

EnviroLive client tutorial

How to create an enviroLIVE account

On initial entry to the enviroLIVE site, you will see a standard login screen from which you can create a new account, login or recover your password.

For this exercise we will demonstrate how to create a new account.

By clicking on 'Register Now!' (**Figure 1 - Location 1**), you will be presented with a registration screen (Figure 2). You will be required to enter your full name, email address and to create a password. *PLEASE NOTE: the email address must be the email address associated with your Envirolab or MPL client account otherwise you will not have reports automatically added to your enviroLIVE account.*

ENVIROLAB GROUP

ENVIROLAB SERVICES

mpl

LABTEC

Login | Australia: 1300 424 344

ABOUT US | SERVICES | PROCESSES | RESOURCES | ONLINE ORDERING | ONLINE RESULTS | CONTACT US

enviroLIVE Login

E-Mail Address

Password

☐ Remember Me

[Forgot Your Password?](#)

Not already a member? [Register Now!](#)

Membership and Accreditation

CASANZ

ASPAC

Environmental Laboratory Industry Group

NATA

THE ROYAL AUSTRALIAN CHEMICAL INSTITUTE INC.

Location 1

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Figure 1. Initial Site entry page

Register

Name

Please Note: This MUST be the email you have associated with Envirolab or MPL

E-Mail Address

Password

Confirm Password

☐ I have read the [Terms and Conditions](#)

Membership and Accreditation

CASANZ

ASPAC

Environmental Laboratory Industry Group

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THE ROYAL AUSTRALIAN CHEMICAL INSTITUTE INC.

Figure 2. Account Registration

How to create an enviroLIVE account *continued*

To finish creating an account, you will be directed to a registration confirmation screen. A message will appear with instructions for you to check your email to confirm the account (**Figure 3**).

The email will contain a link (**Figure 3, Location 1**) that will direct you to an account confirmation page (Figure 4). By clicking on the icon to confirm the account, you can then login.

