Admin Manual

Intro:

Only Admin users can create, edit and delete contacts. These options will not be available to regular user accounts. Regular users will not be able at any time to create, edit, delete contacts. Regular users are also unable to invite or delete other users.

Creating a contact:

Navigate to the create a contact page by clicking the new contact button the bottom of the search contact page. Fill in the fields, the required fields are first name(or just name if it laboratory type), phone number and address. Attempting to create a contact without these fields will result in an error message and the contact will not be created. If all of the appropriate fields are filled you will be redirected back to the search contacts page and that new contact will be visible in the list.

Editing a contact:

Clicking on one contact name will bring you to the information page for that contact. Clicking the edit contact button will bring you to the edit contact page. You may edit any field of the contact and upon successful update you will be brought back to the info page for that specific contact.

Deleting a contact:

Deleting a contact is irreversible. Once you click the delete button that contact is gone, so if this is the only record of that contact's information and you wish to change that contact's type this should be done through editing, not deletion and new creation.
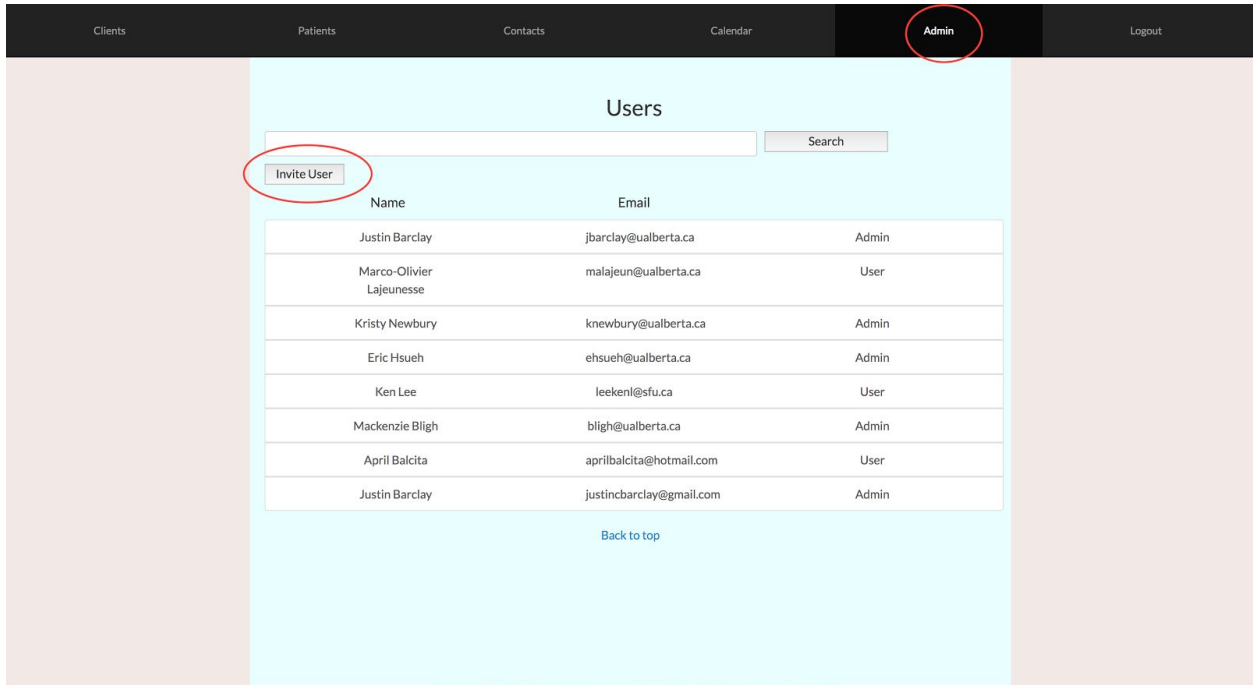

User Management:

One important user account disclaimer. Never delete all of the users, and never delete all of the admin users. If there is no admin user left you will not be able to invite other users to the system. So if you wish to to maintain one main admin user and then change that account to a different admin user, create the new one first and then you may safely delete the first one.

