**Purpose**

To ensure that each operator of the TANGO has appropriate rights assigned for instrument operation. To assure that users of the TANGO can change their passwords as outlined by institutional policy to maintain security of the system.

**Procedure**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Defining User Profiles** |
| 1 | Touch the ‘definitions’ button in the ‘main menu’ to open the ‘definitions’ submenu |  |
| 2 | Touch the ‘Assign Users’ button.* The ‘Manage User Database’ dialog will open.
* Defined users will be displayed along with their assigned user profiles.
 |  |
| 3 | Select the ‘New’ button to assign a new user profile.* Spelling of names and passwords must be correct and are case sensitive.
* User name is the the 4 digit tech ID
* Profiles are assigned by selecting on the corresponding buttons
* The system allows for multiple roles to be assigned to one person with one password.
	+ User or Guest
* Can operate the analyzer
* Cannot edit or validate results.
	+ Validator has the rights of a User or Guest, plus:
* Edit and validate results
* change QC status
* Zoom in on image details
	+ User Administrator has the rights of the Validator (except validating results, and batch validation), plus:
* teaching coordinates
* Copy log files
* Import assays
* Change category order
* Switch container level check off
* Teach pipettor coordinates (reference points)
* Group samples
* Log Can Bus
* Define assay order and order category
	+ Administrator has the rights of a User Administrator plus:
* Delete control definitions
* Database management
* Flag selection to prevent validation
* Shut down TANGO infinity Software and change to Windows operating system
	+ Select the ‘OK’ button when all information is entered.
* Once the window is closed, the new user and the assigned profile will be displayed in the user section
 | Table A: TSL access rights |
| 4 | To edit a user profile* Touch the appropriate user ID
* Touch the ‘Edit’ button to edit the assignment of user’s rights.
* Make changes as necessary and touch the ‘OK’ button when complete
 |  |
| 5 | To delete a user* Touch the name of the user you wish to delete
* Touch the ‘Delete’ button
* Touch ‘OK’ to close the dialog
 |  |

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Changing User Passwords** |
| 1 | Touch the ‘Definitions’ button. |  |
| 2 | Touch the ‘Change Password’ button. |  |
| 3 | The ‘Change Password’ dialog will open.* This allows the operator currently logged into the system to change their password.
 |  |
| 4 | In the ‘Password’ field, enter a new password.* ***Note****: Passwords are case sensitive.*
 |  |
| 5 | In the ‘Confirmation’ field, re-enter the new password.* Enter exactly as entered the first time.
 |  |
| 6 | Touch ‘OK’ to accept the change or touch ‘Cancel’ to reject the change |  |

**Table A: TSL access rights**

|  |  |
| --- | --- |
| **Staff** | **Access Rights** |
| Infinity Trainee | User |
| MLS1 | Validator and User Administrator |
| MLS2 and MLS Lead | Validator and Administrator |

**References**

TANGO Infinity System User Manual, Version 1.2.1