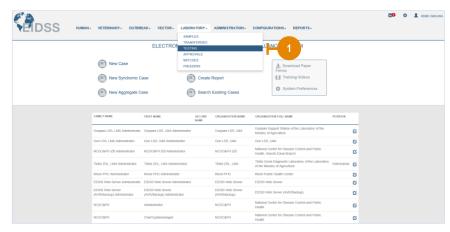


Amend a Test Result

Pg. 1 of 2

An EIDSS user with the appropriate permissions can modify validated test results in the database. This quick guide presents the steps to amend a test result.

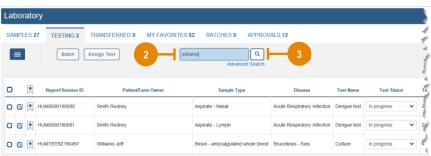
 From the EIDSS Dashboard, choose TESTING from the LABORATORY drop-down menu. The Laboratory screen appears with the TESTING tab open.

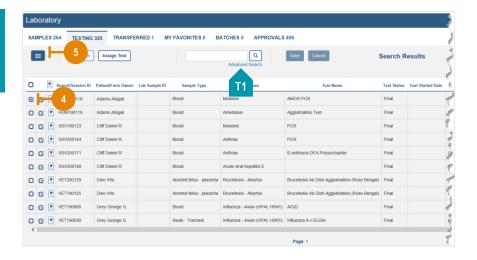


- Enter a search parameter for the sample with the test result you wish to amend. Note: Searching may not be necessary if the desired test appears in the grid.
- Click the Search icon. The Laboratory screen refreshes displaying the Search Results.

Tip 1: If the desired sample does not appear, click **Advanced Search**, enter as much information as possible, and click **Search**.

- Check the box of the desired sample.
 Note: Only one test result can be amended at a time.
- Click the Samples Menu icon. The Samples Menu appears.



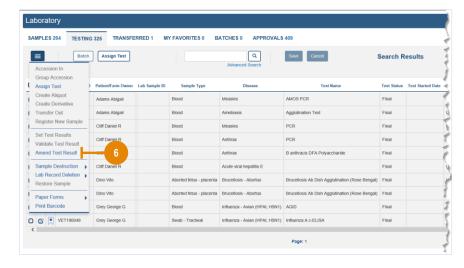




Amend a Test Result

Pg. 2 of 2

 Click Amend Test Result. The Amend Test Result window appears.



- 7. Choose a **Changed Test Result** from the drop-down menu.
- 8. Enter a Reason for Amendment.

Tip 2: To delete entered information and close the window, click **Cancel.**

- Click Amend. The Laboratory screen refreshes with the modified sample bolded and the Save button enabled.
- Click Save. A pop-up appears confirming successful amendment of the test result.



