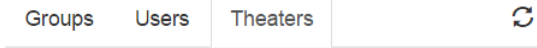A post from the LSS-100P contains an OrgKey (Organization) and theater number that are used to find the group assignment with the users assigned to that group. When adding a new theater to the LSS Database a post (report) from the LSS-100P is required. In the following case the database has no theaters.
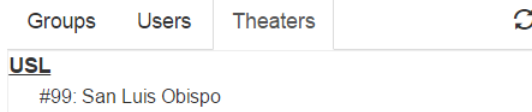

When an LSS-100P post is received, the OrgKey is used to identify the organization that has access to the data and will be in the Theaters tab view as shown below.
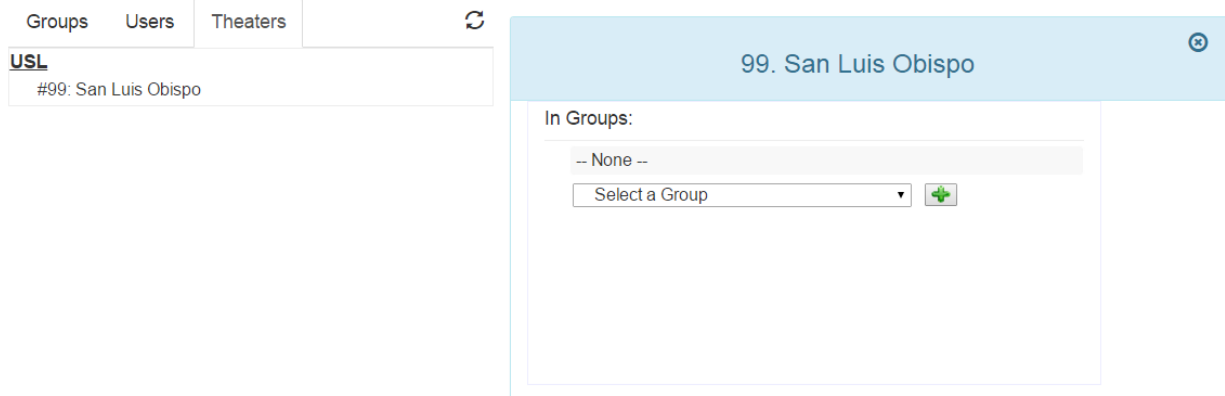

When the theater is selected, its group assignment information is displayed in the right side of the view. Since theater number 99 has yet to be assigned, the "In Groups" list reflects this (--None--).
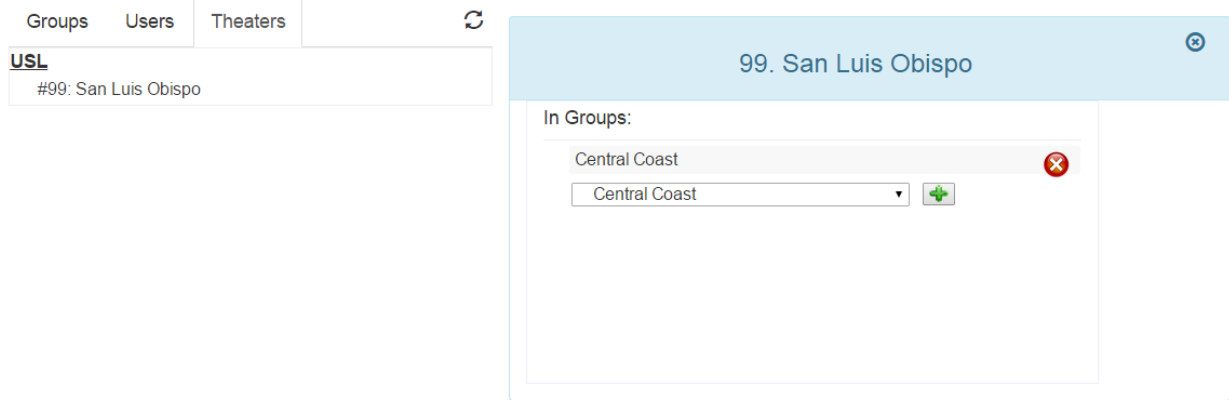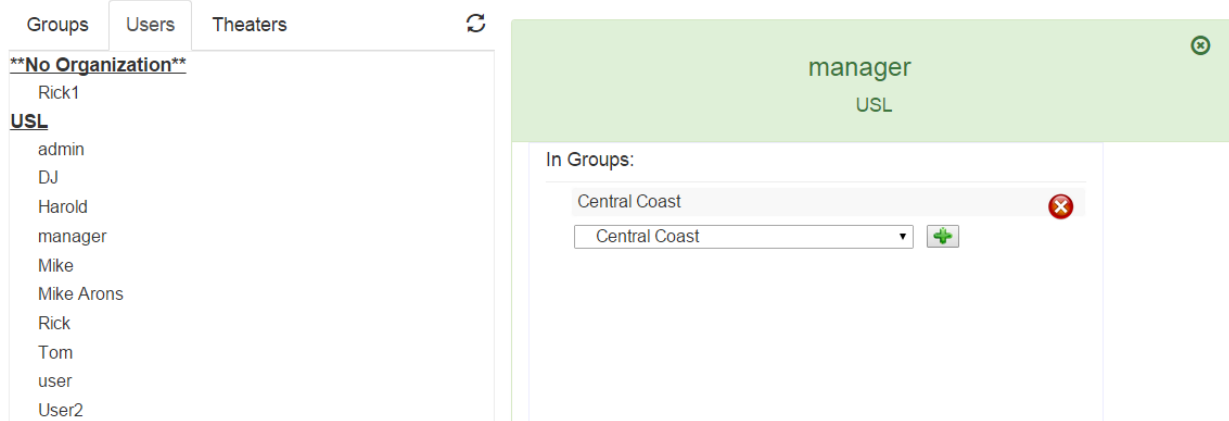
The Groups tab is where regional groups are created and are available in the drop down list in the right side of the view. The manager will then assign the theater to a group by selecting it and then activating the plus add button.

To verify that there are users assigned to the new theater, by selecting the Users tab and clicking on the user, the group assignment for that user is displayed. In the following case the manager of USL (organization/OrgKey) was selected and from the dropdown can be assigned to the group. All assignments for Theater, Users, and Groups are only available to the system administrator and managers.

Now that there's a relationship between an organization (OrgKey), theater number, and user for the LSS-100P data to be available for review. For email notifications this relationship must exist otherwise the notification processing will not be able to find recipients (users).

The following check list should be reviewed when adding a theater to the system:

- Define a Group(s) for the organization.
- Add users and assigned them to the respective group.
- LSS-100P install and test with a post report(s) to the LSS Database.
- Manager will assign the LSS-100P to a group.
- Review user to ensure notifications can be received.
- Review LSS-100P data to verify reception.