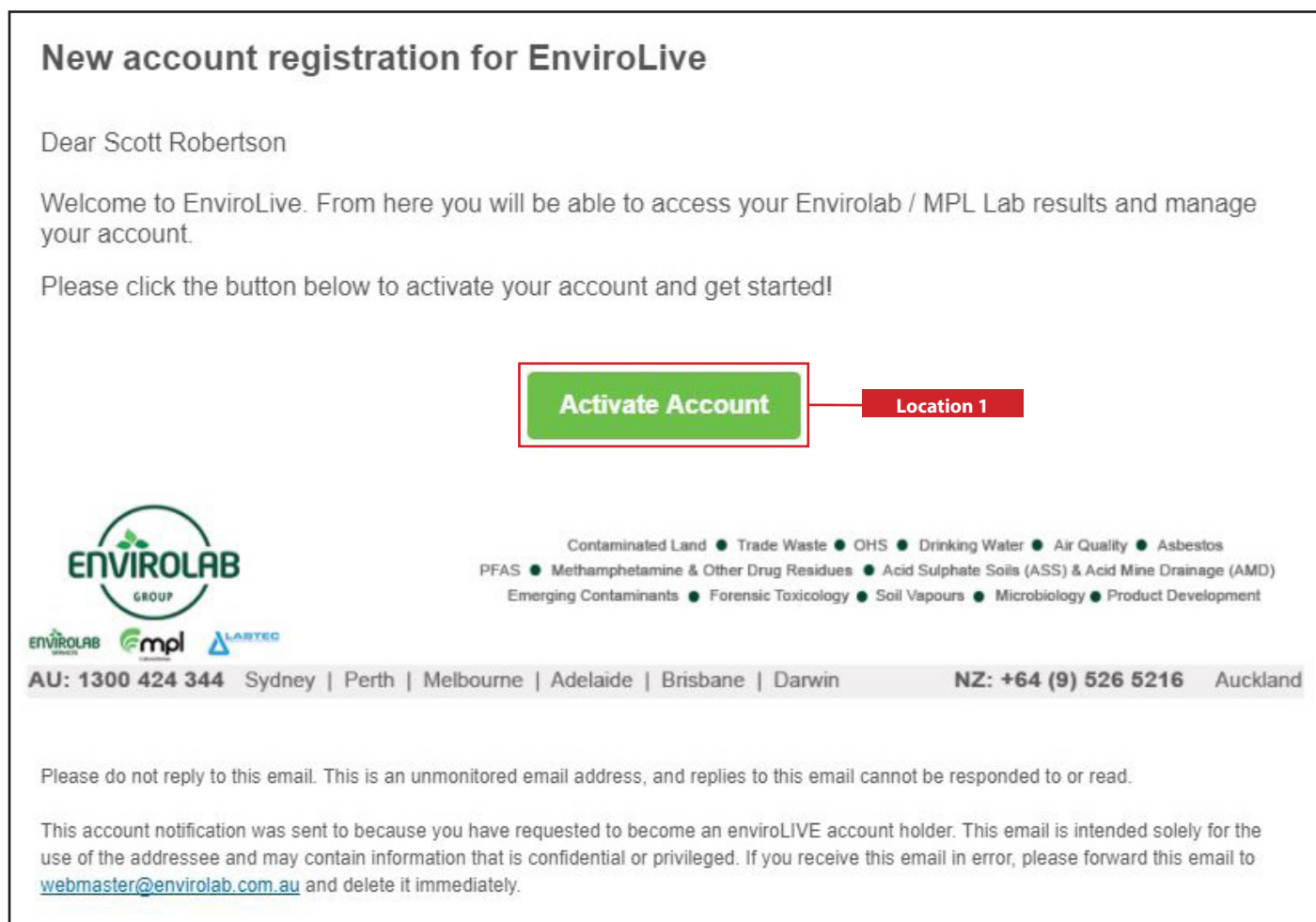


Figure 3. Account Registration email

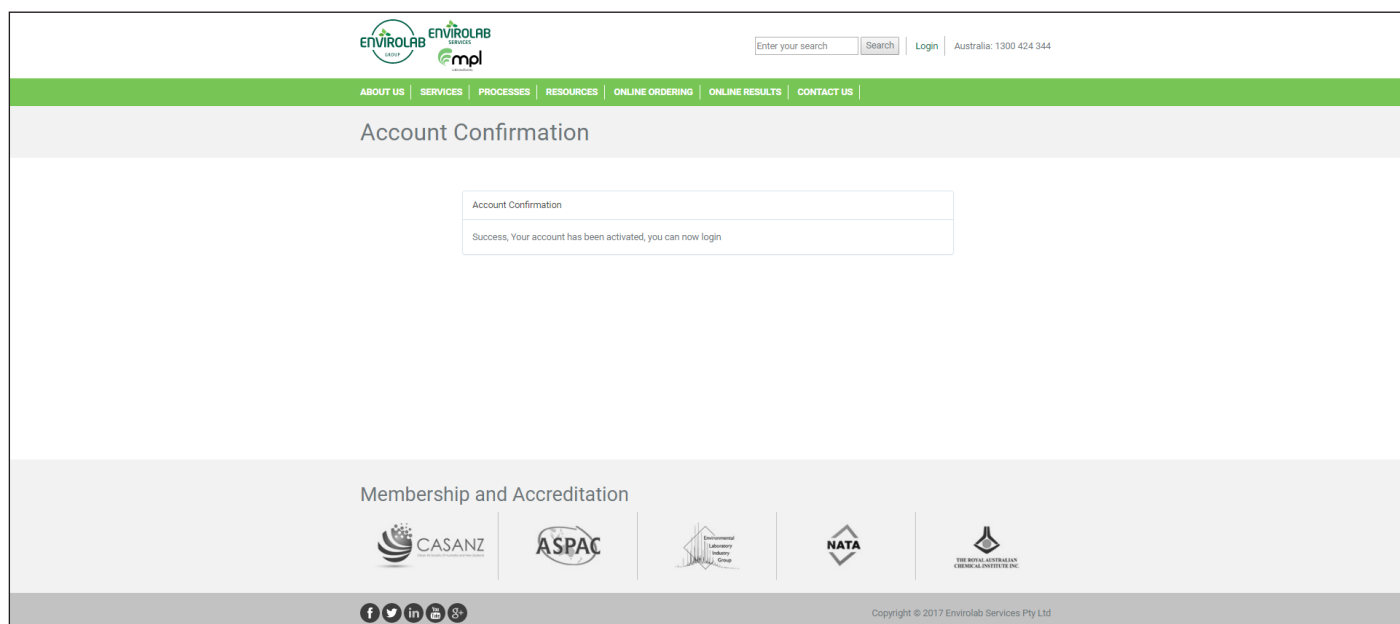


Figure 4. Account Confirmation

Accessing your client reports

When you login for the first time in enviroLIVE, the online results fields will display as empty (**Figure 5**). This is because at this stage, there will be no client access rights granted to the account.

To get access rights, you will need to select the 'My Account' option (**Figure 5, Location 1 or Figure 5, Location 2**). This will direct you to 'Account Settings' (**Figure 6**). By following the prompts, you will be able to send a request for access the account of other available clients (**Figure 6, Location 2**). Users with a 'Manager' access have the additional option to approve requests and change user access rights (**Figure 10**).

'Account Settings' also enables you to change your password at any time (**Figure 6, Location 1**).

