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Search Here

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Primary Investigator (PI) and Lab Managers can create and remove user accounts as needed

- Overview
- Monitoring Points
- Alerts 34
- Reports
- Calibration
- Audit Trail
- Manage
  - My Profile
  - Account
  - Users & Contacts
  - Locations
  - Data Loggers
  - Sensors
  - Gateways
  - Unassigned Data Loggers
  - Alarm Templates
  - Notification Policies
  - Integrations
  - Exports
  - Upload
  - API Keys
  - Billing
- Support

Users & Contacts

Sort By: Last Name | Search contacts | Manage User Roles | Add User or Contact

Jordan Abbott
Primary Investigator (P18_8th Floor_Abbott Lab)

Sudip Acharya
Lab Manager (P18_8th Floor_Abbott Lab)

John Adgate

Rajesh Agarwal
Primary Investigator (V20_2nd Floor_Agarwal Lab)

Mahi Ahmed

Han Ahu
Primary Investigator (M20_3rd Floor_Zhu Lab)

Allyson Alexander

Alexandra Allen
Assistant Lab Manager (V20_3rd Floor_Repine Lab)

Brendan Allen
Student (M20_3rd Floor_Kuhn Lab, M20_Basement_Kuhn Lab)

Enrique Alvarez
Primary Investigator (P15_5th Floor_Alvarez Lab)

Vladimir Amani
Biorepository Team (P18_4th Floor_Foreman Lab)

Amy Amara
Primary Investigator (P15_5th Floor_Alvarez Lab)

Shelby Andersen
Lab Manager (P18_9th Floor_Duerkop Lab)

Theresa Anderson
Biorepository Team (P12-1st Floor - LEAD)

Peter Anderson
Primary Investigator (V20_4th Floor_Anderson Lab)

Catherine Anderson
Lab Manager (P15_7th Floor_Kinnamon Lab)

Rachel Andrews
Laboratory & Facilities coord (P15_6th Floor_Furuta Lab)

Emily Andrews
Lab Manager (P15_7th Floor_Chonchol Lab)

Silvia Aparicio Domingo

Samuel Aragon

Najeeb Arishi
Biorepository Team (M20_Basement_Deane Lab)

Michael Armstrong
Core Manager (V20_2nd Floor_Reisdorph Lab)

Ashley Asamoah
Biorepository Team (M20_Basement_Deane Lab)

