

Sample Records - Cancelling a Test Run

BACKGROUND: To cancel a Sample Record Test, you must first add a remark of type “Cancelled” to the Sample Record Test Summary. You can then change the Test Status to “0 – Test Cancelled.”

In order to see a test on the Maintain Test Queue worksheet, where you can change its status, you must be a Lab Tester associated with the correct lab unit, and you must have Contract Authority for the contract with which the test’s sample record is associated.

ROLES: Materials Lab Supervisor, Materials Rover

NAVIGATION:

Materials > Sample Records >

1. On the Sample Record Overview page, use the search and filter options at the top of the page to find the desired Sample Record and click on its **Sample ID**.
2. On the Sample Record Summary page, select the **Tests** tab on the left.
3. Find the test number that you would like to cancel, and click on its **Test Number**.
4. On the Sample Record Test Summary page, scroll to the collapsible Remarks section at the bottom of the page.
5. In the **Type** dropdown, select Cancelled – Cancelled.
6. In the **Remark** field, explain why the test run is being cancelled.
7. Click **Save** in the upper right corner.
8. Click the **Maintain Test Queue** quick link at the top of the page.
9. On the Maintain Test Queue page, use the search and filter options at the top of the page to find the test number you are cancelling. You can use the **Lab Unit ID** field to filter the worksheet to only those tests associated to a particular lab unit.
10. On the row of the test you are cancelling, click in the **Test Status** column and reassign the test to a status of “0 – Test Cancelled.”
11. Click **Save** in the upper right corner.