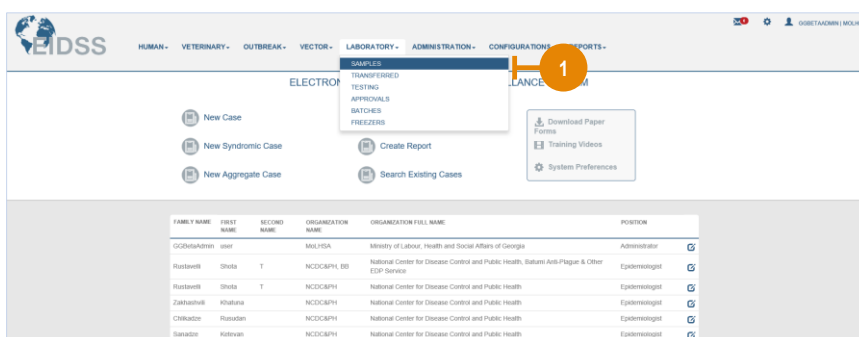


Delete a Sample Record

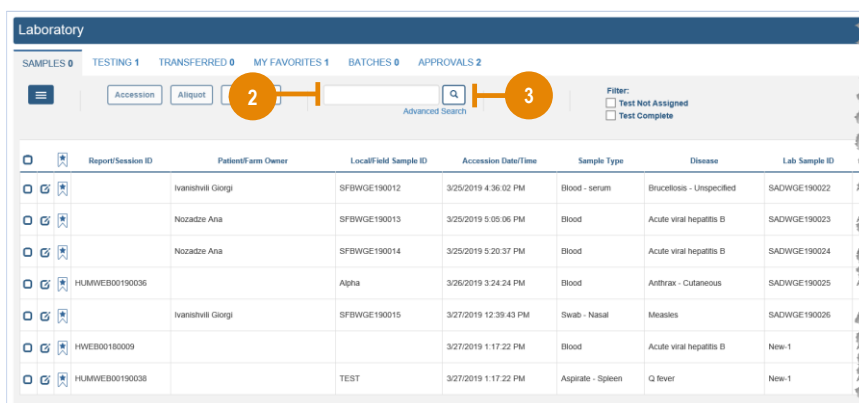
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An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete a sample record.

1. From the **EIDSS Dashboard**, choose **SAMPLES** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **SAMPLES** tab open.

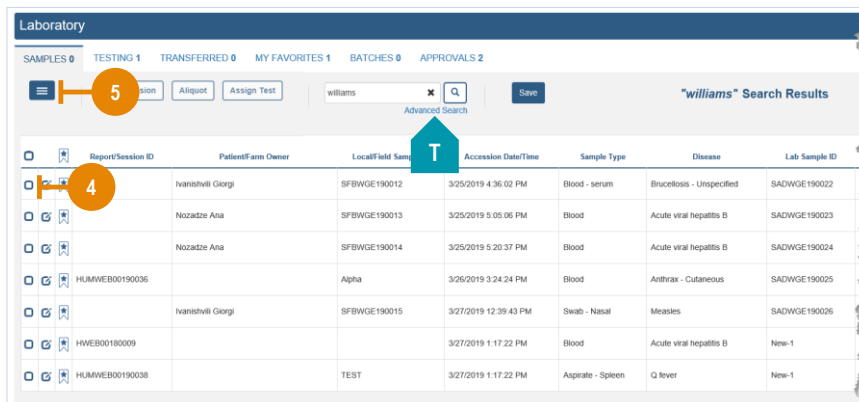


2. Enter a search parameter for the sample you wish to delete. **Note:** Searching may not be necessary if the desired sample appears in the grid.
3. Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results**.



Tip: If the desired sample does not appear, click **Advanced Search**, enter as much information as possible, and click **Search**.

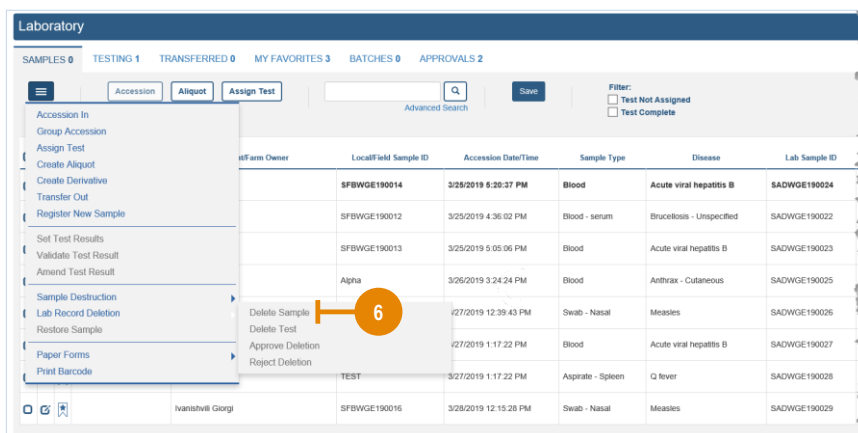
4. Check the box of each desired sample. **Note:** Only accessioned samples without a **Test Name** can be deleted.
5. Click the **Samples Menu** icon. The **Samples Menu** appears.



Delete a Sample Record

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- Click **Lab Record Deletion > Delete Sample**. The **Delete Sample** window appears.



- Enter a **Reason for Deletion**.
- Click **Delete**. The **Laboratory** screen refreshes with the modified sample bolded and the **Save** button enabled.

The 'Delete Sample' window is shown. It contains fields for 'Lab Sample ID', 'Sample Type', and 'Patient/Farm Owner'. Below these is a 'Reason for Deletion' text area. At the bottom, there are 'Cancel' and 'Delete' buttons. The 'Delete' button is highlighted with a red circle and the number 8.

- Click **Save**. A pop-up appears confirming successful marking for deletion.

