## Charge Capture Powered by MDTech



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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.

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Messages	$\sim$	Search			Groups		User Role		Hidden U	Isers	Can	Login		
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Appointments	$\sim$	Username	Last Name \$	First Name	¢	Email	\$	Role	¢	Default Group	\$	<b>()</b>	<b>4</b> •	۹, ¢
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Users		ghouse	House	Gregory		test@mdtech.com		Admin		Diagnostics				a,
Roles		wcosmo	Cosmo	Wanda		test@mdtech.com		Physician		Diagnostics				a,
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Referral Directory														
Access History														
Short Codes														

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.

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	ogin Status Can Login?	Hidden User?	Manually Unavailable? No	
	Unlock Account No	▼ Yes ▼	Set Availability	
Edit Photo	Reset Account			
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ser Detail Username (without prefix)	First Name	Last Name	Email	
ser Detail Username (without prefix) ghouse	First Name Gregory	Last Name House	Email test@mdtech.com	
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**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.