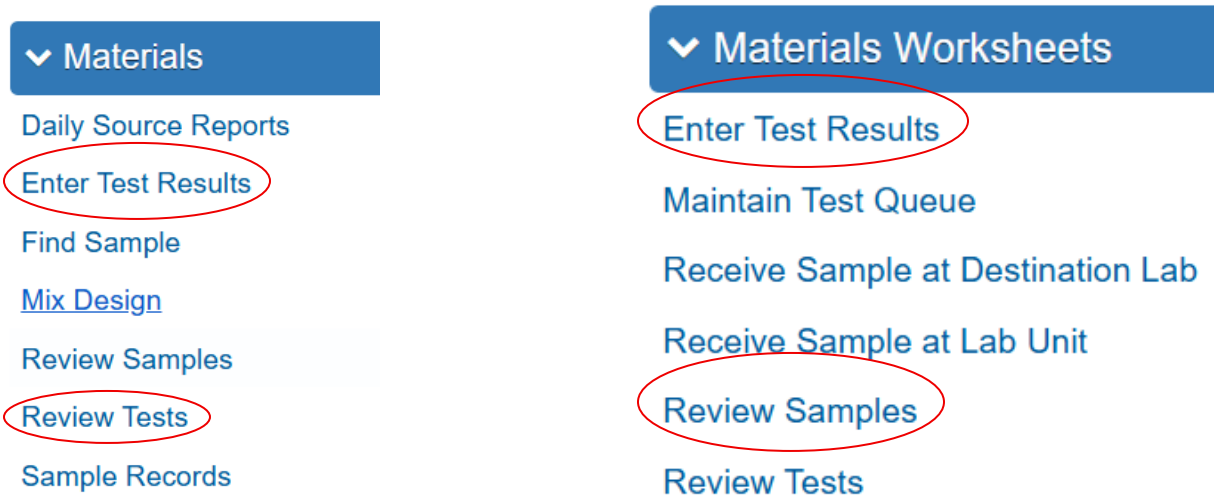
Authorizing Sample Records

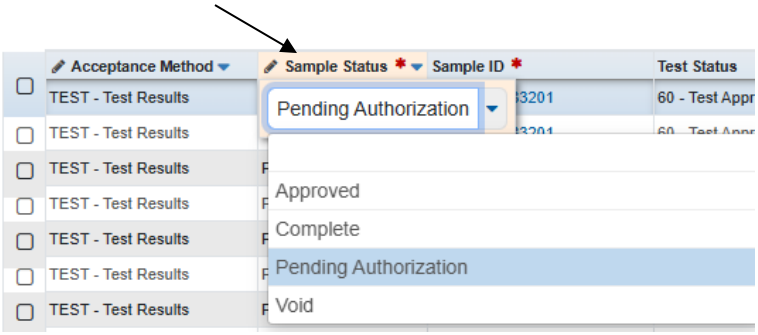
When a contract **after Conditional Final Acceptance**, users can authorize sample records. Since test results are locked down when they are approved by level 2, there is no need to authorize the sample(s) any earlier.

A user with the FOP, EPM or Lab supervisor can authorize sample records. Authorization can completed in the **Enter Test Results** or **Review Samples** links under the Materials Component (EPM/FOP) or Materials Worksheets Component. (Materials)



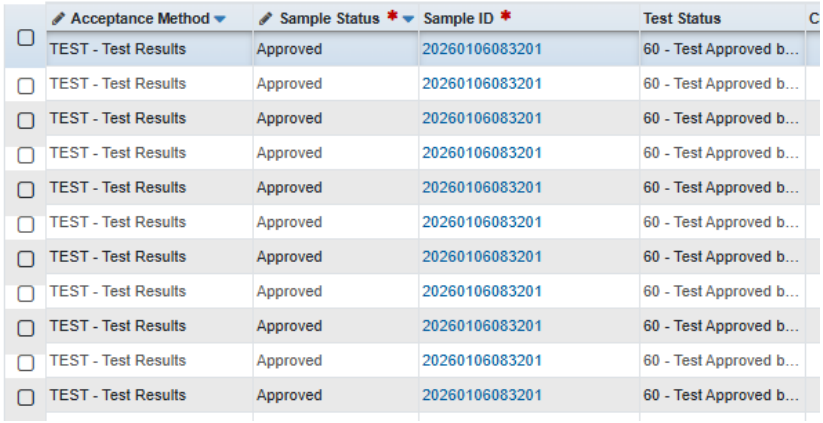
Authorize a Sample Record

1. Navigate to the Enter the Test Results link or the Review Samples link
2. Enter the Sample Record number in the search box
3. Double click on the Sample Status field
4. Change the drop down from Pending Authorization to Approved



Note:

- This will change the status of all the tests on the sample record will be changed
- If this sample needs to be changed back, the user will need to go back and requeue the sample record test(s)
- Once the sample record has been authorized, it will disappear from the queue
- The status on the Sample record should now say Authorized and the user that authorized the sample will show up on the General tab within the sample record



Acceptance Method	Sample Status *	Sample ID *	Test Status	C
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	
TEST - Test Results	Approved	20260106083201	60 - Test Approved b...	

Authorized By

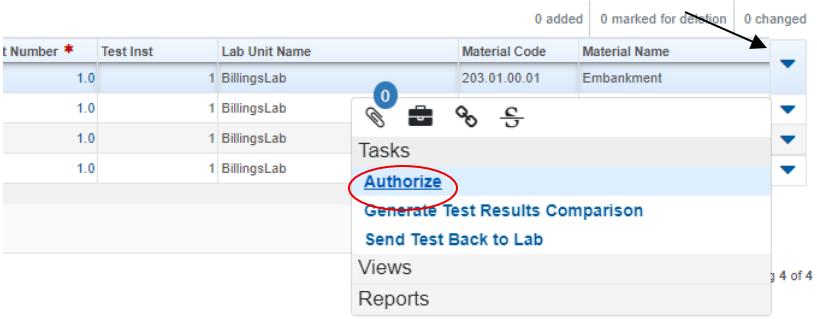
JamesK

Authorized Date

06/10/2022

From the Row Action Menu

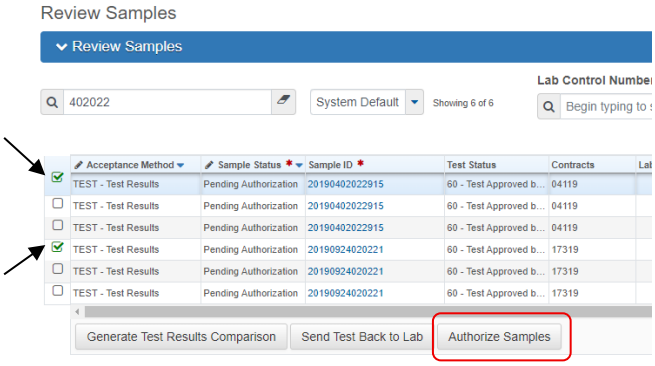
1. Click on the row action arrow on the right side of the test row
2. Select Tasks
3. Click on the Authorize



Authorize Multiple Sample Records

The user can authorize multiple sample records at one time. The user only needs to select one test per sample record as it will affect every test within a sample record.

1. Navigate to Enter the Test Results link or the Review Samples link
2. Search for the beginning of the sample record ID's
3. Click on the check box to the left of the sample record test row for each
4. Click the Authorize Samples button



Note:

- Only one test per sample record needs to be selected.