



Adding a Sample Record - QRG

There are two ways to create a Sample Record from the Sample Record Overview screen.

- a. Click on the down triangle icon next to Save (Component Actions Menu) and choose “Add” under Actions.
- b. Click on the Add Sample Record button.
 - i. Both will open the Add Sample Record screen which contains the base fields for every sample record.

Complete the available fields as appropriate, particularly the Sample Date and Material Code - Name

- Sample ID
 - The unique identifier assigned to each sample record in the system. The ID will be generated at the completion of the sample record.
- Material Code – Name
 - A unique identifier assigned to each construction material in the system. In some places, this field also displays the material description.
- Sample Date
 - The date the sample was taken.
- Lab Reference Number
 - An alternate identifier that can be used for a sample record.

Save the record after the available information is entered.

The screenshot shows the 'Add Sample Record' form in the QA Environment. The form is titled 'Add Sample Record' and has a 'Save' button in the top right corner. The form is divided into several sections:

- Material Code - Name:** A text input field with a search icon and the placeholder text 'Begin typing to search or press Enter'.
- Sample Date:** A date picker field with a calendar icon.
- Lab Reference Number:** A text input field.
- Is the Source Required?:** A checkbox.
- Is the Facility Required?:** A checkbox.
- Is the Brand Required?:** A checkbox.
- Is the SMFMI Required? (Selectable after Sample Record Creation):** A checkbox.