

# 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](http://www.deksonline.dk) to access the method information.

## Table of Contents

View list of contacts .....	1
Rights.....	1
Attach a new contact person .....	2
Remove a contact person.....	2
Edit the rights of a contact person .....	2
Add new rights .....	2
Remove rights.....	2

## 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 information.

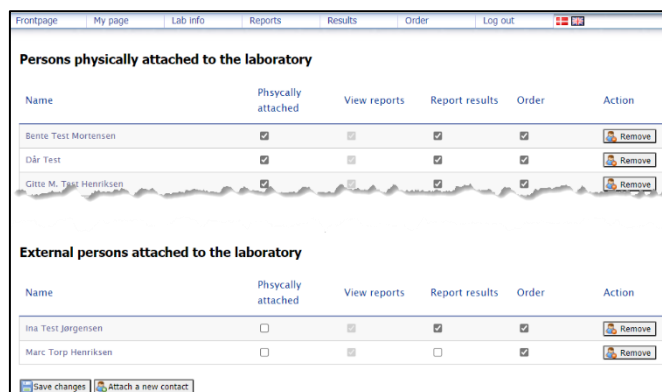
## Edit the rights of a contact person

### 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 bar at the top containing links: Frontpage, My page, Lab info, Reports, Results, Order, Log out, and a Danish flag. The main content area is divided into two sections: "Persons physically attached to the laboratory" and "External persons attached to the laboratory".

**Persons physically attached to the laboratory**

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

**External persons attached to the laboratory**

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

At the bottom of the interface, there are two buttons: "Save changes" and "attach a new contact".