Background:

- The Copy Sample Record guided process enables you to make a copy of an existing sample record and select which sample record data you want to include with the copy.
- Authorize will "lock" the existing sample record allowing no modifications.
- Unauthorize removes authorization from an existing sample record allowing modifications.

Copy Sample:

When copying a sample record, you can choose whether to copy the remarks, sources, DSR link, associations, destination labs, contract project items, tests, and test results associated with the original sample record. You can copy a sample record only if you belong to either the administrative office associated with the sample record or an office higher in the hierarchy.

Navigation: Materials > Sample Records

1. From the Sample Record Summary, click the component **Actions** menu and select the **Copy** action.
2. In the **Lab Control Number Action** section, select one of the following: **Copy Lab Control Number**, **Enter New Lab Control Number**, or **Select Existing Lab Control Number**.
3. Click the **Next** arrow in the lower right corner of the screen.
4. In the **Sample Date** field, enter the date the sample was taken.
5. Click the **Next** arrow in the lower right corner of the screen.
6. In the **Select Data to Copy** section, click the check boxes for the types of sample data to copy from the original sample record.
7. Click the **Next** arrow in the lower right corner of the screen.
8. In the **Select Sample Record Tests** section, search for and select the tests to include with the new sample record.
9. Click the **Next** arrow in the lower right corner of the screen.
10. In the **Select Test Results** section, search for and select any test results to include with the new sample record.
11. Click the **Next** arrow in the lower right corner of the screen.
12. In the **Confirm** section, review the information.
13. Click the **Confirm** button.

Authorize Sample:

To authorize a sample record, the sample must have an acceptance method and an authorizable sample status. Authorization prevents further changes to the sample record information unless the sample is unauthorized. Disposition remarks can be added and modified on an authorized sample.

Navigation: Materials > Sample Records

1. Locate the sample record.
2. Click the row **Actions** menu and in the **Tasks** section, select the **Authorize** task.

Unauthorize Sample:

You can unauthorize a sample from the Sample Record Overview or the Sample Record Summary components.
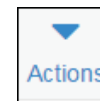
Navigation: Materials > Sample Records

1. In the Sample Record Overview component, locate the sample record.
2. Click the row **Actions** menu and select the **Unauthorize** task.

Next Steps:

After copying, authorizing, or unauthorizing samples, the next step is to Assign T2 Default Tests to Sample Records. Refer to TDOT Quick Reference Guides and CBTs for more information.

Key to Actions Menus:

Global **Actions** menu
(At the top of the screen)

Component **Actions** menu (On the heading)

Row **Actions** menu (On the row)