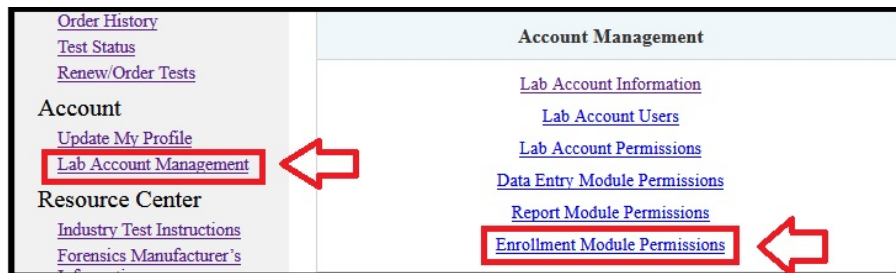


How to Set Enrollment Module Permissions

This guide explains how a Lab Account Owner (Primary Contact), or authorized user, can set the Enrollment Module permissions for additional users to allow access to the Order History, Test Status, and Renew/Order Tests features for the lab account.

Note: Checking the permission for a user to access the “Renew/Order Tests” feature will also allow the user to view and request updates to the “Lab Account Information” section under “Lab Account Management”. Refer to the [How to Update Lab Account Information Guide](#) for further details on the “Lab Account Information” section of your portal account.

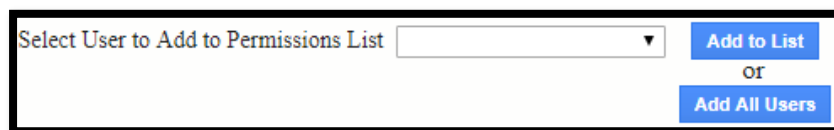
To set the permissions, click on "Lab Account Management" to open the management page. Then click on "Enrollment Module Permissions" in the Account Management section.



The Enrollment Module 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, you can set the user's access Test Status, Order History, and Renew/Order Tests by clicking the appropriate box for each specific user.

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 in the column heading, it will add a check mark and activate the permission for all users.*

<u>User</u>	View Order History	View Test Status	View Quotes	Review/Create Quotes	Delete From List & Remove all Permissions
User @cts-interlab.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User2 @cts-interlab.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

