How to Set Permissions for Lab Accounts

This guide discusses the types of permissions that can be provided to additional users to allow access to the expanded features of the CTS Portal Lab Account.

The Lab Account Owner (Primary Contact) can choose to share access to the expanded portal features through the setting of user specific permissions. The permissions available to be set are broken down into the following sections, detailed explanations are accessed by clicking the name of the permission type.

Lab Account Permissions – Set additional authorized users to manage the Lab Account

Data Entry Module Permissions – Provide access to the Data Entry Library, preloaded testing codes, ability to unassign tests (for Forensics program only) and additional Data Entry Notification options

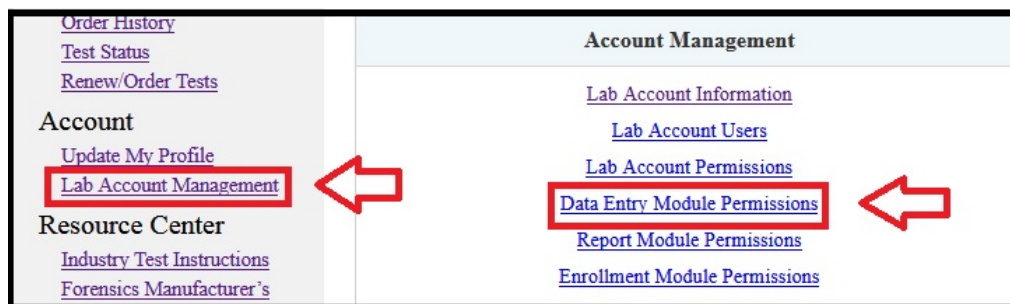**Report Module Permissions** – Provide access to the Individual Report Library

Enrollment Module Permissions – Provide access to Test Status, Order History, and Renew/Order Tests

Lab Account Owner Only Permissions

There are a few aspects of the expanded lab account permissions section that can only be accessed by the Lab Account Owner. The permission to view this information or perform these actions cannot be shared with any other users.
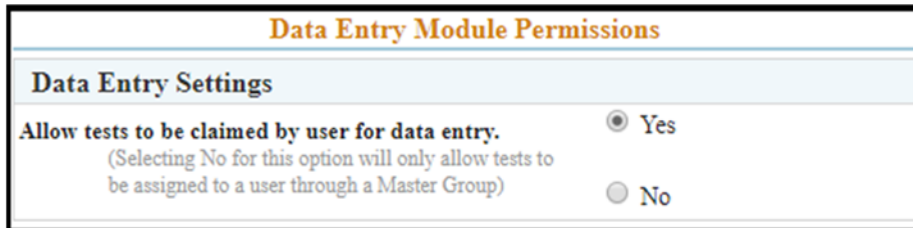
Data Entry Module Permissions - Lab Account Owner Only

The data entry module permissions page and data entry notifications subpage contain two control features that can only be accessed by the Lab Account Owner (Primary Contact). To view these, the Lab Account Owner needs to 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, the top of which is only seen by the Lab Account Owner.

In this section, the Lab Account Owner can set a rule for claiming data entry, the default setting is shown below. This setting allows tests to be claimed by users for data entry through use of the Participant Code and WebCode provided by CTS as an attachment with the emailed shipping notification. If you select "No", tests can only be claimed or assigned by users who have access to the preloaded codes.
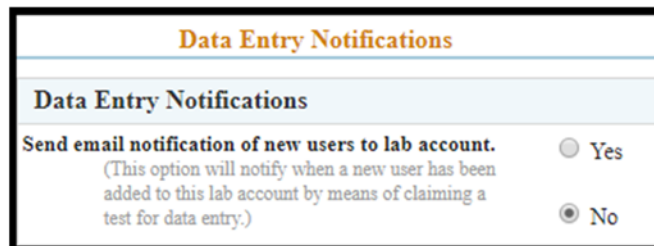

From the Data Entry Module Permissions page, access to the Data Entry Notifications is available on the right-hand menu. The Data Entry Notifications page will open, the top of which is only seen by the Lab Account Owner.

In this section, the Lab Account Owner can set a rule for notifications, the default setting is shown below. This setting will let you choose whether you want to receive an email notification whenever a new user has been added to the lab account by claiming a test for data entry.

For both of these settings, click on the circle next to the appropriate selection and click the "Apply" button. The Apply button is located below the user list of permissions, you may need to scroll down the page to locate the button.