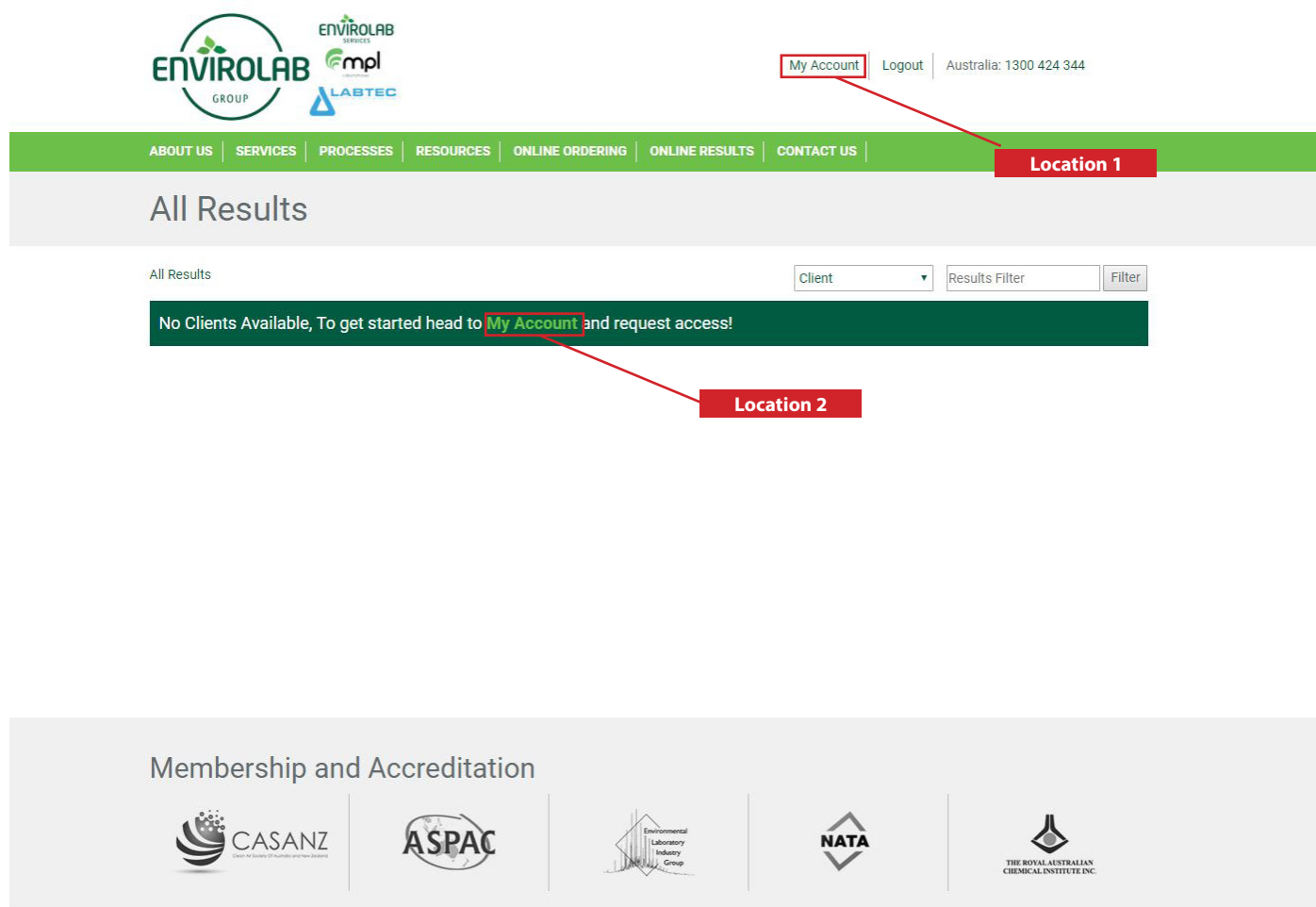


Figure 5. Initial logged in screen

The account screen in **Figure 6** (next page), shows that the user account has 2 clients available.

When a user selects any of the "Request Access" links, the screen will refresh. A textbox will be generated and state, "Your access request is underway, please allow up to 48 hours for a manager to respond." At the same time, an email will be despatched to all of the "elected managers" (**Figure 7**) for that company with the notification that a user has requested access. The managers then have the option to set that user as a manager, grant general access, or reject access.

If no elected managers have been set for a company, an email will instead be sent internally to Envirolab, and the staff will be able to set the user access in the same way as a manager could.

The emails are based on a "first in best dressed" service, which means the first manager to set the users permissions via the links in the generated email, will be the only one who can, if any of the other managers are unhappy with the choice made by the first manager, they can change the access rights of the user that was just added through their own 'Accounts' section.

In the circumstances that a user is rejected access, the "Request Access" option will become available again in the users "My Account" section and an email will be sent to Envirolab to examine the user and update our records.

Accessing your client reports *continued*

The screenshot shows the 'Account Settings' page. At the top is a green navigation bar with links: ABOUT US, SERVICES, PROCESSES, RESOURCES, ONLINE ORDERING, ONLINE RESULTS, and CONTACT US. Below this is a grey header with the title 'Account Settings'. The main content area has a section titled 'Change Password' with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A red box labeled 'Location 1' points to these fields. Below them is an 'Update Password' button. Further down is a 'User Access Rights' section with a green bar showing 'Envirolab Services | Envirolab Sydney Laboratory' and '1 Dalmore Drive, Scoresby, VIC, 3179'. Below that is a 'Request Access' section with a green bar showing 'Envirolab Services - Melbourne | Perth' and a 'Request Access' button. A red box labeled 'Location 2' points to this button.

Figure 6. Account Screen

The screenshot shows an email titled 'New Access request for EnviroLive reports'. The body text states: 'Scott Robertson of srobertson@mpl.com.au has requested access to results for: **Envirolab Services - Melbourne** 1 Dalmore Drive, SCORESBY, VIC, 3179'. Below this, it says: 'To confirm this request, please click one of the links below, or alternatively login to your account and you can grant access from the "My Account" page. If you do not know this person, select reject access and an email will be generated to the EnviroLab staff to remove any available access.' There are three green buttons: 'Grant Standard Access', 'Reject Access', and 'Grant Manager Access'. Below the buttons is the EnviroLab Group logo and a list of services: Contaminated Land, Trade Waste, OHS, Drinking Water, Air Quality, Asbestos, PFAS, Methamphetamine & Other Drug Residues, Acid Sulphate Soils (ASS) & Acid Mine Drainage (AMD), Emerging Contaminants, Forensic Toxicology, Soil Vapours, Microbiology, and Product Development. At the bottom, there are logos for EnviroLab, mpl, and LABTEC, followed by contact information: 'AU: 1300 424 344 Sydney | Perth | Melbourne | Adelaide | Brisbane | Darwin' and 'NZ: +64 (9) 526 5216 Auckland'. A footer note says: 'Please do not reply to this email. This is an unmonitored email address, and replies to this email cannot be responded to or read.' Another footer note says: 'This account notification was sent to because you have requested to become an enviroLIVE account holder. This email is intended solely for the use of the addressee and may contain information that is confidential or privileged. If you receive this email in error, please forward this email to webmaster@envirolab.com.au and delete it immediately.'

