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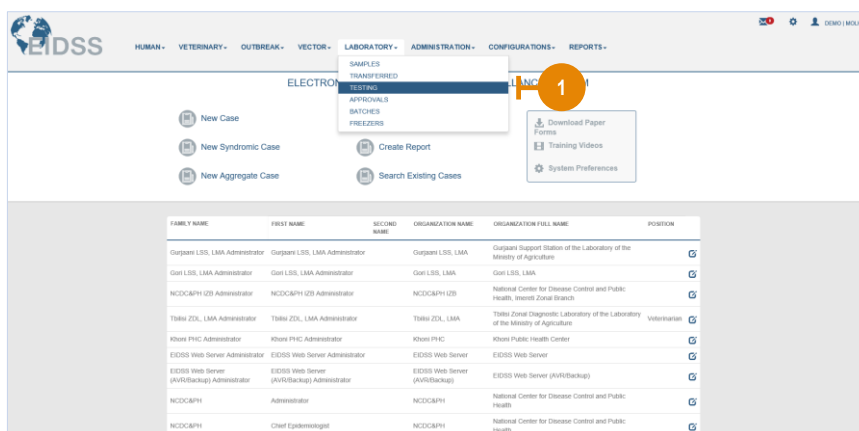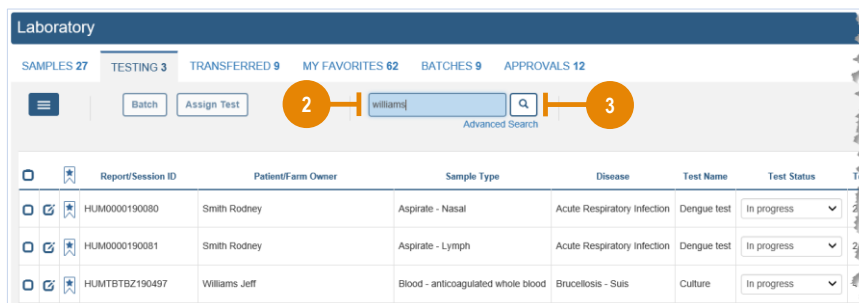
An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete a test record.

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

2. Enter a search parameter for the sample with the test 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.**
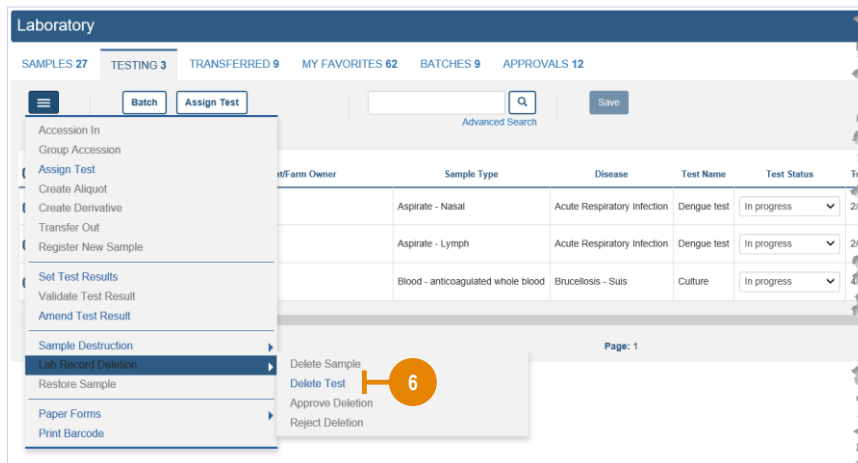
4. Check the box of each desired sample. **Note:** Only accessioned samples with a **Test Name** and a **Test Status** of **Preliminary** or **In Progress** can be deleted.

5. Click the **Samples Menu** icon. The **Samples Menu** appears.

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6. Click **Lab Record Deletion > Delete Test.** The **Laboratory** screen refreshes with the modified sample bolded and the **Save** button enabled.

7. Click **Save.** The test is moved to the **APPROVALS** tab.