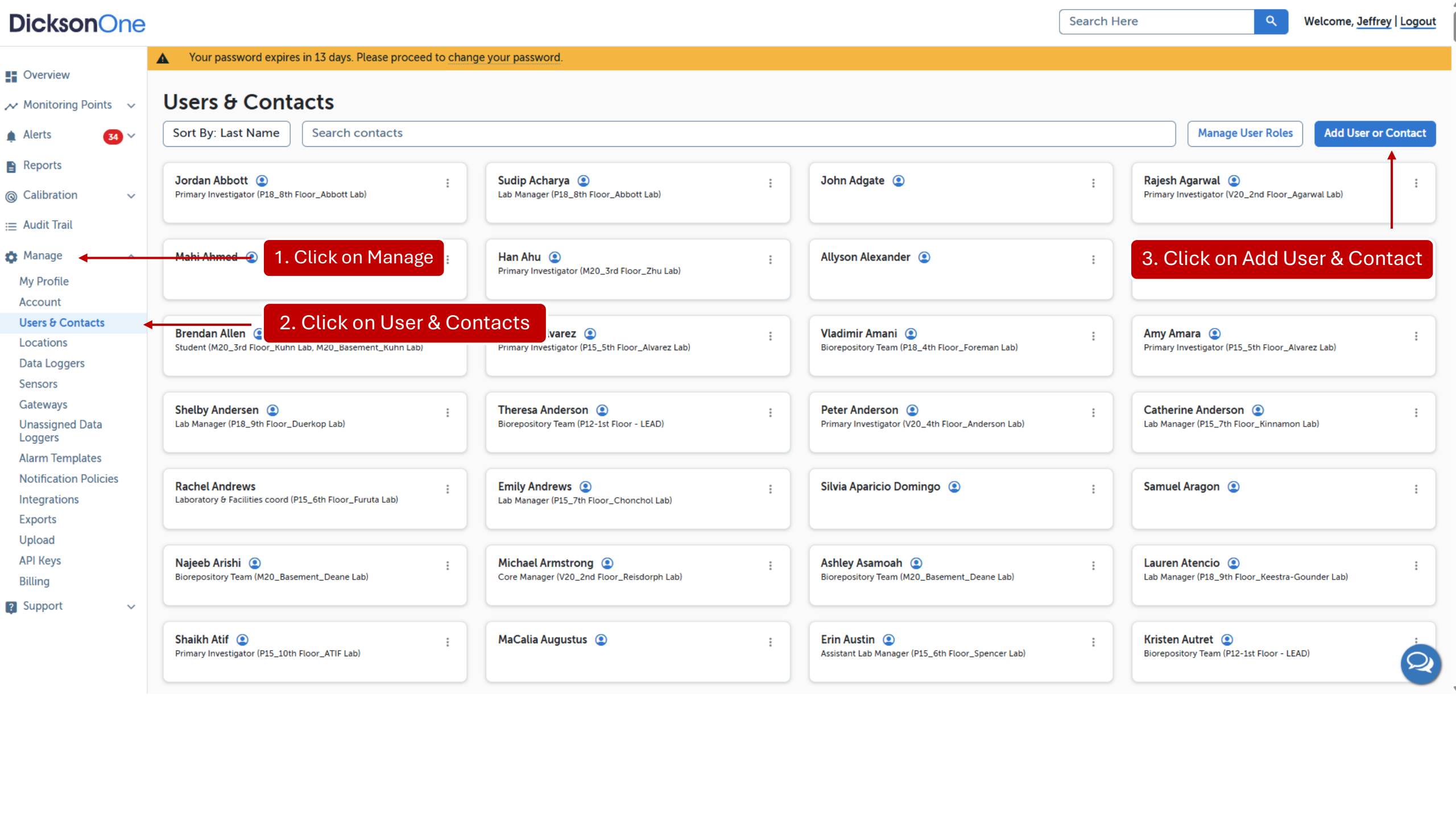
Lauren Atencio
Lab Manager (P18_9th Floor_Keestra-Gounder Lab)

Shaikh Atif
Primary Investigator (P15_10th Floor_ATIF Lab)

MaCalia Augustus

Erin Austin
Assistant Lab Manager (P15_6th Floor_Spencer Lab)

Kristen Autret
Biorepository Team (P12-1st Floor - LEAD)


