

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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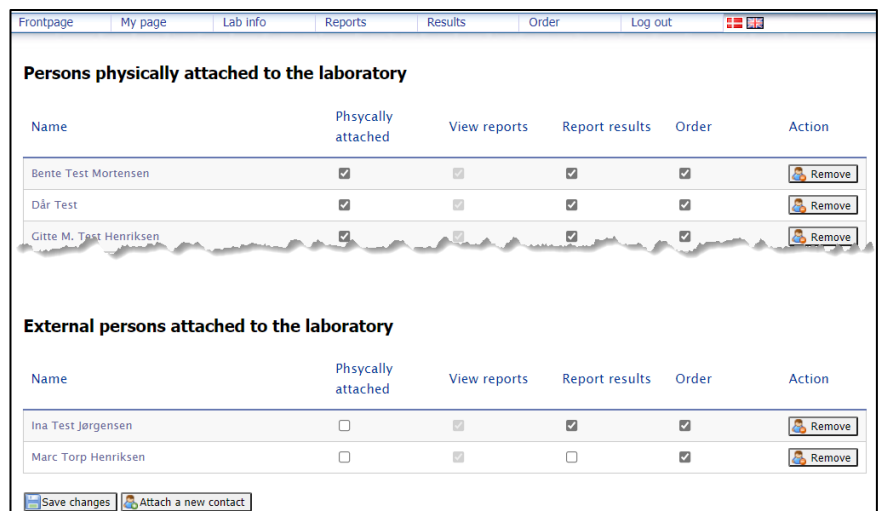
View list of contacts

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).




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.

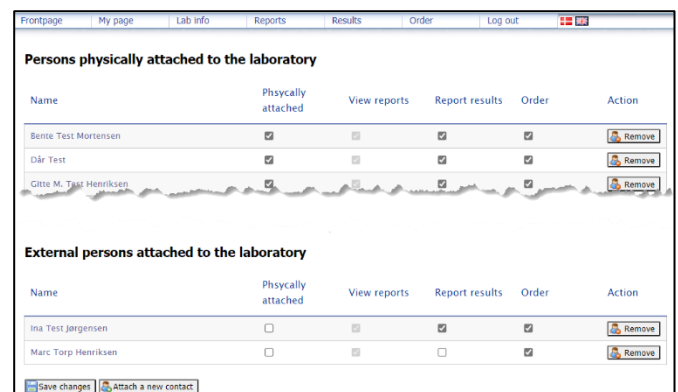
Edit the rights of a contact person




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.



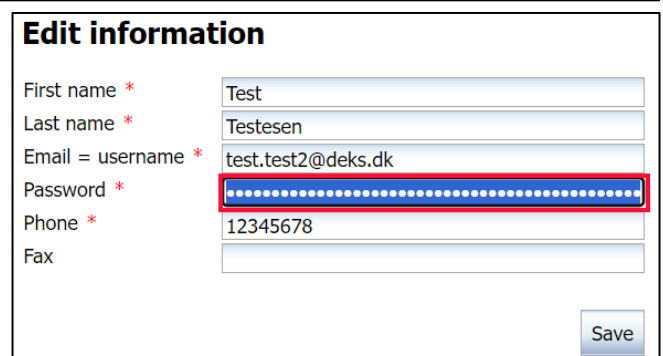
Name	Physically attached	View reports	Report results	Order	Action
Bente Test Mortensen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Remove
Dår Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input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

Change password

Contact persons can change their password themselves.

- Click [My page] on the menu bar at the top.
- Double click in the Password field.
- Enter your new password.
- Click [Save] to save your new password.



Edit information

First name * Test

Last name * Testesen

Email = username * test.test2@deks.dk

Password *

Phone * 12345678

Fax

Save