

### 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

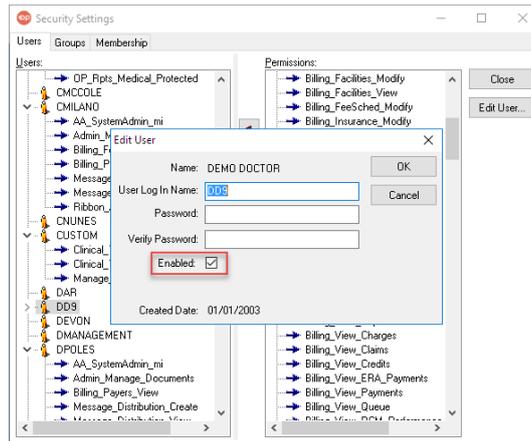
Once a user is created in the Staff/Provider Directory, they can not be deleted, but they can be deactivated. Deactivating a user will remove them from drop-down lists where they may have previously been listed, such as in the **To** field of a message window. In addition, following the below steps will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

1. 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	<input checked="" type="checkbox"/> Active				
Last name/suffix:	Doctor MD	<input checked="" type="checkbox"/> Include in PCP listing				
Initials:	DD9	Staff ID: 107	List#: 2			
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**.



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