

# Managing User Permissions

Last Modified on 04/11/2024 9:27 am EDT

Version 14.19

**Path: Admin tab > Security Administration**

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

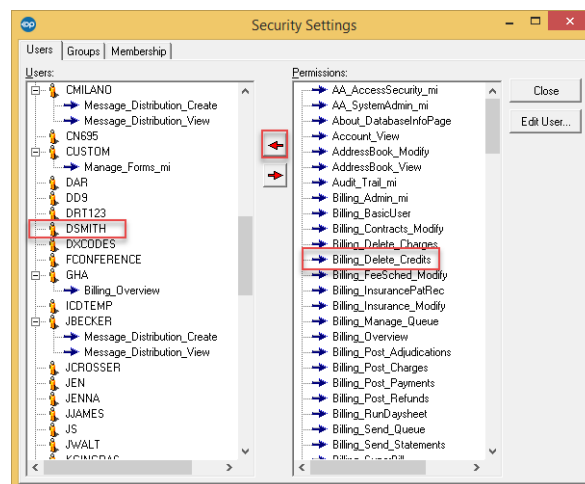
## Overview

To assign individual permissions or privileges to a specific staff member, use the following steps:

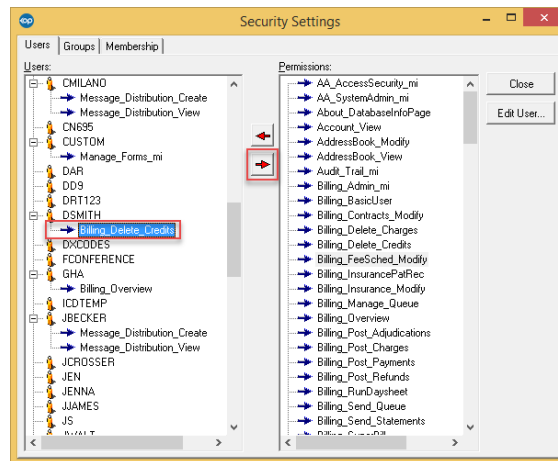


**Note:** Not all permissions should be assigned individually. In most cases, there are several permissions that must be assigned together in order for one specific function to work properly in OP.

1. Navigate to the **Security Settings** window using one of the paths above.
2. If it is not already selected, click the **Users** tab.
3. From the **Users** column, select a **Staff ID**.
4. From the **Permissions** column, select the **Permission** you would like to assign that user.
5. Click the **Left Arrow** button. The Permission is assigned to the selected Staff ID.



6. To remove **Permissions** from a user's **Permissions List**, select the **Permission** listed under the **ID** and click the **Right Arrow** button to remove the **Permission**.



7. Click the **X** in the top right of the **Security Settings** window when your work is complete to close the window.

Version 14.0

## Utilities > Manage Practice > Staff/Provider Directory

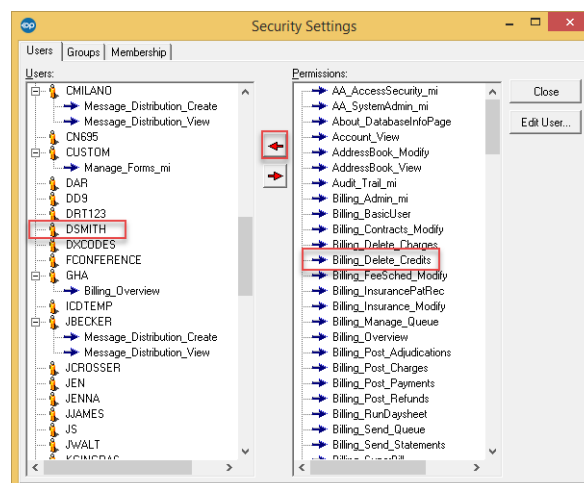
### Overview

To assign individual permissions or program privileges to a specific staff member, select the staff member and click the Security Access button on the Basic Info tab and follow the steps below.

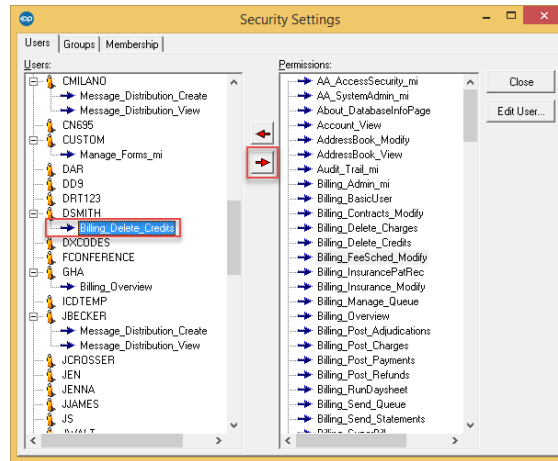


**Note:** Not all permissions should be assigned individually. In most cases, there are several permissions that must be assigned together in order for one specific function to work properly in OP.

1. From the **Users** column, select the **Staff ID** to assign specific **Permissions** to a user.
2. From the **Permissions** column, click the **Permission** you would like to assign that user.
3. Click the **Left Arrow** button. The Permission is listed under the selected Staff ID.



4. To remove **Permissions** from a user's permissions list, select the **Permission** listed under their **ID**.
5. Click the **Right Arrow** button to delete the **Permission**.



6. Click the **Exit** button  in the top right corner of the window when your work is complete. Your changes will be saved.