



Labcheck Next Generation

Quick Start Guide

**Advanced Admin: Managing User
Roles/Permissions**

Managing User Roles

Customer Hierarchy

- ACME Truck Distribution, JONESTOWN PA
- Abel Construction Co. Ind, Mobile Shop 2
- Abel Construction Company Inc, YORK PA
- American Paving Corp., SHOP
- Blacktop Maintenance Corporation, ROUGHKEEPERSIE

User Roles (Permission Levels) determine what features a user can access when logged in

Details



Administration

Abel Construction Co. Ind, Mobile Shop 2

Users

Roles

Add

Save Roles

Delete

Name	Manage Users	Units	Register Samples	Manage Reports
Administrator	<input checked="" type="checkbox"/>			
Manager	<input type="checkbox"/>			
Sampler	<input type="checkbox"/>			
Sampler+Reports	<input type="checkbox"/>			

To review the available roles for a worksite, select the worksite you want, and click on the "Roles" tab under "Details"

Creating Custom Roles

Four Labcheck Online roles:

Administrator: Full access within the system

Manager: Equipment management features, add, edit, move and delete units

Sampler: View equipment and reports, print labels

Sampler + Reporter: View equipment, print labels and access management reports

Details



Administration

Abel Construction Co. Ind, Mobile Shop 2

Users

Roles

Add

Save Roles

Delete

Name	Manage Users	Manage Units	Register Samples	Manage Reports
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manager	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sampler	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sampler+Reports	<input type="checkbox"/>			

Click **"Add"** to create customized roles

Creating Custom Roles

Customer Hierarchy

Details



Administration

Abel Construction Co. Ind, Mobile Shop 2

Users

Roles

Setup New Role

Name

Manage Users

Manage Units

Register Samples

Manage Reports

Save

Cancel

Delete

Register Samples

Manage Reports



When creating a customized role, users must assign the role a unique name

Select the permissions associated with the role

Click **“Save”** to create this new role

Modifying Roles



Home

Samples

Equipment

Labels

Reports

Preferences

Admin

Customer Hierarchy

ACME Truck Distribution, JONESTOWN PA

Abel Construction Co. Ind, Mobile Shop 2

Schlooch Inc., SCHLOOCH INC

Select Service Inc, EIGHT-FOUR, PA

York Excavating, YORK PA

Zimmerman Truck Service, JONESTOWN PA

Details



Administration

Users

Roles

Add

Save Roles

Delete

You can delete a role by selecting any of the non pre set roles and then selecting **Delete**

You can add as many roles to each worksite as needed by selecting **Add**

Name	Manage Users	Manage Units	Register Samples	Manage Reports
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sampler	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sampler+Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

User-created roles can be customized from this screen by checking the additional permission levels and selecting **Save Roles**