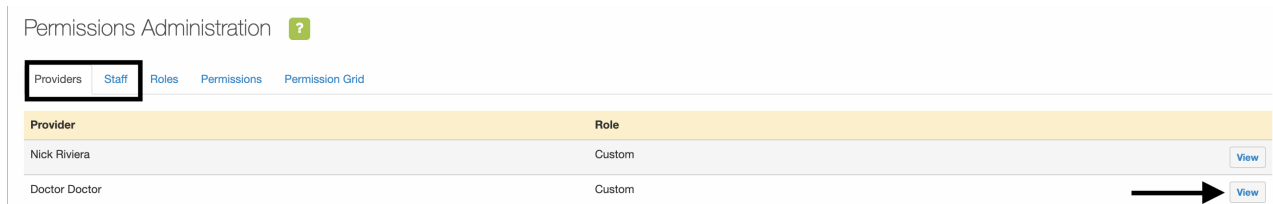


How do I edit user/staff account permissions?

07/24/2024 4:00 pm EDT

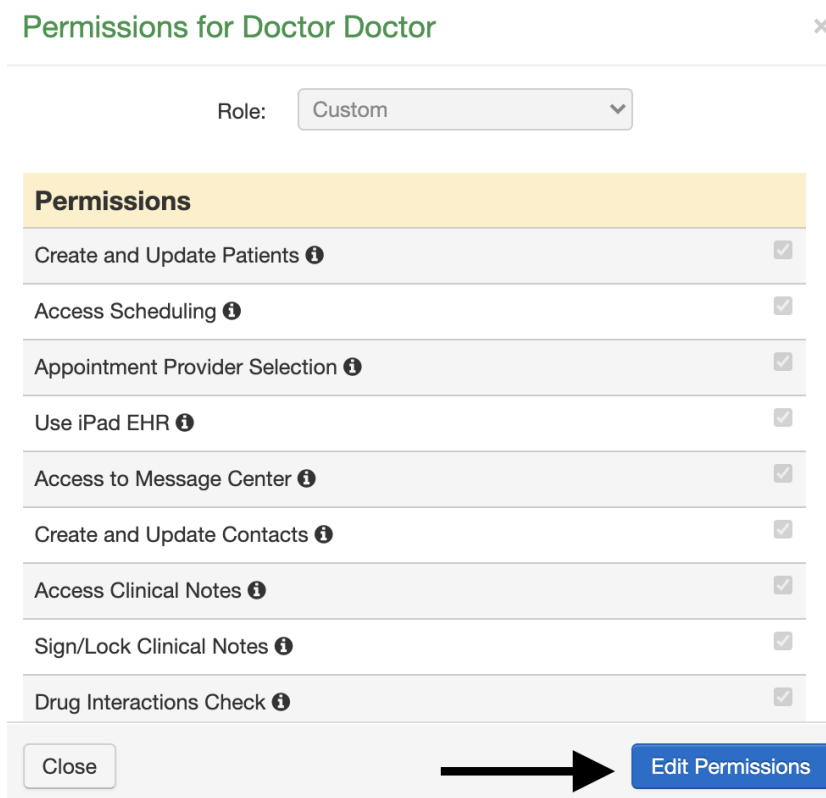
DrChrono allows you to customize what users are able to access. You can restrict/allow access to certain aspects of the software through the staff permissions function under **Account > Staff Permissions**.

First, go to **Account > Staff Permissions**.



To edit permissions for any user, click **View** to the right of their name. If you need to edit staff permissions, be sure the **Staff** tab is selected.

Once you have selected the user and clicked **View**, click **Edit Permissions**.



After clicking **Edit Permissions**, check or uncheck the permissions you would like to add or remove. If you hover over "i" you can see a short description of what the permission allows access to. You can also find this information under the **Permissions** tab. Once you have completed the process, click **Save Permissions**.

