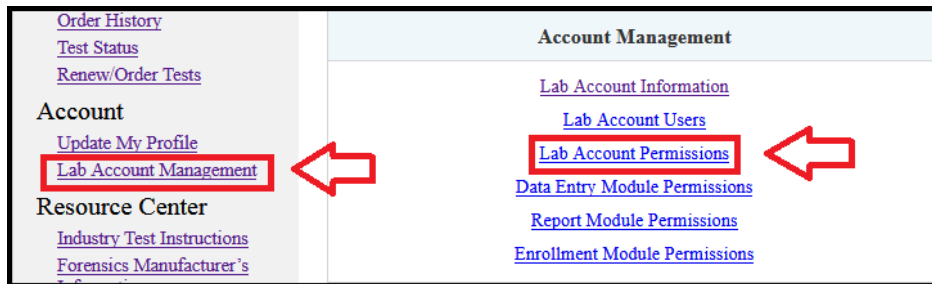# How to Set Lab Account Permissions

This guide explains how a Lab Account Owner (Primary Contact), or authorized user, can set the Lab Account permissions. This will allow an authorized user to be able to invite other users to the lab account and set permissions for all users.

To set the permissions, click on "Lab Account Management" to open the management page. Then click on "Lab Account Permissions" under the Account Management section.

The Lab Account Permissions page will open.

Users must be added to the permissions lists before you can provide them with the indicated permission. Use the drop-down list to select a specific user to add to the permissions list and click "Add to List". You can add all users to the permissions list by clicking on "Add All Users".

The drop-down list will show all users linked directly to your Lab Account. This occurs automatically when a user claims a test linked to your LabCode. If you cannot find the user in this list you may need to add them to your Lab Account. (How to Add Users to a Lab Account) This is common for Managers within Master Groups in Forensics as the Groups do not have a direct and unique connection to a LabCode.

Once the user or users have been added to the list, click on the box under the specific aspects of the Lab Account Management tools that you would like them to be able to access and manage.

To remove a user from the permissions list and remove all permissions, click the box in the last column for that user.

Click the "Apply" button to save any changes to the permissions.

Note: *If you select the box under the column heading, it will add a check mark and activate the permission for all users.*