Figure 7. New Client Request

Accessing your client reports *continued*

For the above scenario, the requesting user was made a manager via selection of the “Make User Manager” link. This will now mean that when the user logs back into his account, the initial page will instead have a list of clients assigned to them (**Figure 8**).

Each client has a drop down list that can be accessed by clicking on the ‘dark green’ bar (**Figure 8, Location 1**). This will present all jobs available for that client (**Figure 8a**), which can then be clicked on to provide overall procedure/results and various other options which are further discussed below.

Each job will be made up of:

Our Reference Job name/Description Received Date Job Status

When a user is assigned clients, they will also get extra options for the Result display based on Branch, as well as search options to filter results.

ENVIROLAB GROUP

My Account | Logout | Australia: 1300 424 344

ABOUT US | SERVICES | PROCESSES | RESOURCES | ONLINE ORDERING | ONLINE RESULTS | CONTACT US

All Results

All Results | Sydney Results | Perth Results

Client: [Dropdown] Results Filter: [Text] Filter

Envirolab Services | Envirolab Sydney Laboratory
1 Dalmore Drive, Scoresby, VIC, 3179

Envirolab Services - Melbourne | MPL Perth Laboratory
1 Dalmore Drive, SCORESBY, VIC, 3179

Membership and Accreditation

CASANZ | ASPAC | Environmental Laboratory Industry Group | NATA | THE ROYAL AUSTRALIAN CHEMICAL INSTITUTE INC.

Figure 8. Logged in page showing access to clients

ENVIROLAB GROUP

My Account | Logout | Australia: 1300 424 344

ABOUT US | SERVICES | PROCESSES | RESOURCES | ONLINE ORDERING | ONLINE RESULTS | CONTACT US

All Results

All Results | Sydney Results | Perth Results

Client: [Dropdown] Results Filter: [Text] Filter

Envirolab Services | Envirolab Sydney Laboratory
1 Dalmore Drive, Scoresby, VIC, 3179

173510 - 11522	Date Received: 16 / 08 / 2017	In progress
173505 - 11528	Date Received: 16 / 08 / 2017	In progress
173469 - 11507	Date Received: 15 / 08 / 2017	In progress
173464 - 11512	Date Received: 15 / 08 / 2017	Finalised
173457 - 11511	Date Received: 15 / 08 / 2017	In progress
173455 - 11516	Date Received: 15 / 08 / 2017	Finalised
173360 - 11504	Date Received: 14 / 08 / 2017	Finalised
173358 - 11500	Date Received: 14 / 08 / 2017	Finalised
173357 - 11510	Date Received: 14 / 08 / 2017	Finalised
173355 - 11501, Glyphosate	Date Received: 14 / 08 / 2017	Finalised
173225 - 11493	Date Received: 11 / 08 / 2017	Awaiting approval
173223 - 11466	Date Received: 11 / 08 / 2017	Finalised
173220 - 11496, 11497	Date Received: 11 / 08 / 2017	Finalised
173026 - 11467, 11473, 11476	Date Received: 09 / 08 / 2017	Finalised
173021 - 11469	Date Received: 09 / 08 / 2017	Finalised

Figure 8a. Logged in page showing expanded results for client

Accessing your client reports *continued*

When a user clicks through to a job, they will be presented with all the job details relating to their account
For **Figure 9**, we can see that this job has no results or procedures for the reason that it is just a dummy job.
However, once you login, data will be uploaded to display full results.

