

Manage laboratory portal users

(for Laboratory Administrators)

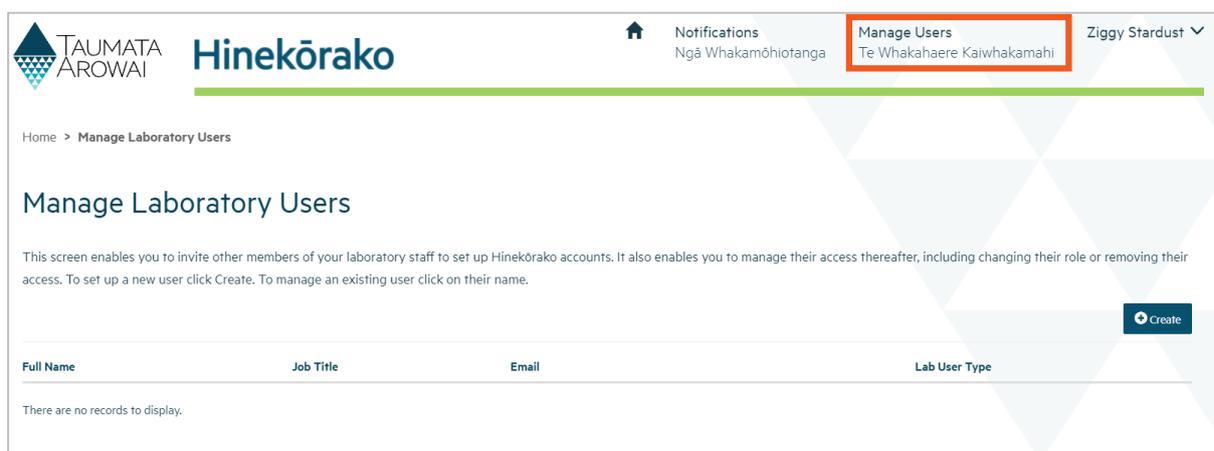
This quick reference guide takes you through the steps to:

- Provide others from your laboratory with access to Hinekōrako so they can submit notifications of drinking water supply tests that indicate an exceedance of the Maximum Acceptable Values (MAV).
- Manage those users once they are set up, including changing their level of access or removing access.

There are two levels of access:

- **Laboratory Users**, who can view past notifications of MAV exceedance submitted by the laboratory and can create and submit new ones.
- **Laboratory Administrators**, who can do what *Laboratory Users* can do, but who are also able to access the Manage User functionality described in this guide.

Step	What to do
1	Once you are logged in to the portal, click on the <i>Manage Users</i> link at the top of the page. If you cannot see that link it means you are not a <i>Laboratory Administrator</i> and thus cannot manage users.



The screenshot shows the Hinekōrako portal interface. At the top, there is a navigation bar with a home icon, 'Notifications Ngā Whakamōhiotanga', 'Manage Users Te Whakahaere Kaiwhakamahi' (highlighted with a red box), and a user profile 'Ziggy Stardust'. Below the navigation bar, the breadcrumb 'Home > Manage Laboratory Users' is visible. The main heading is 'Manage Laboratory Users'. A descriptive paragraph states: 'This screen enables you to invite other members of your laboratory staff to set up Hinekōrako accounts. It also enables you to manage their access thereafter, including changing their role or removing their access. To set up a new user click Create. To manage an existing user click on their name.' A 'Create' button is located on the right side. Below this is a table with headers: 'Full Name', 'Job Title', 'Email', and 'Lab User Type'. The table content is empty, with the text 'There are no records to display.'

Options

The *Manage Users* screen displays a list of Hinekōrako users from your laboratory.

From here you can do one of three things:

1. Set up a new user by clicking on the *Create* button. Go to **Step 2**.
2. Manage an existing user by choosing *Edit User* from the drop down list at the end of their row. Go to **Step 5**.
3. Remove a user by choosing *Deactivate User* from the drop down list at the end of their row. Go to **Step 7**.

Manage Laboratory Users

This screen enables you to invite other members of your laboratory staff to set up Hinekōrako accounts. It also enables you to manage their access thereafter, including changing their role or removing their access. To set up a new user click Create. To manage an existing user click on their name.

