



## Task: Copy Existing Sample Information for a New Sample

### Description:

Follow these instructions to copy existing project and sample information for a new sample.

### Who can perform this task?

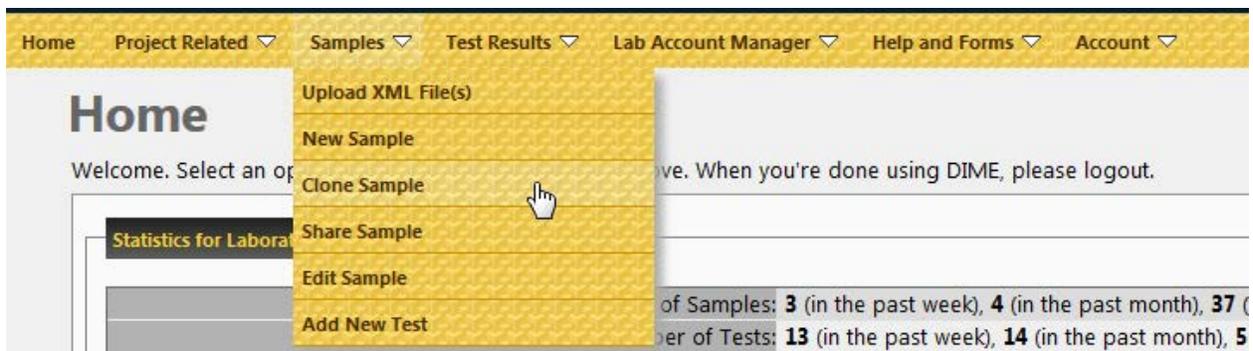
A project and sample information can only be copied by users with input privileges.

### Steps:

1. Log into DIME by entering your Email and Password at the following login page:

<http://www.dot.ca.gov/hq/esc/Translab/DIME/login.php>

2. Point to the 'Samples' menu item, then click on 'Clone Sample.'



3. As shown in the search criteria below, the default date starts from 2 months before today; and the results are shown by projects. Sample can also be listed by sample or test by clicking the radio button.

## View Test Data

Test data verified by other labs can be viewed by all internal labs. Therefore, test data from other labs may be shown on this page. To edit or add test data, please visit [Edit Test Data](#) page. To process TL101/TL502 tests, please visit [Process TL101/502](#) page. To verify test data, please visit [Publish Test Data](#) page.

**Search Criteria**

Sample Date: from  to

Testing Facility:

Submitted By:

Group listing by:  Project  Sample  Test

Project Filter Text:

DIME +	DEA +	EFIS +	COOP +	Minor +	Permit Numbers +
999	032E1404				
2114	04294914	0400000794	2203A3		
5900	103A66U4				

4. Identify the DIME Project ID, Project Number/Contract Number, and Sample ID (for the sample). If using a TL-101 form, these three numbers are identified below.

## DIME Receipt

Data has been successfully submitted to DIME.

**Project Information**

**DIME Project ID:** 99999

**DEA:** 032222 → **Contract Number**

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**Sample Information**

**Sample ID:** 2013-07-30-14-06-3263

**Is this a new sample?:** Yes

**Was the sample received at the laboratory?:** No

**Type of sample.:** Quality Control

5. In the DIME window, the DIME Project ID, Project Number/Contract Number, and Sample ID are identified below. The magnifier next to the fields allows to search with project or sample information.

DIME +	DEA +	EFIS +	COOP +	Minor +	Permit Numbers +														
999	032E1404																		
<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #333; color: #fff;"> <th>Sample ID +</th> <th>Date Sampled +</th> <th>Material Type +</th> <th>Testing Facility +</th> <th>Sample Type +</th> <th>Material Identification +</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2013-06-07-11-28-9624</td> <td>06-07-2013</td> <td>Concrete</td> <td>Office of Structural Materials</td> <td>Quality Control</td> <td>111</td> <td><a href="#">View Sample</a> <a href="#">Print Report</a></td> </tr> </tbody> </table>	Sample ID +	Date Sampled +	Material Type +	Testing Facility +	Sample Type +	Material Identification +	Action	2013-06-07-11-28-9624	06-07-2013	Concrete	Office of Structural Materials	Quality Control	111	<a href="#">View Sample</a> <a href="#">Print Report</a>	2114	04294914	0400000794	2203A3	
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5900	103A66U4																		
7436	120M5504	1212000110																	

6. Click on the expansion button  on the left to show the samples. Then click on 'Clone Sample' to copy a sample's project and sample information.

DIME	DEA	EFIS	COOP	Minor	Permit Numbers	
9999	034E3804	034E3804	99999333399	444444	555555...	
Sample ID	Date Sampled	Material Type	Testing Facility	Sample Type	Material Identification	Action
2013-07-11-11-34-4311	07-11-2013	Aggregate	AVS Testing Internal	Quality Control	source identification b	<a href="#">Clone Sample</a>
2013-07-26-10-09-1240	07-26-2013	Concrete	AVS Testing Internal	Quality Control	999	<a href="#">Clone Sample</a>
2013-07-26-11-11-1861	07-26-2013	Aggregate	AVS Testing Internal	Verification	MINE ID 101	<a href="#">Clone Sample</a>
2013-06-27-10-10-2233	06-27-2013	Concrete	Translab North	Verification	123456	<a href="#">Clone Sample</a>
2013-06-30-11-19-9999	06-30-2013	Concrete	Translab North	Quality Control	1111121a	<a href="#">Clone Sample</a>
2013-06-05-09-07-4919	06-05-2013	Concrete	Laboratory B	Quality Control	Mix123	<a href="#">Clone Sample</a>
99999	0322222					

7. You will be directed to a new 'Submit Data' page. Now you can edit the Date and time of sampling for your new sample; and a random 4 digit number will be generated for you automatically.

**Sample Identification**

**Instruction:** Please enter sample identification and click on the 

07/11/2013 @ 11:34  Date and time of sampling

 Random 4 Digit Number Choose date and time for the sample

**Next>>** Fill out the above fields, then click Next.

**Sample Identification**

**Instruction:** Please enter sample identification and click on the 

07/24/2013 @ 06:28  Date and time of sampling

0846  Random 4 Digit Number

**Next>>** Fill out the above fields, then click Next.

8. You may edit the 'Sample Identification' and 'Sampled Material Information' sections as desired. When you are done correcting the sample information, add a test for your sample to submit test data.