cobas[®] infinity laboratory solution

Create a User Account; Assign a Profile and Location



Creating a New User

In this example the assumption is the profile is already configured.

- Once logged into the cobas[®] infinity software, select the Administration tab
- 2. Click on Menu
- 3. Navigate to Users
- 4. Select Users
- 5. To add a new user click on Add
- 6. The bottom of the screen is now able to be edited

All fields marked with an asterisk (*) indicate required information

- 7. Type in the User ID. In this example we will use JonesJ
- 8. Enter the user **Name**
- 9. Enter the user Last name
- 10. Enter a temporary **Password**. Password requirements are site specific. Be sure to adhere to security requirements configured in cobas infinity at your location
- 11. Be sure to Confirm password
- 12. Select Language from drop down menu
- 13. Click on Profiles tab



⊳ Overview 15 1	General Lab	ROCHE ROCHE Labo	oratory 3 🛛 🔻 🗍 🗧 Log off			è 🔻	Roche
🖉 Main	% Administration	Monitoring				8	Search
Menu 🛛		Users\Users					
User ID	Name			Last name	Profile	Password expiry date	Status
LAB1USER	Lab1			User	ADMINISTRATOR	03/13/2021	Enabled 🔶
LAB2USER	Lab2			User	ADMINISTRATOR	03/13/2021	Enabled
LAB3USER	Lab3			User	ADMINISTRATOR	03/13/2021	Enabled
MCDONAJ6	Joshua			McDonald	ADMINISTRATOR,P.	11/29/2020	Enabled
ROCHE	ROCHE			ROCHE	ROCHE, ADMINIST.	. 09/17/2019	Enabled
SMITHJ	John			Smith	TECHNICIAN	05/06/2020	Enabled
SYSTEM_DIRECTAC	SYSTEM_DIRECTAC			SYSTEM_DIRECTAC	DIRECT_ACCESS	06/22/2019	Enabled
6- 12	13				* Add 🗸 Disable Work areas Report	Reset password	✓ > Filter /arnings
Detail Profiles	ohn						
User ID *	Name *	Last name *	Second last name				
JONESJ	John	Jones					
Password *	Confirm password	* Date of last password change *	Creation date				
		06/22/2019	06/22/2019				
Description	Occupation	Language *					
		English					
						O Confirm) Cancel

Create a User Account; Assign a Profile and Location

- 14. Select the **User profile** from the drop down menu. You will see the profiles you have created along with some default profiles like Administrators
- 15. Select the **Location** from the drop down menu. Select All to assign to all locations or individually select lab location_
- 16. Click 🔰 icon to add to profile. You have the option to add more than one profile to a user
- 17. Click on Confirm

Detail Profiles Extra info	
ADMINISTRATOR	
14 15	Delete Delete
	⊘ Confirm ⊗ Cancel

18. The newly created user will now appear at the top of the screen

► Overview 15	5 1 General Lab	KOCHE ROCHE Labora	ory 3 🛛 🛡 🗍 ← Log off			₽ ∧	Roche
∐ Main	X Administration	Monitoring				P	Search
Menu	$\mathbf{k} < \mathbf{k}$	Users\Users					
User ID	Name			Last name	Profile	Password expiry date	Status
JONESJ	John	10		Jones	TECHNICIAN	03/17/2022	Enabled 🔷
LAB1USER	Lab1			User	ADMINISTRATOR	03/13/2021	Enabled
LAB2USER	Lab2			User	ADMINISTRATOR	03/13/2021	Enabled
LAB3USER	Lab3			User	ADMINISTRATOR	03/13/2021	Enabled
MCDONAJ6	Joshua			McDonald	ADMINISTRATOR,P.	11/29/2020	Enabled
ROCHE	ROCHE			ROCHE	ROCHE, ADMINIST	. 09/17/2019	Enabled
SMITHJ	John			Smith	TECHNICIAN	05/06/2020	Enabled
SYSTEM_DI	RECTAC SYSTEM_DIRECTAC			SYSTEM_DIRECTAC	DIRECT_ACCESS	06/22/2019	Enabled
							~