast Submission - Field
SampleRecord - SampleRecordTest: DN20211018094824 - 1.0: updated the Sample Record Test to Cancelled for PCC Cylinder Cast Submission - Field
SampleRecord status successfully changed to Void!
Connected. Updating Job Status and Job Status Message Table.
Return status: Success
*****
Process ended: 10/18/2021 9:50:22 AM
*****

```