DicksonOne
Search Here
Welcome, Jeffrey | Logout
Your password expires in 13 days. Please proceed to change your password.
Overview
Monitoring Points
Alerts 34
Reports
Calibration
Audit Trail
Manage
My Profile
Account
Users & Contacts
Locations
Data Loggers
Sensors
Gateways
Unassigned Data Loggers
Alarm Templates
Notification Policies
Integrations
Exports
Upload
API Keys
Billing
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1. Click on Manage
2. Click on User & Contacts
3. Click on Add User & Contact
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Sort By: Last Name
Search contacts
Manage User Roles
Add User or Contact
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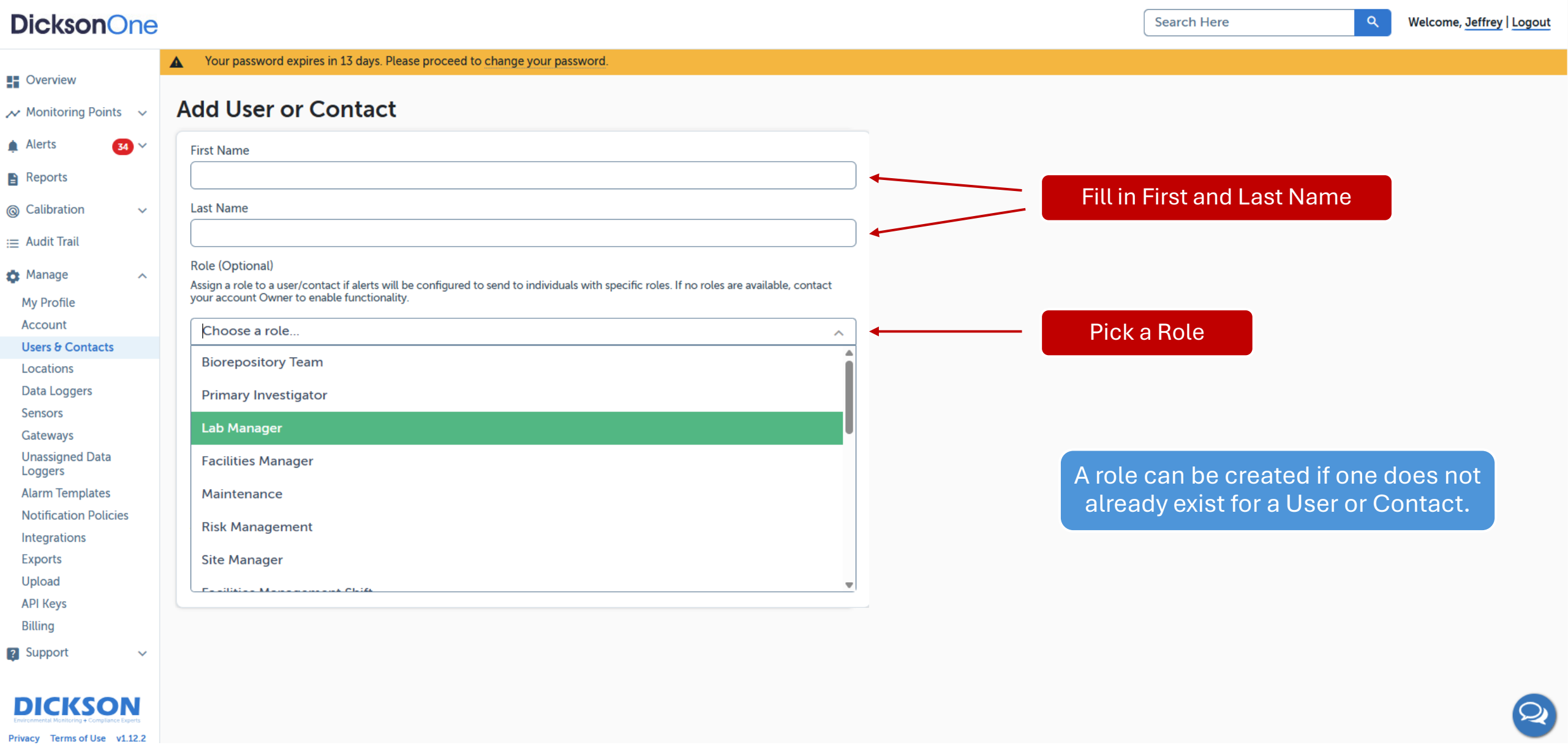
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Overview
Monitoring Points
Alerts 34
Reports
Calibration
Audit Trail
Manage
My Profile
Account
Users & Contacts
Locations
Data Loggers
Sensors
Gateways
Unassigned Data Loggers
Alarm Templates
Notification Policies
Integrations
Exports
Upload
API Keys
Billing
Support
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Add User or Contact
First Name
Last Name
Role (Optional)
Assign a role to a user/contact if alerts will be configured to send to individuals with specific roles. If no roles are available, contact your account Owner to enable functionality.
Choose a role...
Biorepository Team
Primary Investigator
Lab Manager
Facilities Manager
Maintenance
Risk Management
Site Manager
Fill in First and Last Name
Pick a Role
A role can be created if one does not already exist for a User or Contact.

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Search Here

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- Overview
- Monitoring Points
- Alerts 34
- Reports
- Calibration
- Audit Trail
- Manage
  - My Profile
  - Account
  - Users & Contacts
  - Locations
  - Data Loggers
  - Sensors
  - Gateways
  - Unassigned Data Loggers
  - Alarm Templates
  - Notification Policies
  - Integrations
  - Exports
  - Upload
  - API Keys
  - Billing
- Support

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Add User or Contact

First Name

Last Name

Role (Optional)

Assign a role to a user/contact if alerts will be configured to send to individuals with specific roles. If no roles are available, contact your account Owner to enable functionality.

Lab Manager

Locations (Optional)

Select one or more locations that this user/contact has responsibility over and may receive alerts for.

Select locations

- Anschutz Medical Campus
  - Circuit Management
  - Prenatal (AK32)
  - Academic Office (L15)
    - L15-3rd Floor
    - L15_3rd Floor_Oser Lab
  - Research 1 South (L18)

Pick A Location

Overview
Monitoring Points
Alerts 34
Reports
Calibration
Audit Trail
Manage
My Profile
Account
Users & Contacts
Locations
Data Loggers
Sensors
Gateways
Unassigned Data Loggers
Alarm Templates
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Integrations
Exports
Upload
API Keys
Billing
Support

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Add User or Contact

First Name

Last Name

Role (Optional)

Assign a role to a user/contact if alerts will be configured to send to individuals with specific roles. If no roles are available, contact your account Owner to enable functionality.

