1. **Dashboard**
   a. Select "Sample Record" to navigate to the 'Sample Record Overview'.
2. **Sample Record Overview**
   a. Find the Sample Record you are wanting to Void.
3. **Component Action Menu**
   a. In the Component Action Menu, select NDOT Sample Void Process.

4. **Execute Process**
   a. Select Execute.

5. **Return Message**
   a. After the Execute Process completes you will receive a Success message when the sample record has been voided.