



Labcheck Next Generation

Quick Start Guide

Admin Basics

Using the Admin Tab



[My Account](#)

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Admin

Use the Admin Tab to: add users, manage users, create roles, and update worksite information.

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, POUGHKEEPSIE
 - Brayman Construction Corporation, SAXONBURG PA
 - Bulldog Transit & Supply, BULLDOG TRANSIT & SUP
 - Grs Sevices, Inc., UNIONTOWN
 - Schlouch Inc., SCHLOUCH INC
 - Select Service Inc, EIGHT-FOUR, PA
 - York Excavating, YORK PA
 - Zimmerman Truck Service, JONESTOWN PA

Details



Administration

Abel Construction Co. Ind, Mobile Shop 2

Users

Roles

Add

Modify

Delete

Username	Full Name	Email	Role

To add new Users click on the "Admin Tab"

If you do not see the Admin tab when you login in, you do not have admin privileges. Please contact your company admin or Castrol Rep.

Using the Admin Tab

Customer Hierarchy

- ACME Truck Distribution, JONESTOWN PA
 - Abel Construction Co. Ind, Mobile Shop 2
 - Abel Construction Company Inc, YORK PA
 - American Pay Corp., SHOP
 - Blacktop Maintenance Corporation, POUGHKEEPSIE
- Braym... Construction Corporation, SAXONBURG PA
- Bull... Supply, BULLDOG TRANSIT & SUP
- Select Service Inc, EIGHT-FOUR, PA
- York Excavating, YORK PA
- Zimmerman Truck Service, JONESTOWN PA

Step 1: Select the worksite

Details



Administration

Abel Construction Co. Ind, Mobile Shop 2

[Users](#)[Roles](#)[Add](#)[Modify](#)[Delete](#)

Username	Full Name	Email	Role

Step 2: Select the “Add” button to create a new user for this worksite. A pop-up window will appear

Entering Users Information

Step 1: Complete all of the required fields as marked by a red “*”

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Setup New User

Username*	<input type="text" value="DemoUser100"/>	First Name*	<input type="text" value="John"/>
Last Name*	<input type="text" value="Smith"/>	Job Title	<input type="text"/>
Company	<input type="text" value="Analysts Inc."/>	WebSite	<input type="text"/>
Email*	<input type="text" value="demouser@analystsinc.com"/>	Confirm Email*	<input type="text" value="demouser@analystsinc.com"/>
Address 1*	<input type="text" value="10770 Vinecrest Drive"/>	Address 2	<input type="text"/>
Phone	<input type="text" value="2812212000"/>	Suite	<input type="text"/>
City*	<input type="text" value="Houston"/>	State*	<input type="text" value="TX"/>
Postal Code*	<input type="text" value="77070"/>	Role*	<input type="text" value="Sampler+Reports"/>

[Cancel](#)

Step 2: Click “**Save**” to complete user registration. Once saved the user receives an email which includes username, password, and login instructions

Labcheck Online has four Roles:

Administrator: Full access

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

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

Sampler: View all equipment & print labels

Modifying or Deleting Users



Customer Hierarchy

- ACME Truck Distribution, JONES TOWN PA
- Abel Construction Co. Ind, Mobile Shop 2**
- Abel Construction Company Inc, YORK PA
- Americ...ing Corp., SHOP
- Black...ance Corporation, POUGHKEEPSIE

Select the worksite with the user you would like to modify or delete

Highlight by clicking on the user you would like to modify or delete

Details



Administration

Abel Construction Co. Ind, Mobile Shop 2

[Users](#)[Roles](#)[Add](#)[Modify](#)[Delete](#)

Username	Full Name	Email	Role
DemoUser100	John Smith	er@analystsinc.com	Sampler+Reports

Choose **“Modify”** or **“Delete”**. All contact information can be changed with the exception of Username. To change a username, delete the user and add them again. Usernames can only be used once

Resetting User Passwords



Customer Hierarchy

- ACME Truck Distribution, JONESTOWN PA
 - Abel Construction Co. Ind, Mobile Shop 2
 - Users
 - John Smith**
 - Abel Construction Company Inc, YORK PA
 - American Pa Corp., SHOP
 - Blacktop Maintenance Corporation, POUGHKEEPSIE
 - Brayman Corporation, SAXONBURG PA
 - Bulldog Transit & Services, BULLDOG TRANSIT & SERVICES

Expanding the worksite tree allows you to view the users folder for that worksite. Here you can review user details, reset the user's password, and further control data access

Details



Administration

John Smith

User Details

Data Access

First Name John

Username DemoUser10

Job Title

Role Sampler+Reports

Data Access shows which worksites a user views and allows you to make changes

Reset Password

Clicking on reset password will email the user a new system generated password

NOTE: Only a user can see their password, use Reset Password for any user needing help logging in.