Invite User:

Starting from the admin page, to invite a new user, click on the invite user button.

After clicking the "Invite User", this will transition you to the invite user page, where you will be prompted to enter the name of the user and their email. It's important to note, that you may only set the user's account type at the creation of the account.

New User

Name

New User

Email

newuser@email.com

User type

User

Invite User

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After you click the "Invite User" button, if the invite is successful you will be redirected to the main Admin page. However, if there is a problem with the process an error message will appear the Name input field.

New User

Please enter a valid email ×

Name

New User

Email

newuser@email

User type

User

Invite User

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Deleting a User or Resetting a Password:

Starting from the Admin page, click on a user.

You will then be transitioned to that user's page. From here you can click on the "Reset password" button to send an email to the user containing a link for them to reset their password. Or, you can click on the Delete button, which will permanently delete their account from the database.

Justin Barclay

justincbarclay@gmail.com

Admin

Reset password | Delete

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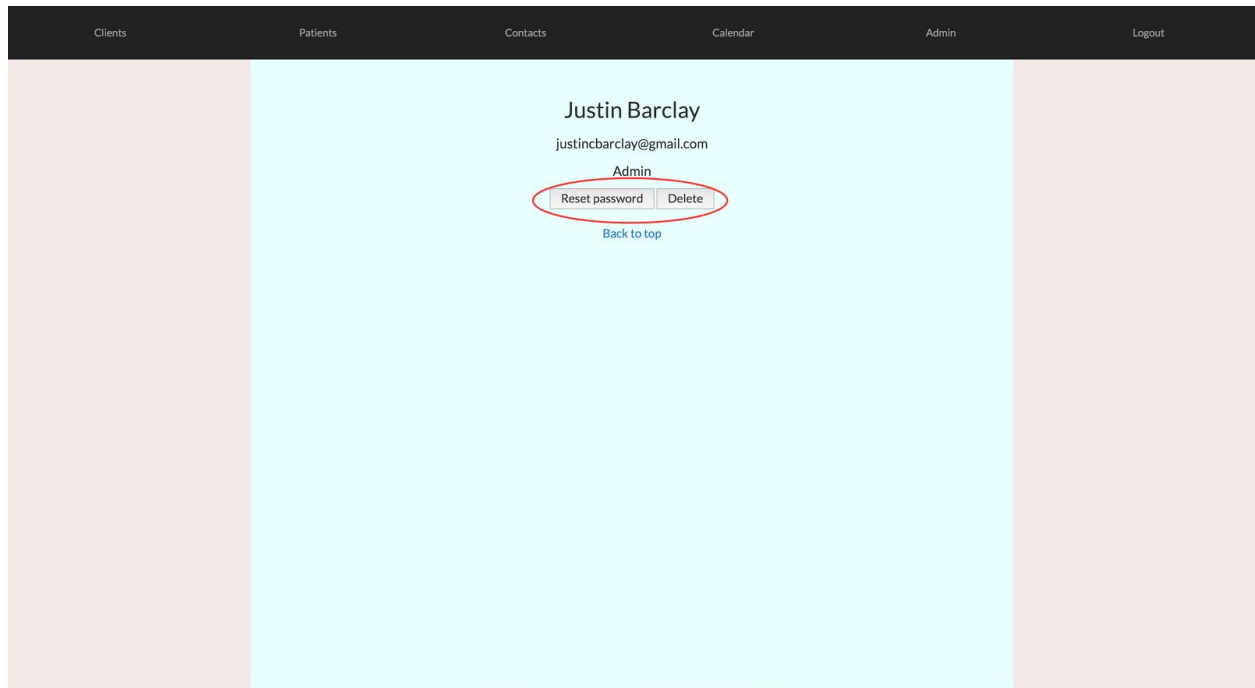
If you click on the "Reset password" button a green notification button will appear at the top of your screen to let you know an email has been sent.

