

Copying Sample Records

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Role(s): Field Lab Technician, Field Lab Manager, Residency Administration, Project Inspector, Project Manager, Central Lab Admin, Central Lab Technician, Central Lab Supervisor, Central Lab Manager, and Independent Assurance

Copying a Sample Record:

1. From the **Sample Record Summary** of the sample record you wish to copy, click the component **Actions** menu, and select the **Copy** action.
2. In the **Lab Control Number Action** section, select one of the following options: **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 **Enter New Sample Info** section, in the **Sample ID** field, note the ID assigned to the new sample record.
5. In the **Sample Date** field, enter the date the sample was taken.
6. Click the **Next** arrow in the lower right corner of the screen.
7. In the **Select Data to Copy** section, click the check boxes for the types of sample data to copy from the original sample record.
8. Click the **Next** arrow in the lower right corner of the screen.
9. If the **Tests** check box was selected in the **Select Data to Copy** screen, in the **Select Sample Record Tests** section, search for and select the tests to include with the new sample record.





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10. Click the **Next** arrow in the lower right corner of the screen.
11. If the **Tests** check box was selected on the **Select Data to Copy** screen, in the **Select Test Results** section, search for and select any test results to include with the new sample record.
12. Click the **Next** arrow in the lower right corner of the screen.
13. In the **Confirm** section, review the information and click the **Confirm** button.

Viewing Information Populated on the New Sample Record:

Note the information that was copied from the previous sample record. Some information is based on your selections in the previous section.

1. From **Sample Record Summary** component, on the **General** tab, note the new Sample ID.
 - Note that the **Sample Status** field displays **Pending**.
 - Note that the **Lab Control Number** field displays the Lab Control Number created or selected in the previous section.
2. Click the **Sample Location** tab.
 - Note the field values that have been copied from the sample record.
3. Click the **Sources/Facilities** tab.
 - If the **Sources / Facilities** check box was selected on the **Select Data to Copy** screen, note the field values that have been copied from the sample record.
4. Click the **Contract** tab.
 - If the **Contracts** check box was selected on the **Select Data to Copy** screen, note the field values that have been copied from the sample record.



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5. Click the **Associations** tab.
 - If the **Sample Record Associations Other Than Destination Lab** or **Destination Lab** check boxes were selected on the **Select Data to Copy** screen, note the field values that have been copied from the sample record.
6. Click the **Tests** tab.
 - If the **Tests** check box was selected on the **Select Data to Copy** screen, note the field values that have been copied from the sample record.
7. Click the **Additional Information** tab.
 - If the **DSR Link** check box was selected on the **Select Data to Copy** screen, note the field values that have been copied from the sample record

Next Steps:

- Needed