

We are currently updating the OP Help Center content for the release of OP 14.19 or "OP 19". OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

Assign Users to Teams

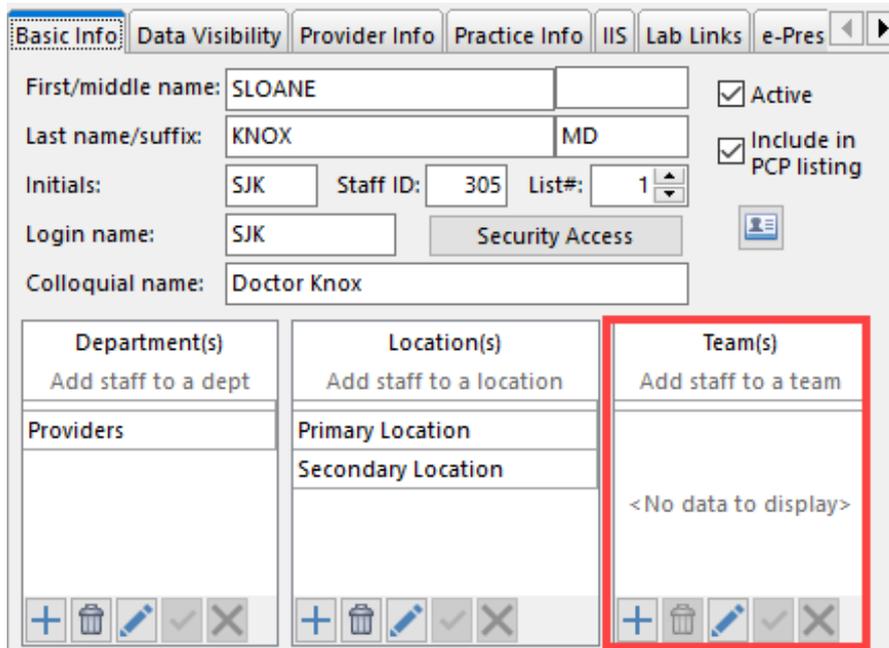
Last Modified on 07/30/2019 10:53 am EDT

Version 14.19

Overview

Staff members can be assigned to a Team or multiple Teams in the **Staff Directory**.

1. Click the **Practice Management** tab and select **Staff/Providers**.
2. Select a staff member record to edit.
3. Click the **Basic Info** tab if not already selected.
4. Click on the Add button  in the Teams box.



The screenshot shows the 'Basic Info' tab for a staff member. The 'Team(s)' section is highlighted with a red box and contains the text '<No data to display>'. The 'Add staff to a team' button is visible.

5. Click the dropdown button  and select a Team.
6. Click the **Save** button .

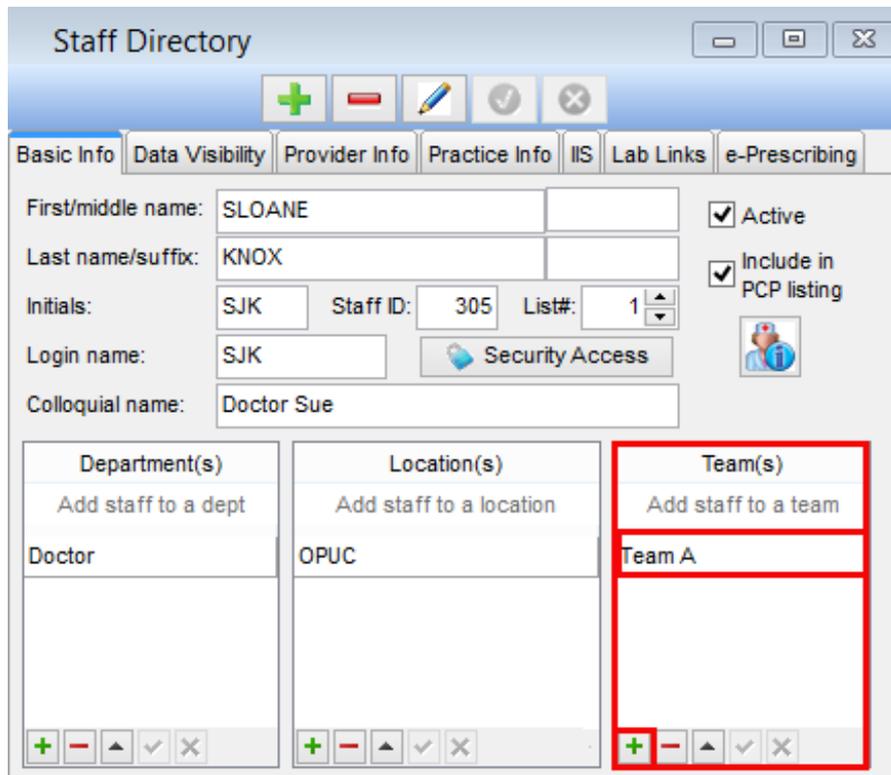
7. If you are adding a staff member into multiple Teams, repeat steps 4 through 6.

Version 14.10

Overview

Staff members can be assigned to a Team or multiple Teams in the **Staff Directory**.

1. Click **Utilities** on the menu toolbar.
2. Select **Manage Practice**.
3. Select **Staff/Provider Directory**.
4. Select a staff member record to edit.
5. Click the **Basic Info** tab if not already selected.
6. Click on the **Insert Record** button  in the Teams box.



7. Click the dropdown button  and select a Team.
8. Click the **Post Edit** button .
9. If you are adding a staff member into multiple Teams, repeat steps 6 through 8.