Full Name	Job Title	Email	Lab User Type
Aladdin Sane	Lab technician	Al@contoso.com	Laboratory User

1. Create button
2. Edit User button
3. Deactivate User button

Create a new user

Step	What to do
2	<p>Clicking <i>Create</i> opens a screen where you can record the new user's details, including their name, job title, email address and their phone number. All fields are mandatory except job title. You must provide at least one phone number, either business or mobile.</p> <p>You will also indicate which role you want to give them:</p> <ul style="list-style-type: none"> • <i>Laboratory Administrator</i>, or • <i>Laboratory User</i> <p>When you have finished you click on <i>Submit</i>.</p>

Create

User Information

First Name *
Aladdin

Last Name *
Sane

Lab User Type *
Laboratory User

Email *
Al@contoso.com

Job Title
Lab technician

Business Phone *
+6412345678

Mobile Phone
e.g. +64271234567

Submit

Step	What to do
3	<p>If there is any problem with the data you have submitted, one or more error messages will be displayed at the top of the screen. For example, missing mandatory data or an invalid phone number or email format.</p> <p>If this happens, correct the errors and click <i>Submit</i> again.</p>

i The form could not be submitted for the following reasons:

[Lab User Type is a required field.](#)

Create

User Information

First Name *

Last Name *

Lab User Type *

Step	What to do
4	<p>You will be taken to a screen confirming that you've successfully submitted your request for the user to be invited to create an account.</p> <p>An email will automatically be generated to the user at the email address you provided, including a link they can click on to create a Hinekōrako account linked to a new or existing RealMe® account. To find out more about the process they will go through to sign up, look in the <i>Establish laboratory portal and RealMe® account (for all users)</i> quick reference guide on the Taumata Arowai website.</p> <p>From here you can navigate back to the <i>Notifications</i> page or <i>Manage Users</i> page using the menu options at the top of the screen.</p>



Hinekōrako

↑

Notifications	Manage Users
Ngā Whakamōhiotanga	Te Whakahaere Kaiwhakamahi

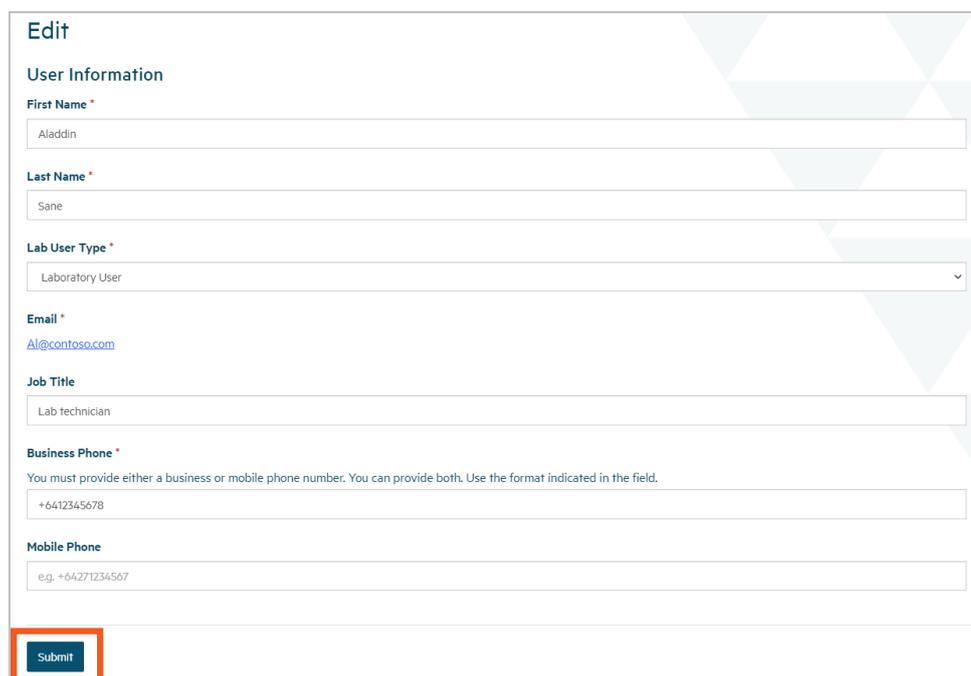
Home > Manage Laboratory Users > Create Laboratory User