Choose a role...

Locations (Optional)

Select one or more locations that this user/contact has responsibility over and may receive alerts for.

Select locations

Contact Info

+ Add email address
+ Add phone number

Make this contact a user?

They'll be granted access to your account. Their permissions can be configured below.

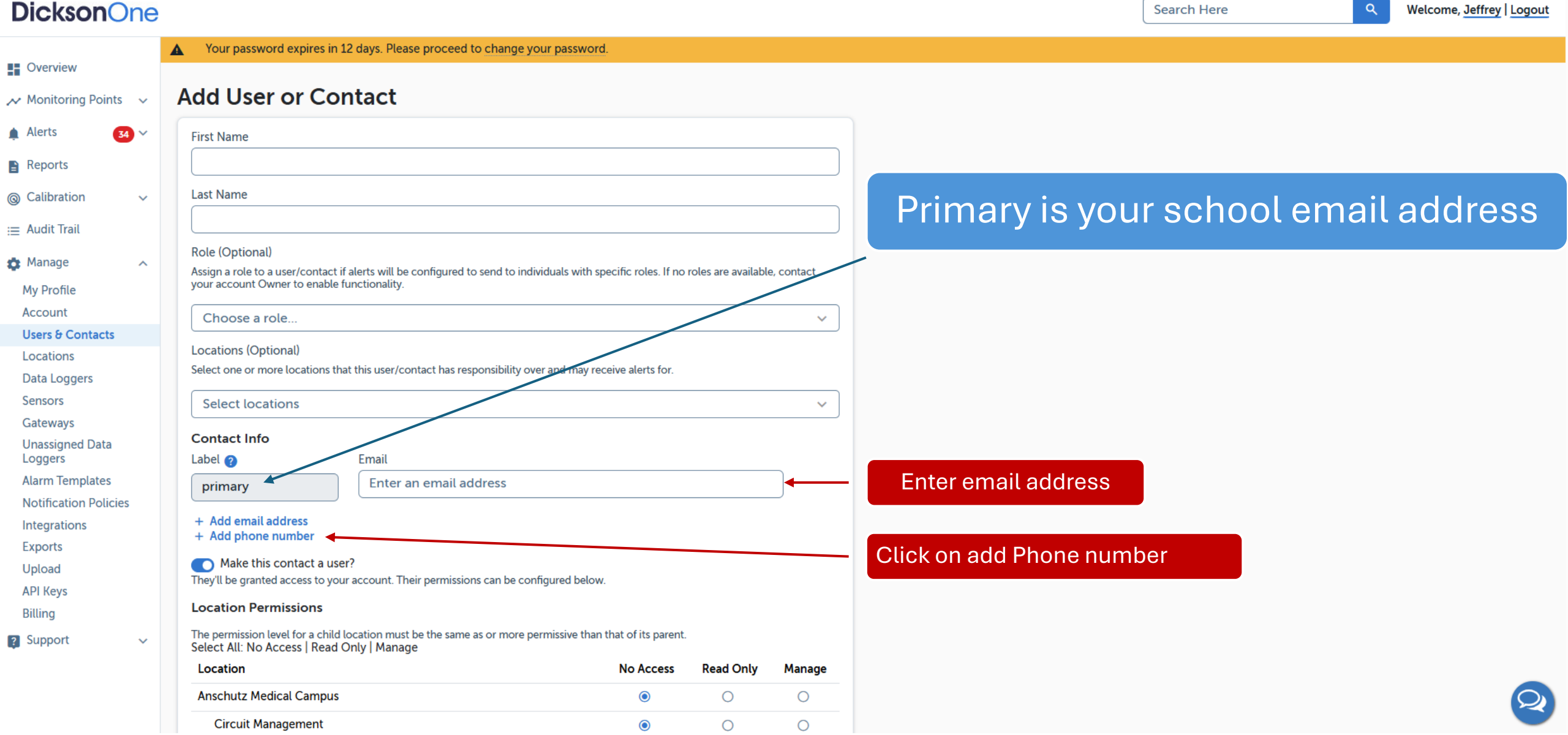
Submit Back

Pick to make a User or a Contact

1. Contact does not have access to the software but can receive notifications

2. Users have access to the software

Pick to be Contact or User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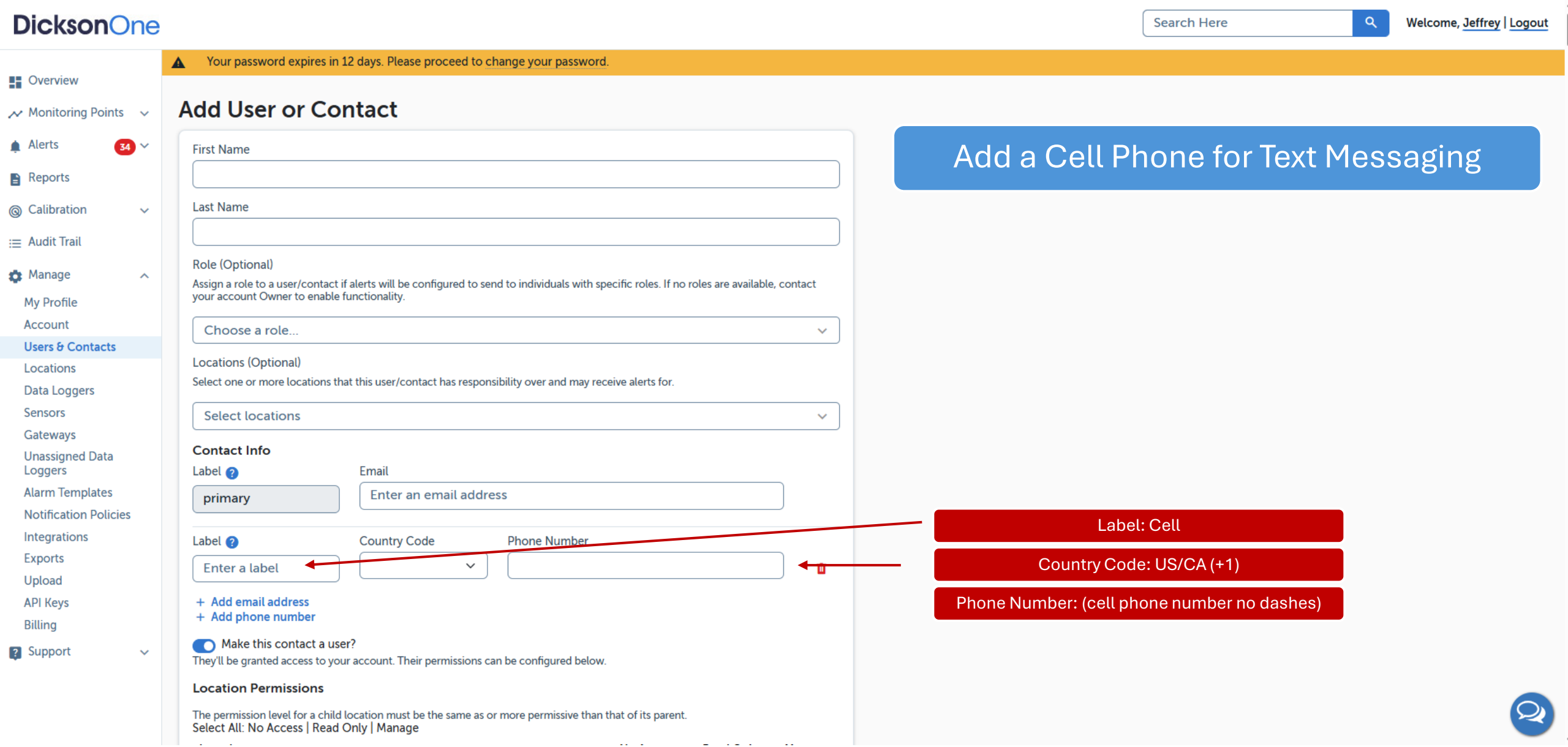
Monitoring Points
Alerts 34
Reports
Calibration
Audit Trail
Manage
My Profile
Account
Users & Contacts
Locations
Data Loggers
Sensors
Gateways
Unassigned Data Loggers
Alarm Templates
Notification Policies
Integrations
Exports
Upload
API Keys
Billing
Support
Add User or Contact
First Name
Last Name
Role (Optional)
Assign a role to a user/contact if alerts will be configured to send to individuals with specific roles. If no roles are available, contact your account Owner to enable functionality.
Choose a role...
Locations (Optional)
Select one or more locations that this user/contact has responsibility over and may receive alerts for.
Select locations
Contact Info
Label
Email
primary
Enter an email address
+ Add email address
+ Add phone number
Make this contact a user?
They'll be granted access to your account. Their permissions can be configured below.
Location Permissions
