

## 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.

## How do I delete Staff from the Staff/Provider Directory?

Last Modified on 01/30/2020 2:32 pm EST

Once a user is created in the Staff/Provider Directory, they can not be deleted, but they can be deactivated. Deactivating a user will remove them from drop-down lists where they may have previously been listed, such as in the **To** field of a message window. In addition, following the below steps will prohibit the staff member access to OP.

- Navigate to the Staff/Provider Directory by Practice Management > Staff/Providers. The Staff Directory window will open to the Basic Info tab.
- 2. Select a user from the left panel and click the**Edit** button.
- 3. Deselect the **Active** checkbox.

Basic Info Data Visibility Provider Info Practice Info IIS Lab Links e-Pres								
First/middle name:	Demo		Active					
Last name/suffix:	Doctor	MD	Include in					
Initials:	DD9 Staff ID: 107 Lis	t#: 2 🚔	PCP listing					
Login name:	DD9 Security Access							
Colloquial name:	Demo Doctor							

- 4. Click the Save button.
- 5. Click the Security Access button and select the user in the Users panel.
- 6. Click the **Edit User** button.
- 7. Deselect the **Enabled** checkbox and click **OK**.





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Tip: OP recommends placing the words **Do Not Use** in the First Name field of the user record.