Create Laboratory User

Submission completed successfully

Manage an existing user

Step	What to do
5	<p>Choosing <i>Edit User</i> for a particular user opens a screen where you can view and update their details, with the exception of their email address. For security purposes only they can change that by updating their profile. For instructions on how they can do that, look in the Manage laboratory portal users (for Laboratory Administrators) quick reference guide on the Taumata Arowai website.</p> <p>You can change their role, either giving them or taking from them the ability to manage users.</p> <p>When you have finished you click on <i>Submit</i>.</p>



Step	What to do
6	Unless there is a problem with your data you'll see the screen with the <i>Submission Completed Successfully</i> message.

Resending a User Invitation

Step	What to do
1	<p>Navigate to Manage Users tab on the Portal and select the down arrow at the end of the relevant user in the table</p> <p>Select 'Resend Invite' from the menu options</p>

Manage Laboratory Users

This screen enables you to invite other members of your laboratory staff to set up Hinekōrako accounts. It also enables you to manage their access thereafter, including changing their role or removing their access.

To set up a new user click Create. To deactivate a user's account or change their role or details open the drop down menu at the end of their row.

Full Name	Job Title	Email	Lab User Type
Sarah Read	Sarah Read Ltd	sarah.read@taumataarowai.govt.nz	Laboratory Administrator
Tim Do	Test	tim.do@contoso.com	

Create

Edit User

Deactivate User

Resend Invite

Step	What to do
2	<p>The <i>'Resend Laboratory Invite'</i> screen will open</p> <p>Define the <i>Lab User Type</i> if required</p> <p>Check <i>'Resend Invitation'</i> box and select <i>'Submit'</i></p> <p>A new invitation will be sent to the relevant users recorded email account</p>

Resend Laboratory Invite

Resend Invite

User Information

First Name *

Sarah

Last Name *

Read

Email

sarah.read@taumataarowai.govt.nz

Job Title

Sarah Read Ltd

Business Phone

+64210312091

Mobile Phone

Provide a telephone number

Lab User Type *

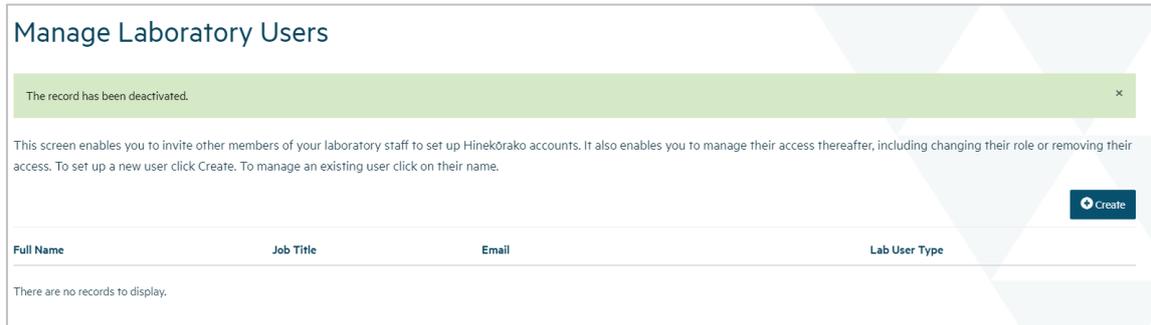
Laboratory Administrator

Resend Invitation

Submit

Remove a user

Step	What to do
7	<p>Choosing <i>Deactivate User</i> for a particular user removes them from the list of active users and prevents them logging in.</p> <p>Note: There is currently no warning message, so be sure you have the correct user and wish to proceed before choosing that option. If you wish to reactivate the user you must contact Taumata Arowai.</p> <p>When you select <i>Deactivate User</i>, a message is displayed at the top of the screen confirming the user has been deactivated.</p>



Manage Laboratory Users

The record has been deactivated. ×

This screen enables you to invite other members of your laboratory staff to set up Hinekōrako accounts. It also enables you to manage their access thereafter, including changing their role or removing their access. To set up a new user click Create. To manage an existing user click on their name.

[Create](#)

Full Name	Job Title	Email	Lab User Type
There are no records to display.			