

# Task: Clone Sample

## Description:

Often enough, there are some samples that share the same basic sample information, and you want to use the same basic information to create a new sample record without typing in the same information again. We are calling this task 'Clone Sample', which was created for the exact reason. For instructions on how to search for a sample, please refer to the corresponding instruction file.

## Who can perform this task?

Users with data editing privileges can perform this task.

## Steps:

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

<https://dime.dot.ca.gov/index.php?r=site/login>

2. Search for the sample. Please refer to the other instruction files for details.

3. On the sample's page, click on the 'Clone Sample' link.

**Sample Record**

Sample detail information. You may need to scroll down to see the tests for the samples. [New to Sample Detail page? Click here for an on-screen tutorial.](#)

**DIME Sample ID: 2015-10-08-1**

Project Information	
Project Identifiers	Project ID: 9999 DEA: 034E3804 EFIS: 0300020493 COOP: 99999333399 MINOR: 444444 Permit Numbers: 555555 0412NRT1674
DIST-CO-RTE-PM	03-SAC,OMG-888.99,80-0.6-0.6
Work Description	THIS PROJECT RECORD WAS ADDED FOR DIME DEVELOPERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES.
Location Description	THIS PROJECT RECORD WAS ADDED FOR DIME DEVELOPERS - DATA SUBMITTED FOR THIS PROJECT SHOULD NOT BE USED FOR ANY OTHER PURPOSES.

**Sample Operations**

- View Sample Detail
- Print Sample Report
- Print Concrete Cover Page
- Edit Sample
- Assign Tests
- Submit New Test
- Publish All Tests
- Sample Card
- Clone Sample
- Delete Sample

Assigning tests operation are merged into one menu. Click "Assign Tests" below to see more detail.

4. The page looks the same as the 'Submit New Sample' page, except that the fields are prepopulated with the existing sample's information.
5. Please verify the information and make any modification as necessary.
6. Click on the 'Create Sample' at the bottom of the page when ready.
7. You are redirected to sample's detail page after submission.