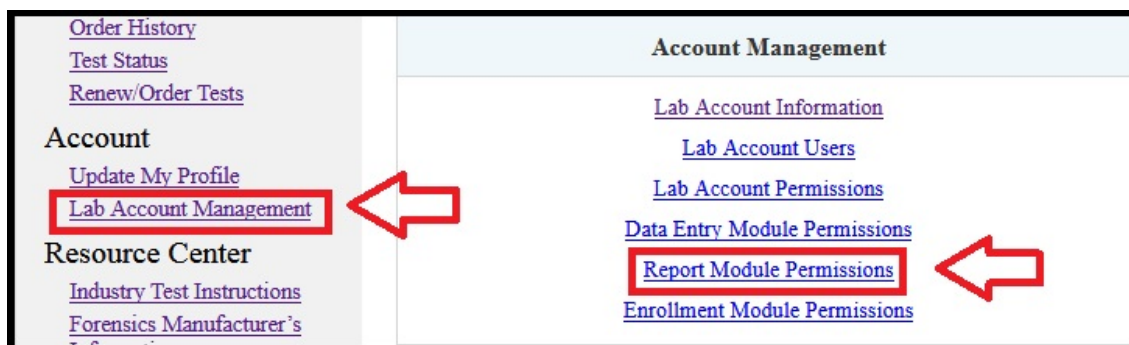


How to Set Report Module Permissions

This guide explains how a Lab Account Owner (Primary Contact), or authorized user, can set the Report Module permissions for additional users to allow access to the Individual Report Library.

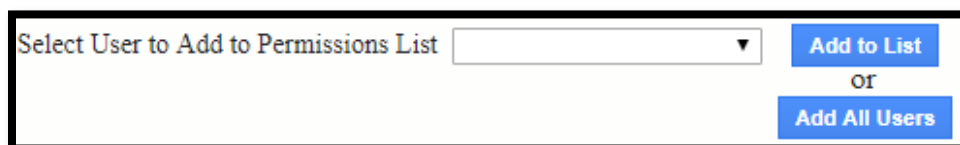
To set the permissions, click on "Lab Account Management" to open the management page. Then click on "Report Module Permissions" in the Account Management section.



The Report 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 preferences to allow a user to view all reports, or view only his or her own reports. Permission to view the reports also allows the user to print/download the report through their internet browser. Only one of the three columns can be selected per user.

Clients in our Forensics Program can also choose to allow viewing of reports for all disciplines or specific reports under added disciplines. Click on "Add a discipline" to add specific disciplines. You can add as many disciplines as needed.

Click the box in the "Request Bulk Report PDFs" column to turn this permission on or off. This permission allows a user to request an e-mail of multiple Individual Reports sent as a .zip file attachment. This permission does not affect the viewing permissions described above.

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 All Reports	View Only Specific Discipline Reports	View Own Reports	Request Bulk Report PDFs	Delete From List & Remove all Permissions
	Only one of the three permissions above can be used for any single user. Selecting one will automatically de-select the others for that user.			<input type="checkbox"/>	<input type="checkbox"/>
AnalystA@cts-portal.com	<input checked="" type="checkbox"/>	Add a discipline...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AnalystB@cts-portal.com	<input checked="" type="checkbox"/>	Add a discipline...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AnalystC@cts-portal.com	<input checked="" type="checkbox"/>	Add a discipline...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

