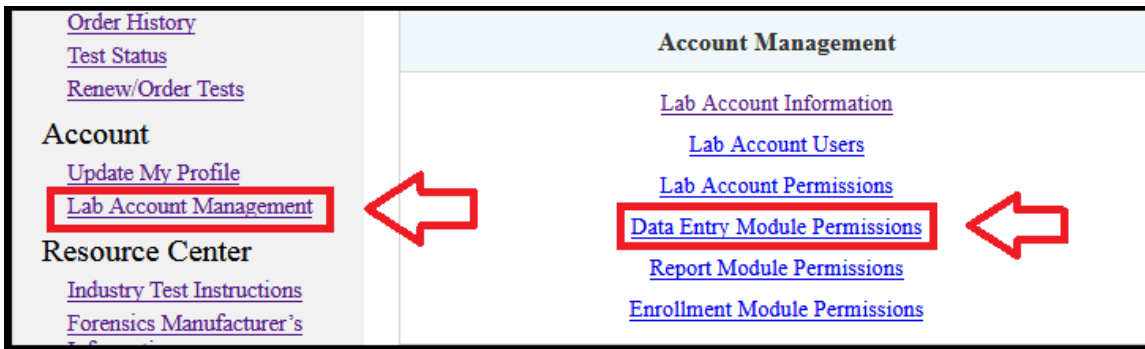


How to Set Data Entry Module Permissions

This guide explains how a Lab Account Owner (Primary Contact), or authorized user, can set the Data Entry Module permissions for additional users to have access to the Data Entry Library and utilize the preloaded Participant Code/WebCode feature for your laboratory's specific tests/cycles. The Forensics Program has an additional permission that allows users to unassign tests that have been claimed or assigned in error.

To set the permissions, click on "Lab Account Management" to open the management page. Then click on "Data Entry Module Permissions" in the Account Management section.

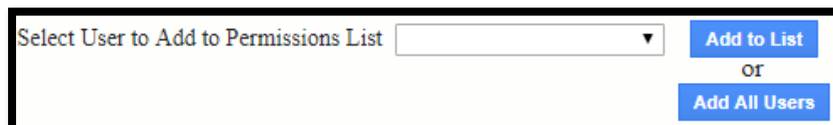


The Data Entry Module Permissions page will open.

Note: *If you are the Lab Account Owner, you will see a section on Data Entry Settings, this section is one of the few areas only accessible by the Lab Account Owner. This is described in the main walkthrough on permissions ([How to Set Permissions for Lab Accounts](#)), this current guide only discusses permissions which can be shared with other users.*

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 user(s) have been added to the list, you can choose whether a user can view the lab account data entry library for all disciplines or for specific forensic disciplines. Only one of the two columns can be selected per user. To allow a user to view all disciplines, click the box located in the "View Lab Account Data Entry Library" column for the specific user.

Clients in our Forensics Program can also choose to allow a user to view only specific disciplines, click on "Add a discipline" in the "View Only Specific Discipline Data" column for the specific user. You can add as many specific disciplines as appropriate.

To allow the user access to preloaded codes for claiming or assigning tests, click the box in the "Access to preloaded codes for assigning tests" column for each specific user. This will provide them with access to the Participant Code(s)/LabCode(s) available for active tests. When they go to claim or assign a test, they will be able to select from a drop-down list of available Participant Code(s) or LabCode(s). After they select the desired Participant Code or LabCode, the corresponding WebCode will be automatically loaded.

The ability to unassign a test following the "[How to Unassign a Test \(Forensics Only\)](#)" walkthrough can be given by selecting the box associated with a specific user. This will provide the authorized user with the ability to unassign a test that has been claimed by or assigned to the wrong user within the Forensics Program. This feature is only available prior to the data due date for tests that have not been submitted. Industry Program users are encouraged to utilize the "[How to Add a Cycle to Your Account and Claim for a Group](#)" walkthrough to allow multiple users to access the same cycle.

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: Selecting the box in the column heading will add a check mark and activate the permission for all users.

User	View Lab Account Data Entry Archive	View Only Specific Discipline Data	Access to preloaded codes for assigning tests	Ability to unassign a test, remove User and Delete all Data (Forensics Only)	Delete From List & Remove all Permissions
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Only one of the two permissions above can be used for any single user. Selecting one will automatically de-select the others for that user.				
AnalystA@cts-portal.com	<input checked="" type="checkbox"/>	Add a discipline...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AnalystB@cts-portal.com	<input type="checkbox"/>	Latent Prints Remove Forensic Biology Remove Add a discipline...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AnalystC@cts-portal.com	<input checked="" type="checkbox"/>	Add a discipline...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="button" value="Apply"/> 