



Quick Start Guide

Administrator Basics

Learn How To:

1. Add Users to the Labcheck System
2. How to Modify or Delete Existing Users
3. How to Reset Passwords

Data Access & Roles

Labcheck gives you the ability to be the administrator for your company. The Admin tab lets you add and manage users, assign permissions and roles to users and modify accounts.

When setting up a new user there are two things to take into account – Data access and Roles. See definitions below:

Data Access

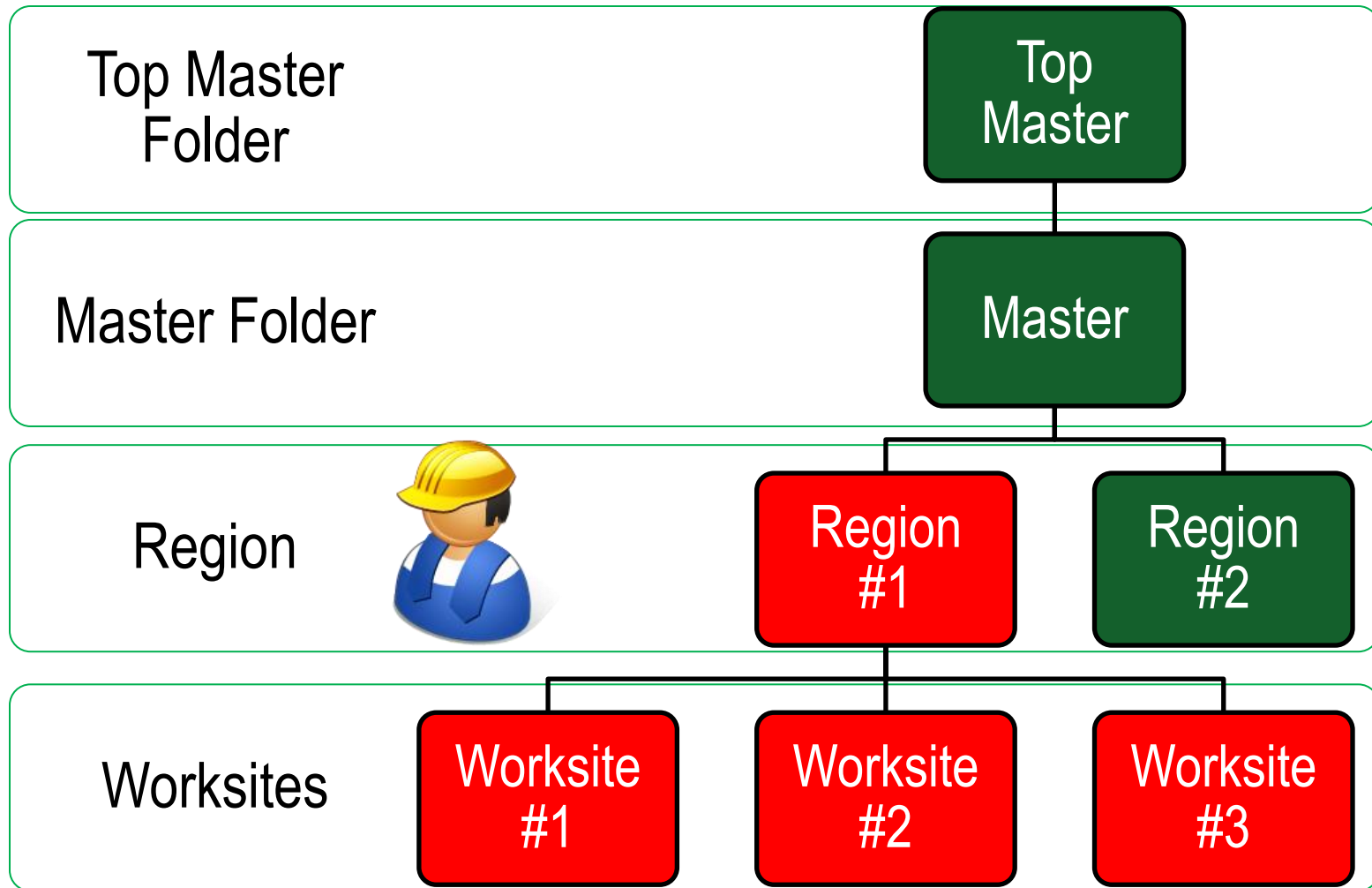
- Determines worksites and equipment viewed by user

Roles (Permission Levels)

- Determines what features a user has access to

Data Access Explanation

Below is an example of Data Access, because our user is set up at the Region #1 folder , online he can view Region #1, Worksite #1, #2, and #3.



Roles Explanation

When setting up a new user you must assign a role to them. Roles determine what features a user has access to. By default most users are set up as Sampler + Reports. Below explains each default role:



Administrator

- Manage users, Add/Modify user accounts
- Equipment management, Move/Update unit & component records
- Run Management Reports



Manager

- Equipment Management, Move/Add/Delete/Update unit & component records
- Run management reports



Sampler + Report

- Can only view Equipment / Print Labels
- Run management reports



Sampler

- Can only view Equipment / Print Labels

Adding New Users



Select Language English▼

Frank Gilboy ▼ Last login on 12/23/2014

HOME SAMPLES EQUIPMENT LABELS REPORTS SETTINGS ADMIN

Quick Search



Customer Hierarchy

Search for Users, Company, Site...