In this mock screen, the user can print out the job details (**Figure 9, Location 1**) and access CSV's or XML's of the data in multiple formats (**Figure 9, Location 2**). Jobs that have a report generated will have a third option to view the reports in the same location as the other two icons (**Figure 9, Location 1 AND Figure 9, Location 2**).

The screenshot shows the 'Job Results' page. At the top is a green navigation bar with links: ABOUT US, SERVICES, PROCESSES, RESOURCES, ONLINE ORDERING, ONLINE RESULTS, CONTACT US. Below this is a header 'Job Results' and a link '<< Back to client list'. A red warning box states: 'Please note: The information below is not yet complete results will show unformatted and to an incorrect precision. All results are subject to change.' Below the warning is a table with job details:

Lab Number:	100112	Date Registered:	1st Jan 2017
Job Description:	Test Job with Soil Samples	Date Due:	1st Jan 2017
Requested By:		Job Status:	In progress 1st Jan 2017

Below the table is a red box stating 'No Procedures Available'. To the right of the table, there are two red callout boxes: 'Location 2' pointing to a print icon and 'Location 1' pointing to a CSV/XML download icon. At the bottom, there is a 'Membership and Accreditation' section with logos for CASANZ, ASPAC, NATA, and others. The footer includes social media icons and copyright information: Copyright © 2017 Envirolab Services Pty Ltd.

Figure 9. Job Results screen - Showing an incomplete job

Now that the user has been set as a manager, if they select the “My Account” button again (**Figure 5, Location 1**), they will be presented with a slightly different view (**Figure 10**). They now have access to ‘User Access Rights’ for any clients that they are Managers of.

In this location, they can select the client in a dropdown menu. Two sections will display. The first, grants access to new requests. This acts as a fall-back to the generated email from the previous steps. The second box lists all current users with access to that client. Radio buttons will show what access levels these users have. Here, the user will be able to change access rights as required.

The screenshot shows the 'Account Settings' page. At the top is a green navigation bar with links: ABOUT US, SERVICES, PROCESSES, RESOURCES, ONLINE ORDERING, ONLINE RESULTS, CONTACT US. Below this is a header 'Account Settings'. The main content area is divided into sections:

- Change Password:** A form with three input fields: Current Password, New Password, and Confirm New Password. Below the fields is a green 'Update Password' button.
- User Access Rights:** A section for 'Scotts Super Test company | Perth'. It contains two tables:
 - New Requests:** A table with columns: Name, Email, Confirm Access, Decline Access.
 - Active Users:** A table with columns: Name, Email, User, Manager, Remove Access. It lists one user: Scott Robertson, srobertson@mpl.com.au, with radio buttons for User and Manager.Below the tables is a green 'Update Details' button.
- Request Access:** A section with a green button labeled 'Request Access'.

At the bottom, there is a 'Membership and Accreditation' section with logos for CASANZ, ASPAC, NATA, and others.

Figure 10. Accounts Screen showing User Access Rights box for managers only

FAQ

What's the difference between a 'Manger' account and standard account?

A Manager account provides a new table for "User Access Rights" that allows the user to approve / reject / grant manager access to other users. Managers will also receive emails for all new requests.

I forgot my password – How can I login?

From the login page, there is a link "Forgot Your password?" that onclick will send you to a page requesting your email address. This will then send a password reset link to your email allowing you to create a new one.

How do I change my password?

Once logged in, under the "My Account" page is a section allowing a user to change their password.

How do I assign clients?

Clients are automatically assigned based on what work an email is assigned to. i.e. srobertson@mpl.com.au does work for EIK, as soon as this is in the database the site will add EIK as a new client to request access to.

How do I remove clients from my account?

An email will need to be sent to the client you want removed from your account. An elected manager can then remove access. Please note: Managers can change access rights at any time.