

Labcheck Next Generation Quick Start Guide

Admin Basics

Using the Admin Tab

NEXTGENERATION

Home

San

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

Log Out

My Account

Customer Hierarchy

ABCHE

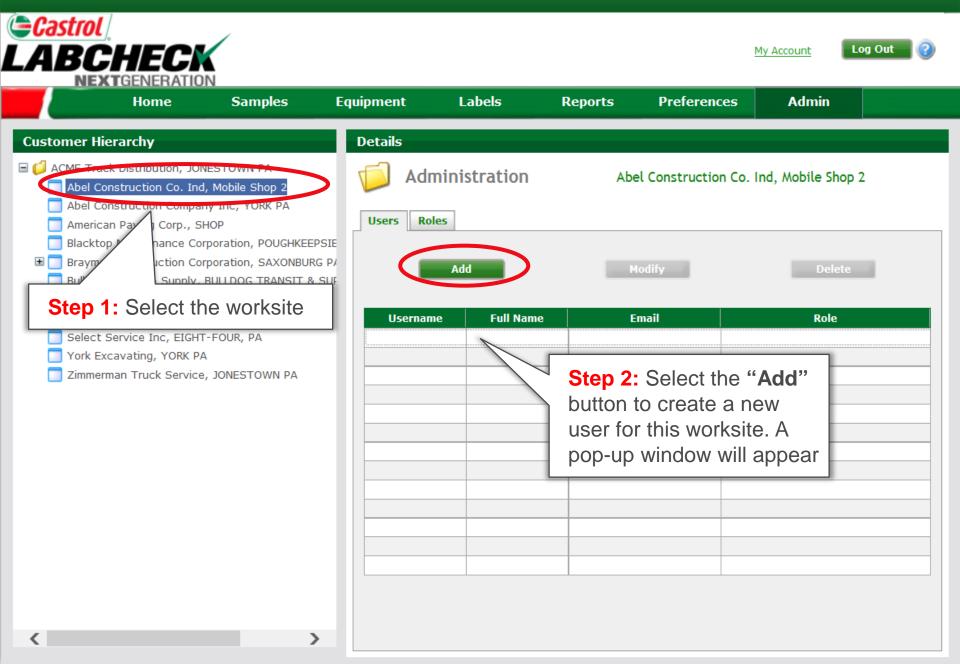
Castrol

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 P/ + Bulldog Transit & Supply, BULLDOG TRANSIT & SUF + Grs Sevices, Inc., UNIONTOWN + Schlouch Inc., SCHLOUCH INC Select Service Inc, EIGHT-FOUR, PA York Excavating, YORK PA Zimmerman Truck Service, JONESTOWN PA

Admin ices Details Administration Abel Construction Co. Ind, bile Shop 2 Users Roles Add 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.

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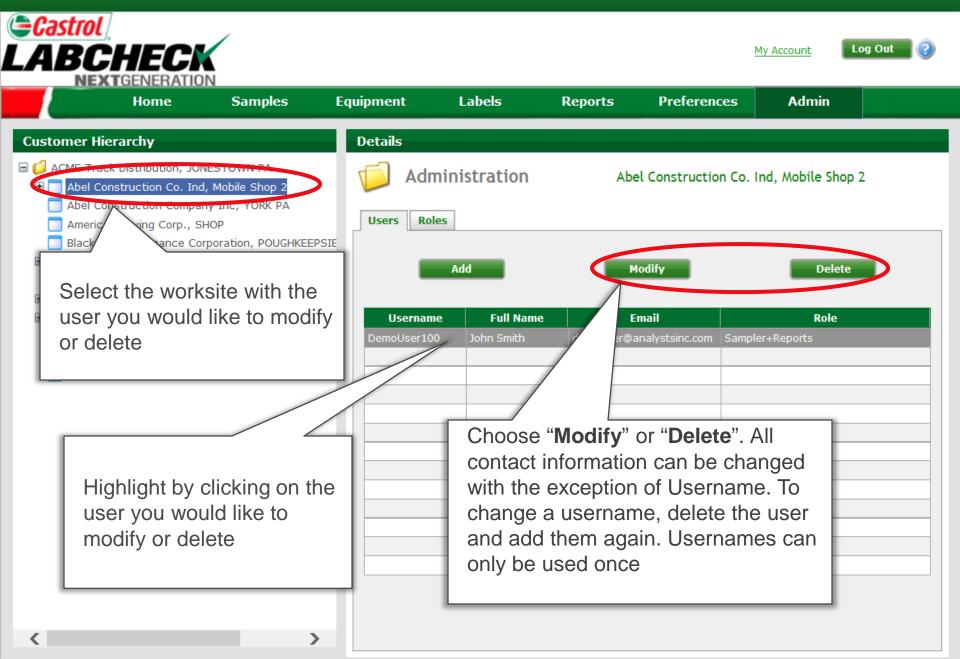
Using the Admin Tab



Entering Users Information

Step 1: Complete all of the required fields as marked by a red "*"	Equipment	Labels	Reports	Preference <i>s</i>	<u>My Account</u> Lo Admin	g Out 🕜
Setup New User						
Username * DemoUser100	First Name * John Job Title			Labcheck Online has four Roles: Administrator: Full access		
Company Analysts Inc.						
Email* demouser@analystsinc.com Address 1* 10770 Vinecrest Drive	Confirm Email * Address 2		llystsinc.com	•	Equipment ent, add, ed	it.
Phone 2812212000	Suite			0	d move unit	
City* Houston Postal Code* 77070	State * TX Role * Sampler+Reports			Sampler + Reporter: View all equipment, print		
Step 2: Click "Save" to complete				labels and access management reports		
user registration. Once say the user receives an email includes username, passw and login instructions	ved which			Sampler: equipmen	View all t & print labe	els

Modifying or Deleting Users



Resetting User Passwords