Password Reset! ×

Justin Barclay

justincbarclay@gmail.com

Admin

Reset password | Delete

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If you click on the Delete button, upon successful completion of deleting the user you will be redirected to the main Admin page. You can visually confirm the user's deletion by observing that the user is no longer in the user list.

Users

Search

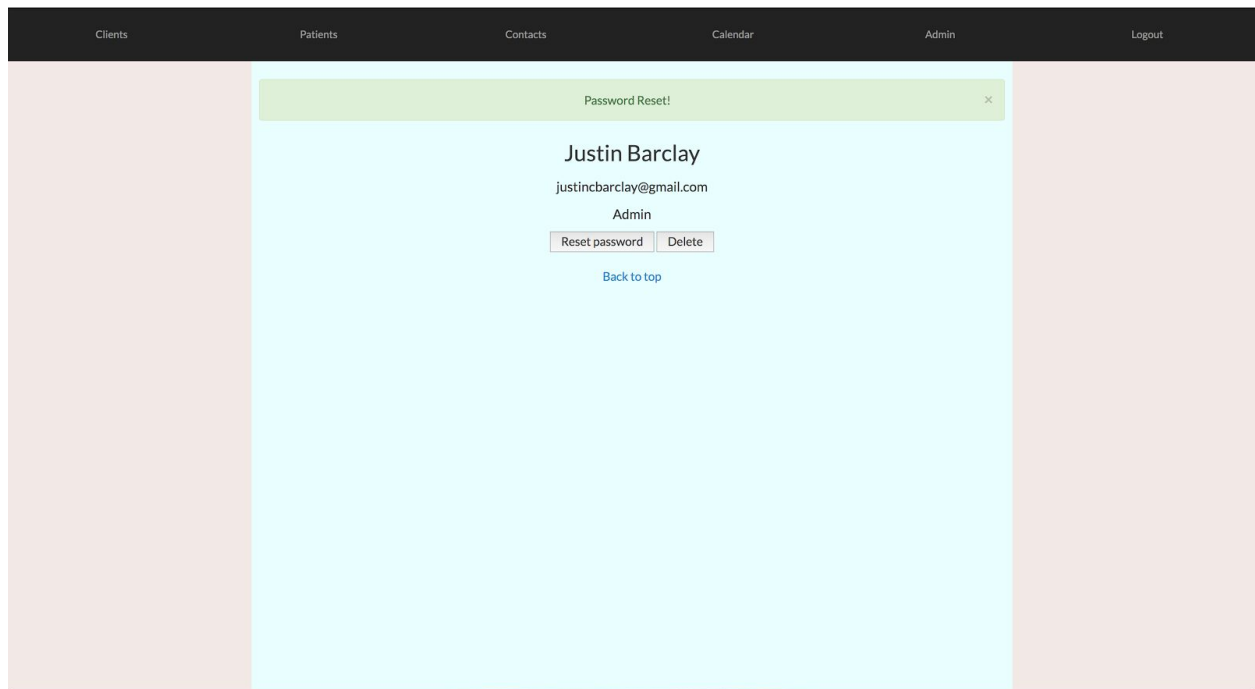Invite User

Name	Email	
Justin Barclay	jbarclay@ualberta.ca	Admin
Marco-Olivier Lajeunesse	malajeun@ualberta.ca	User
Kristy Newbury	knewbury@ualberta.ca	Admin
Eric Hsueh	ehsueh@ualberta.ca	Admin
Ken Lee	leekenl@sfu.ca	User
Mackenzie Bligh	bligh@ualberta.ca	Admin
April Balcita	aprilbalcita@hotmail.com	User
Ariel Raudsepp	ariel.raudsepp@gmail.com	User

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**Notice
justincbarclay@gmail.com
is no longer in the list.**