KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

LIMS Maintain Lab Users Window

Navigation

LIMS \ Maintain Lab Users

Maintain Lab Users Window Description

The Maintain Lab Users window is used to assign lab unit privileges to existing SiteManager users. Before a user can access a lab unit's work queue, the system administrator must assign the user to the lab unit using this window.

The Maintain Lab Users window displays the labs defined as lab units in the Maintain Destination Labs window. The list of users in the Available Users pane comes from the SiteManager security users.

To add users to a lab unit, select the users from the available users list and click on the ADD USERS button. To remove any users associated to a lab unit, select them from the Lab Users list and click REMOVE USERS button.

Procedure

System Administrator assigns lab users to lab units. Most users will be assigned to one lab unit.

Field Table

Field Name	KYTC Population Policy & Procedure
Lab ID	This column contains the lab ID value stored in the qualified labs table.
Lab Name	Identifies the name of the lab.
Geographic Area	Identifies the geographic area of the lab.
Lab Contact Person	Identifies the name of the contact person assigned for the lab.
User ID (Available Users pane)	User ID of all users available that can be assigned to the lab. The user ID list contains all SiteManager security users not already assigned to the lab.

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Field Name	KYTC Population Policy & Procedure
User Name (Available Users pane)	Identifies the full name of the user.
Central Office	Indicates whether the user belongs to the central office.
Level 2 Office Number	Indicates which level 2 office the user belongs to,
Level 3 Office Number	Indicates which level 3 office the user belongs to,
Level 4 Office Number	Indicates which level 4 office the user belongs to,
User ID (Lab Users pane)	User ID of all users that are assigned to the lab.
User Name (Lab Users pane)	Identifies the full name of the user.