

How to Unassign a Test (Forensics Only)

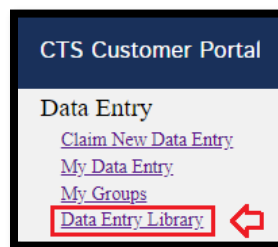
This guide walks the Lab Account Owner through unassigning a test that has been claimed/added to a user profile.

If a test is claimed in error, the Lab Account Owner (Primary Contact), or authorized user, can unassign a test. This feature is only available prior to the data due date for tests that have not been submitted within the Forensics Program. Industry Program users are encouraged to utilize the “[How to Add a Cycle to Your Account and Claim for a Group](#)” walkthrough to allow multiple users to access the same cycle.

Note: Unassigning a test deletes all entered data!

To Unassign a Test

Click on “Data Entry Library”, under the “Data Entry” heading on the left hand side of the screen.



Select the current year from the options provided and select the discipline for the test you would like to unassign.



Select the specific test you would like to unassign.



Click the box under the column “Remove User and Delete all Data for Participant Code” for the user/participant code you would like to remove from the test. This feature is only available prior to the data due date for tests that have not yet been submitted.

Note: Unassigning a test deletes all entered data!

Click on the “Remove User” button.

Data Entry Library // 2020 // Latent Prints & Impressions // 20-5161

3 test(s). Data Due Date: Aug. 31, 2020, 12:48 p.m.

Participant Code	User	Submitted Online	Request Emailed PDF Version	Remove User and Delete all Data for Participant Code
U1234A	AnalystA@cts-portal.com	No	<input type="checkbox"/>	<input checked="" type="checkbox"/> ←
U1234B	AnalystB@cts-portal.com	No	<input type="checkbox"/>	<input type="checkbox"/>
U1234C	AnalystC@cts-portal.com	No	<input type="checkbox"/>	<input type="checkbox"/>

Email PDFs Remove User

A confirmation window will appear where you can choose to cancel this action or continue with unassigning the test.

Data Entry Library // 2020 // Drug Analysis // 20-5002 // Unassign


1 test(s). Data Due Date: Oct. 26, 2020, 11:59 p.m.

Unassigning the selected data entry will clear all data entered by the user as well as notifications, test group reviews and shared tests.

Participant Code	User	Submitted Online
U1234A	AnalystA@cts-interlab.com	No

Cancel Unassign

After unassigning, you will see a note on the top of the page indicating the data for the selected test has been deleted. The participant code will no longer be associated with the user who was removed. The test can now be assigned to or claimed by another user.

Deleted data for 1 test(s). 

3 test(s). Data Due Date: Aug. 31, 2020, 12:48 p.m.

Participant Code	User	Submitted Online	Request Emailed PDF Version <input type="checkbox"/>	Remove User and Delete all Data for Participant Code <input type="checkbox"/>
U1234A			<input type="checkbox"/>	<input type="checkbox"/>
U1234B	AnalystB@cts-portal.com	No	<input type="checkbox"/>	<input type="checkbox"/>
U1234C	AnalystC@cts-portal.com	No	<input type="checkbox"/>	<input type="checkbox"/>