The permission level for a child location must be the same as or more permissive than that of its parent.
Select All: No Access | Read Only | Manage
Location
No Access
Read Only
Manage
Anschutz Medical Campus
Circuit Management
Primary is your school email address
Enter email address
Click on add Phone number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Monitoring Points
Alerts 34
Reports
Calibration
Audit Trail
Manage
My Profile
Account
Users & Contacts
Locations
Data Loggers
Sensors
Gateways
Unassigned Data Loggers
Alarm Templates
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Add User or Contact
First Name
Last Name
Role (Optional)
Assign a role to a user/contact if alerts will be configured to send to individuals with specific roles. If no roles are available, contact your account Owner to enable functionality.
Choose a role...
Locations (Optional)
Select one or more locations that this user/contact has responsibility over and may receive alerts for.
Select locations
Contact Info
Label
Email
primary
Enter an email address
Label
Country Code
Phone Number
Enter a label
+ Add email address
+ Add phone number
Make this contact a user?
They'll be granted access to your account. Their permissions can be configured below.
Location Permissions
The permission level for a child location must be the same as or more permissive than that of its parent.
Select All: No Access | Read Only | Manage
Add a Cell Phone for Text Messaging
Label: Cell
Country Code: US/CA (+1)
Phone Number: (cell phone number no dashes)

