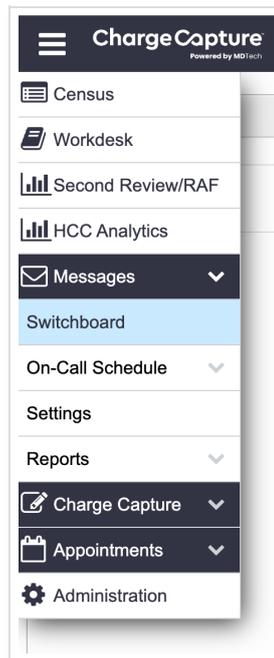


Disable a User

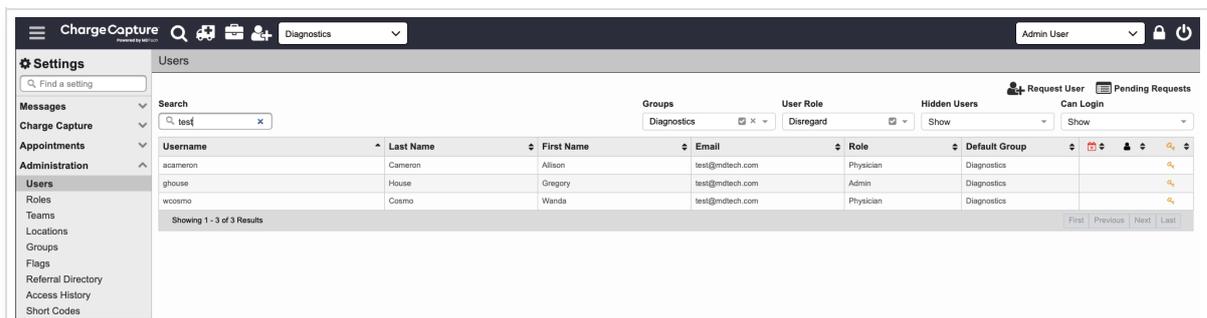
Last Modified on 03/29/2023 1:47 pm CDT

An admin level user has access to disable a user's account.

1. Log in to portal.mdtech.com and navigate to the menu in the upper left corner, select "Administration."



2. Select "Users" - this will show a list of all users. Search by user's first name, last name, username or email, and select the user account you'd like to edit.



3. Once you've selected the user, you will be taken to the user settings page. From here you can change "Can Login" to No, and "Hidden User" to Yes, then click save at the bottom; this will disable the user.

User Settings
User Detail
Devices
Permissions

User Status



Edit Photo

Login Status

Unlock Account

Reset Account

Can Login?

No

Has Logged In? Yes

Hidden User?

Yes

Manually Unavailable? No

Set Availability

User Detail

Username (without prefix)	First Name	Last Name	Email
<input type="text" value="ghouse"/>	<input type="text" value="Gregory"/>	<input type="text" value="House"/>	<input type="text" value="test@mdtech.com"/>
NPI (optional)	Phonetic First Name (optional)	Phonetic Last Name (optional)	Extension (optional)
<input type="text" value="98765test"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="110"/>

User Memberships

User Role	Default Group	Active Group (Diagnostics)	Active Location (3)
<input type="text" value="Admin"/>	<input type="text" value="Diagnostics"/>	<input type="text"/>	<input type="text" value="3 of 3"/>

Cancel Save

Messages

Tip: From the Users menu, you can tell at a glance if any user is hidden or disabled by looking at the far right side column. If you see a key icon, this means the user can log in; if you see a small shadow icon, this means the user is hidden.