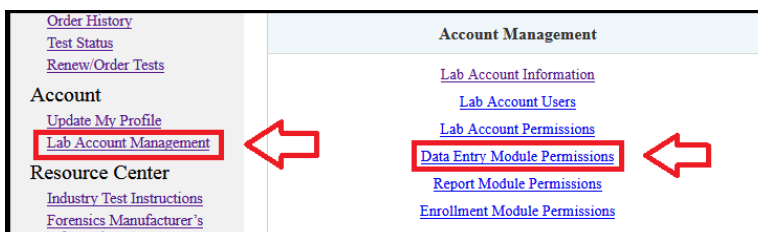


How to Set Data Entry Notification Permissions

This guide explains how a Lab Account Owner (Primary Contact), or authorized user, can set the Data Entry Notification permissions for additional users to receive notifications from the portal regarding data entry.

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. From here, access to the Data Entry Notifications is available on the right-hand menu.

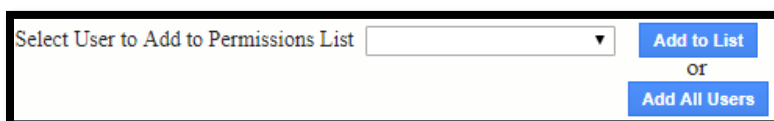


The Data Entry Notifications page will open.

Note: If you are the Lab Account Owner, you will see a boxed section on Data Entry Notifications, 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 the user or users have been added to the list, you can choose whether a user will receive a notification email for four different options.

- **Notification for Tests/Cycles not Claimed.** (Default “Yes”) Email reminder is sent two weeks before data due date if one or more tests/cycles have not been claimed.
- **Notification for Tests/Cycles not Submitted.** (Default “Yes”) Email reminder is sent two days before data due date notifying that one or more users’ have claimed tests/cycles which have not been submitted to CTS.
- **Notification of Individual Submission.** (Default “No”) Email is sent confirming when a user submits their data to CTS along with a PDF copy of the submission. Clients in our Forensics Program can also choose to receive notifications for specific disciplines, click on "Add a discipline" in the "Receive Notification of Individual Submission for Specific Discipline" column for the specific user. You can add as many specific disciplines as appropriate.
- **Notification of Bulk Submission from Master Group (Forensics Only).** (Default “No”) Email will be sent when tests are submitted in bulk confirming the submission and listing all Participant Codes submitted for that test.

To remove a user from the permissions list and remove all permissions, click the box in the last column for that user. The Lab Account Owner cannot be removed from this list.

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.*

User	Receive Notifications of Tests Cycles Not Claimed	Receive Notification of Tests Cycles Not Submitted	Receive Notification of Individual Submission	Receive Notification of Individual Submission for Specific Discipline	Receive Notification of Bulk Submission from Master Group (Forensics Only)	Delete From List & Remove all Permissions
	<input type="checkbox"/>	<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.					
LabAccount Owner@CTS-interlab.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add a discipline...	<input type="checkbox"/>	<input type="checkbox"/>
Additional User@CTS-interlab.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add a discipline...	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Apply"/> 