- Acme Lubricants, Top Master
 - Acme Lubricants Inc, JONESTOWN F
 - Users
 - Abel Construction Co. Ind, MOUM
 - Abel Construction Company Inc,
 - Adcock'S Systems, Llc, ADOCK'S
 - Adell Plastics, Balti, MD
 - AFOLINO, AFOLINO OAKMONT, PA
 - Aleris Recycling Inc, Friendly, WV
 - Ameresco, AMERESCO GOSHEN N
 - American Contractors Equipment
 - American Paving Corp., SHOP
 - American Tennis Courts, Inc

Details

Users

Roles

Customer Settings

Add

Modify

Delete

Reset Password

No users found.

Use the Admin tab to add new users, manage existing users, create roles and update worksite information. To start click on the **Admin** tab.

Note: If you do not see the admin tab when logged in you do not have admin privileges, please contact the Labcheck support desk.

Adding New Users



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Details

Users

Roles

Customer Settings

Add

Modify

Delete

Reset Password

No users found.

To add a new user first select the **worksites** on the left side of the screen that the user needs access to. If a user needs access to multiple locations they must be added to a **level above** or a master folder level. Once your selection has been made click on the **add** button.

Note: You cannot add users to have the same level of access that you have. In this example, users can not be added to the Acme Lubricants Top Master folder.

Adding New Users



HOME SAMPLES E

Customer Hierarchy

Search for Users, Company, Site

- Acme Lubricants, Top Mas
- Acme Lubricants Inc, JO
- Users
- Abel Construction Co
- Abel Construction Co
- Adcock'S Systems, LI
- Adell Plastics, Balti, M
- AFOLINO, AFOLINO C
- Aleris Recycling Inc,
- Ameresco, AMERESCO
- American Contractors
- American Paving Cor
- American Tennis Cou

Select Language English

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Quick Search

Add New User



Username*

john.smith

First Name*

John

Last Name*

Smith

Job Title

Maintenance Supervisor

Email*

john.smith@email.com

Confirm Email *

john.smith@email.com

Phone

(123) 456-7891

State

TX

City

Houston

Role*

Administrator
Manager
Sampler
Demo Role
Sampler+Reports

Language*

English

Add New User

Cancel

Complete all the required fields marked with a *. You **must** assign a role to the new user. Click **Add New User** to complete registration. Once saved users instantly receive an email with their username, password and login instructions.

Modifying Users

Customer Hierarchy

Search for Users, Company, Site...

- Acme Lubricants, Top Master
 - Acme Lubricants Inc, JONESTOWN F
 - Users
 - Abel Construction Co. Ind, MOUN
 - Abel Construction Company Inc,
 - Adcock'S Systems, Llc, ADOCK'S
 - Adell Plastics, Balti, MD
 - AFOLINO, AFOLINO OAKMONT, PA
 - Aleris Recycling Inc, Friendly, WV
 - Ameresco, AMERESCO GOSHEN N
 - American Contractors Equipment
 - American Paving Corp., SHOP
 - American Tennis Courts, Inc

Details

Users

Roles

Customer Settings

Add

Modify

Delete

Reset Password

Username	Full Name	Email	Online Role	Company
john.smith	John Smith	john.smith@ema...	Manager	Abel Constructio...

To modify a user, first select the **worksite** on the left side of the screen where they are currently set up. On the **right**, select the user and then click either the modify, delete or reset password button.

User Details



Select Language English

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HOME SAMPLES EQUIPMENT LABELS REPORTS SETTINGS ADMIN

Quick Search



Customer Hierarchy

Search for Users, Company, Site...

- Acme Lubricants, Top Master
 - Acme Lubricants Inc, JONESTOWN F
 - Users
 - Abel Construction Co. Ind, MOUM
 - Abel Construction Company Inc,
 - Users
 - John Smith
 - Adcock'S Systems, Llc, ADOCK'S
 - Adell Plastics, Balti, MD
 - AFOLINO, AFOLINO OAKMONT, PA
 - Aleris Recycling Inc, Friendly, WV
 - Ameresco, AMERESCO GOSHEN N
 - American Contractors Equipment
 - American Paving Corp., SHOP
 - American Tennis Courts, Inc

Details

User Details

Data Access

First Name: John

Last Name: Smith

Username: john.smith

Email: john.smith@email.com

Job Title: Maintenance Supervisor

Company: Abel Construction Company Inc

Role: Manager

Reset Password

Expand the **Users** folder on the left to view all users listed for a worksite. On the right, the **User Details** tab shows you information for the user and a button to reset their password if need be.

Data Access



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 - American Contractors Equipment
 - American Paving Corp., SHOP
 - American Tennis Courts, Inc

Details

User Details

Data Access

Select All - Select None

☒ Abel Construction Company Inc, YORK PA

mm/dd/yyyy

The **Data Access** tab allows you to modify which worksite a user views. If the checkbox is selected next to a location the user can view the worksite online.



LABCHECK SUPPORT DESK:

Phone: **1.866.522.2432**

Email: **LabcheckSupport@AnalystsInc.com**

www.LabcheckResources.com