

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.

Basic Info Data Visibility Provider Info Practice Info IIS Lab Links e-Pres 🔳 🕨					
First/middle name:	SLOANE				Active
Last name/suffix:	KNO	( I			Include in
Initials:	SJK	Staff ID: 305	List#:	1	PCP listing
Login name:	SJK	SJK Security Acce		ess	
Colloquial name:	Doct	or Knox			
Department(s)		Location(s)		Team(s)	
Add staff to a dept		Add staff to a location		Add staff to a team	
Providers		Primary Location			
		Secondary Location			
				<no d<="" th=""><th>lata to display&gt;</th></no>	lata to display>
+ 🛍 🖍 🗸 🕽	X	+ 🛍 🖍 🗸 🗙		+ 🛍	i 🦯 🗸 🗙

- 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.

Staff Direct	ory		
	+ - / 0 0		
Basic Info Data Vis	ibility Provider Info Practice Info IIS Lab	Links e-Prescribing	
First/middle name:	SLOANE	<ul> <li>Active</li> </ul>	
Last name/suffix:	KNOX	Include in	
Initials:	SJK Staff ID: 305 List#: 1	PCP listing	
Login name:	SJK 💊 Security Access		
Colloquial name:	Doctor Sue		
Department(s	) Location(s)	Team(s)	
Add staff to a d	ept Add staff to a location	Add staff to a team	
Doctor	OPUC	am A	
+×	++		

- 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.

