

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Managing Group Permissions

Last Modified on 11/19/2019 11:35 am EST

Version 14.19

**Path: Admin tab > Security Administration**

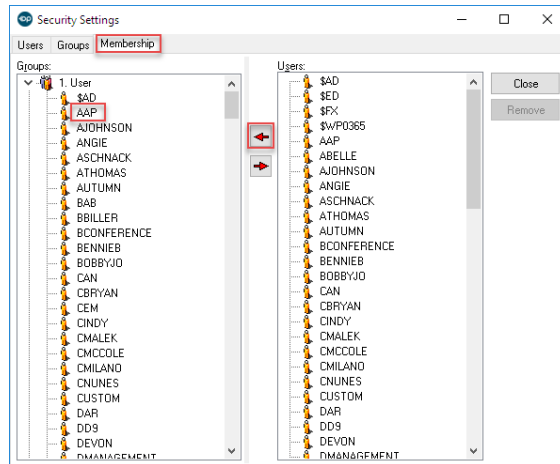
**Path: Practice Management tab > Staff/Providers > Basic Info tab > Security Access button**


## Overview

Membership groups determine what areas of OP are accessible to a specific user. Certain ribbons and ribbon buttons will be hidden or visible depending on the group membership.

## Adding or Modifying Group Membership

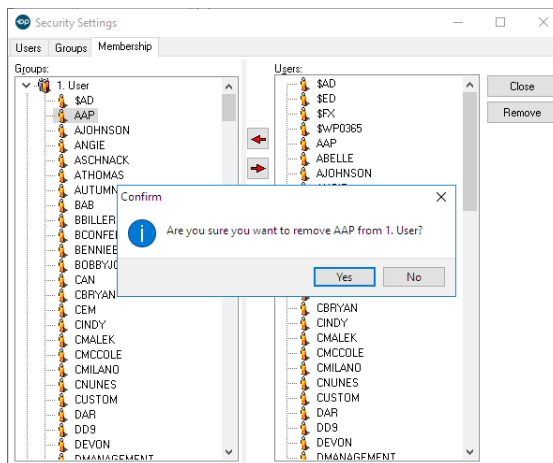
1. Navigate to the **Security Settings** window using one of the paths above.
2. Click the **Membership** tab. The Groups column, on the left, lists each Permission Group and the users assigned to that specific group.
3. There are two ways to add a User to a Group:
  - a. Click the **Staff ID** in the Users column on the right, hold down your mouse button, and drag it to the desired Permission Group on the left.OR
  - b. Click to select the desired **Group** on the left, click to select the **Staff ID** on the right, and click the **left-arrow** button to add the staff member to the group.



 **Note:** Each user can be a member of multiple groups. For example, administrators have the privileges of all groups and they will be listed as members of each group.

## Removing a User from a Group

1. Click a **Username** to select the user on the left.
2. Click the red **right-arrow** button. A Confirmation pop-up box is displayed to confirm the removal of the user.
3. Click the **Yes** button to remove the staff member.



4. Click the **Close** button to exit the window.

Version 14.10

## Utilities > Manage Practice > Staff Directory

### Overview

Membership groups determine what areas of OP are accessible to a specific user. Certain Smart

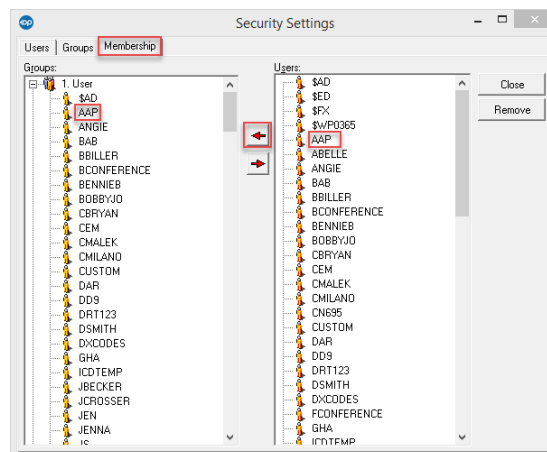
Toolbar buttons are hidden or visible depending on the group membership.

## Adding or Modifying Group Membership


1. Click on the **Security Access** button.
2. Click the **Membership** tab.

On the left, there is a list of available Groups with assigned users listed. On the right, there is a list of all the Users in the practice.

1. There are two ways to add a User to a Group:
  - a. Click the desired **Staff ID** on the right and, hold down your mouse button and drag it to the desired group on the left.OR
  - b. Click to select the desired **Group** on the left. Click to select the **Staff ID** on the right, then click the **left-arrow** button to add the staff member.

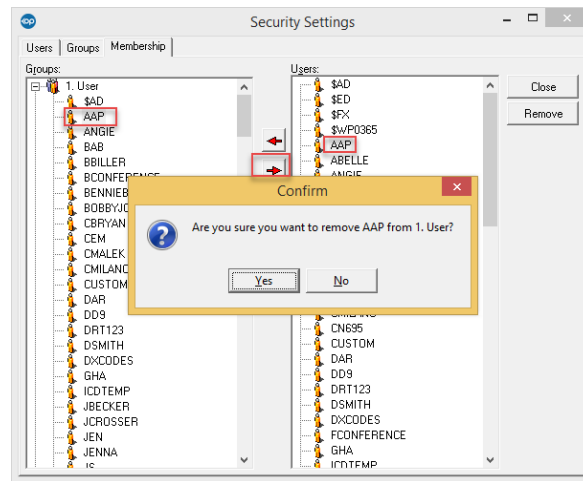


The staff member is listed under the group name on the left.

 Each user can be a member of multiple groups. For example, administrators have the privileges of all groups and they will be listed as members of each group.

## Removing a User from a Group

1. Click to select the **User** on the left.
2. With the staff member name still highlighted, click the **right red arrow** button. A confirmation pop-up box is displayed to prompt you to confirm removal of the user.
3. Click the **Yes** button to remove the staff member.



4. Click the **Close** button to exit the window.