Labcheck Next Generation

# Quick Start Guide

## Advanced Admin: Managing User Roles/Permissions

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

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

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

# Creating Custom Roles



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