

## 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: BS20210107103147				
General	Sample ID	View Associated Documents in OnBase	Actions	×
Sample Location	B\$20210107103147	Printable Sample TAG	Add New Come	
Additional Information	Material Code - Name •	Remarks Tasks 0 NDOT Reset Sample Test Reference Si UseFortest field to True	Tasks	
Sources/Facilities	Q 1004PC0001		Authorize	
Contract	Interground/Blended Cement		NDOT Reset Sample Test Reference Spec - UseForTest field to True	mence Spec -
Tests	Administrative Office	Sample Date *	NDOT Sample Void Process	

## 4. Execute Process

a. Select Execute.

Execute Process				
✓ Execute Process - NDOT Sample Voi	1 Process	Evecum 🗸 😯		
Settings Set Parameters •	3 of 4	+ +		

## 5. Return Message

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

NDOT Sample Void - Return Status = Success	
Process started: 10/18/2021 9:50:08 AM	
Sample Record Id and Name to process: 39899 - DW20211018094824 SampleRecord - SampleRecordTest: DW20211018094824 - 59684: SampleRecord - SampleRecordTest: DW20211018094824 - 1.0: SampleRecord status successfully changed to Void! Connected. Updating Job Status and Job Status Message Table. Return status: Success	Added the Test has been cancelled remark for PCC Cylinder Cast Submission - Field updated the Sample Record Test to Cancelled for PCC Cylinder Cast Submission - Field
Process ended: 10/18/2021 9:50:22 AM	