

Contacts in DEKSONline

You must be registered as a laboratory responsible at DEKS to be able to add, edit or delete contacts.

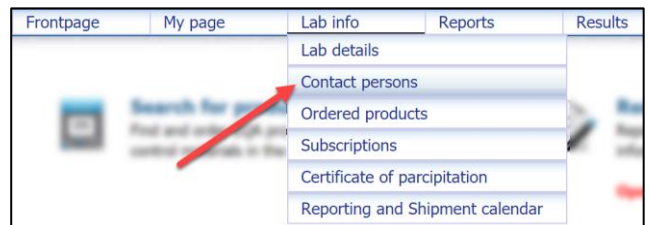
You must be logged in at www.deksonline.dk to access the method information.

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View list of contacts

From the frontpage, you choose [Lab info] and [Contact persons]



A list of contacts and their rights is now displayed.

There are contacts who are physically attached to the laboratory (top) and affiliated contacts the laboratory (bottom).

Persons physically attached to the laboratory					
Name	Physically attached	View reports	Report results	Order	Action
Bente Test Mortensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dår Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gitte M. Test Henriksen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

External persons attached to the laboratory					
Name	Physically attached	View reports	Report results	Order	Action
Ina Test Jørgensen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Marc Torp Henriksen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	


Rights:

- *Physically attached*
Determines which list the contact appears on.
- *View reports*
Gives the person access to view laboratory reports.
- *Report results*
Gives the person access to enter results.
- *Order*
Gives the person access to order products.

Attach a new contact person

- Click [Attach a new contact] below the list
- Enter the email address in the field, Click [Next]
- If the person is already in the system, the registered information is displayed
- If the person is a new contact, then fill in the fields, click [Next]
- Click in to insert a check mark, if the person is physically attached the laboratory
If not, leave it empty, click [Next]
- Specify the rights of the person by clicking in the to insert a check mark, click [Next]
- The entered information is now displayed.
If you want to correct is, you can use the [Back] buttons
- If everything is correct, click [Confirm and create]
- The new contact will receive an email with password and a note about by whom and when the person is entered

Remove a contact person

- Contacts are removed by clicking  Remove to the right next to the informations.

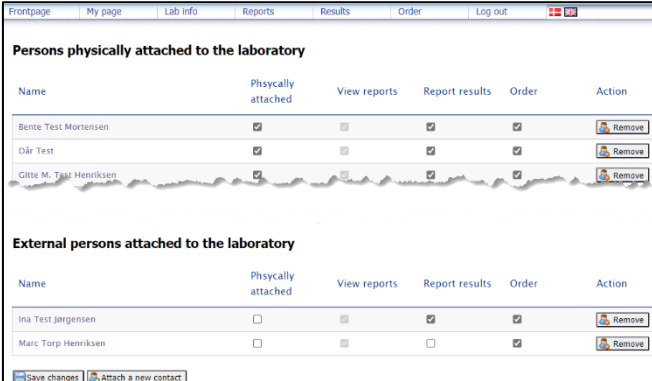
Edit the rights of a contact person

Add new rights




- The rights are attached to the person by clicking in the to insert a check mark.
- Click [Save changes] to save.



Remove rights

- Remove the rights by clicking in the to remove the check mark.
- Click [Save changes] to save.



The screenshot shows a web interface with a navigation menu at the top: Frontpage, My page, Lab info, Reports, Results, Order, Log out, and a Danish flag. The main content area is titled "Persons physically attached to the laboratory" and contains a table with the following columns: Name, Physically attached, View reports, Report results, Order, and Action. The table lists three contacts: Bente Test Mortensen, Dår Test, and Gitte M. Test Henriksen. Each row has a checked box in the "Physically attached" column and a "Remove" button in the "Action" column. Below this section is another section titled "External persons attached to the laboratory" with a similar table listing Ina Test Jørgensen and Marc Torp Henriksen. At the bottom of the interface, there are buttons for "Save changes" and "attach a new contact".

Name	Physically attached	View reports	Report results	Order	Action
Bente Test Mortensen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Remove
Dår Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Remove
Gitte M. Test Henriksen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Remove

Name	Physically attached	View reports	Report results	Order	Action
Ina Test Jørgensen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Remove
Marc Torp Henriksen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 Remove