Sensors
Gateways
Unassigned Data Loggers
Alarm Templates
Notification Policies
Integrations
Exports
Upload
API Keys
Billing
Support

Contact Info

Label

primary

Email

Enter an email address

+ Add email address
+ Add phone number

Make this contact a user?
They'll be granted access to your account. Their permissions can be configured below.

Location Permissions

The permission level for a child location must be the same as or more permissive than that of its parent.
Select All: No Access | Read Only | Manage

Location	No Access	Read Only	Manage
Anschutz Medical Campus	◉	○	○
Circuit Management	○	◉	○
Prenatal (AK32)	○	○	◉
Academic Office (L15)	◉	○	○
L15-3rd Floor	◉	○	○
L15_3rd Floor_Oser Lab	◉	○	○
Research 1 South (L18)	◉	○	○
L18-1st Floor	◉	○	○
L18-1st_Dalessandro Lab	◉	○	○
L18-1st_Hansen Lab	◉	○	○
L18-2nd Floor	◉	○	○
L18_2nd Floor_Bebarta Lab	◉	○	○
L18-4th Floor	◉	○	○
L18_4th Floor_Birlea Lab	◉	○	○
L18_4th Floor_Clambey Lab	◉	○	○
L18_4th Floor_Clendenen Lab	◉	○	○
L18_4th Floor_Fujita Lab	◉	○	○

Customize the level of User & Contact

No Access, This is contact level

Read Only and Manage are user-level

Click on Access Level

V20_3rd Floor_Rotz Lab	◉	○	○
V20_3rd Floor_Wagner Lab	◉	○	○
V20_3rd Floor_Wright Lab	◉	○	○
V20-4th Floor	◉	○	○
V20_4th Floor_Aguilante Lab	◉	○	○
V20_4th Floor_Anchordoquy Lab	◉	○	○
V20_4th Floor_Anderson Lab	◉	○	○
V20_4th Floor_Catalano Lab	◉	○	○
V20_4th Floor_Joy Lab	◉	○	○
V20_4th Floor_Kompella Lab	◉	○	○
V20_4th Floor_Mallela Lab	◉	○	○
V20_4th Floor_Shared Freezer	◉	○	○
V20_4th Floor_Simberg Lab	◉	○	○
Firehouse	◉	○	○
Dickson Install - Phase 1 Data Loggers	◉	○	○
Dickson Install - Phase 2 Data Loggers	◉	○	○
L18	◉	○	○
M20	◉	○	○
P18	◉	○	○
V20	◉	○	○

Submit Back

Once you have made all your selections, please click on the "Submit" button.

Click on Submit

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