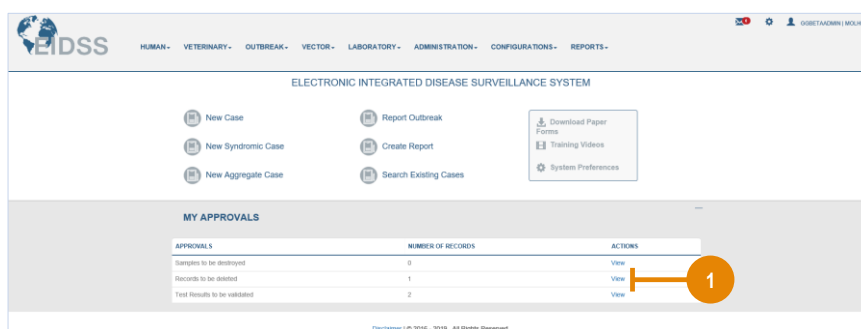


Approve an Action

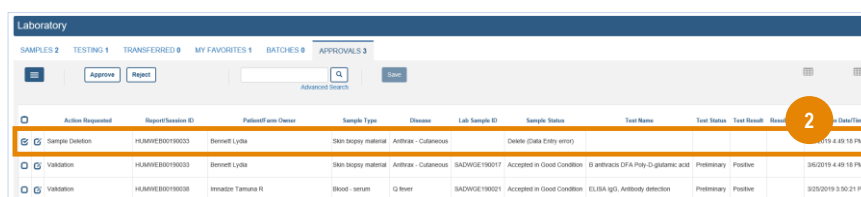
Pg. 1 of 1

An EIDSS user with the appropriate permissions can validate or amend test results and allow sample destruction or record deletion. This quick guide presents the steps to approve an action.

1. From the **EIDSS Dashboard**, click **View** corresponding to the appropriate action. The **Laboratory** screen appears with the **APPROVALS** tab open and samples with the chosen **Action Requested** automatically selected and at the top of the grid.

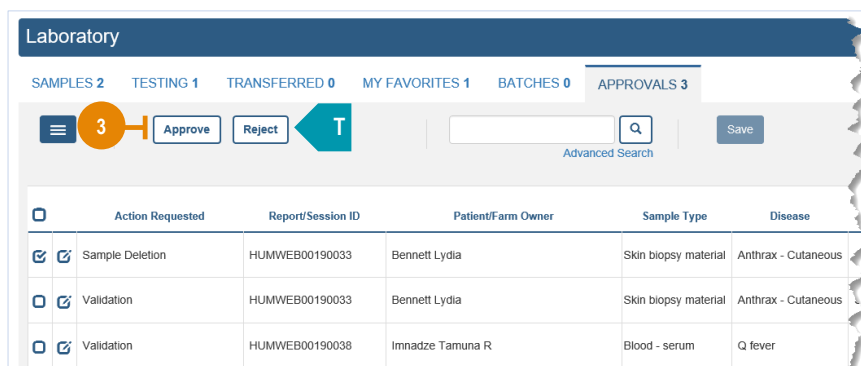


2. Review the samples selected for approval. **Note:** Use the appropriate checkboxes to deselect samples you do not wish to approve or to select additional samples.



3. Click **Approve**. The **Laboratory** screen refreshes with the selected records bolded and the **Save** button enabled.

Tip: To reject the **Action Requested** for the selected samples, click **Reject**.



4. Click **Save**. A pop-up appears confirming successful approval of the action.

