

Disable a Staff Member

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When a staff member leaves it is often necessary to remove them as an available option for staff picker etc

To disable a staff member

- 1. Click **Administration**.
- 2. Select **Users & Groups** from menu.
- 3. Select **Staff Members**.
- 4. Find the user you wish to disable, select **Show** button.
 - a. Click the **Edit** button
- 5. Under the section **Staff Member Details** :
 - a. Mark the **Disabled** checkbox
 - b.

ABN

☐ Disabled

Staff Member Category

Non-Clinical

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- 6. Select **Update Staff Member** button.

Important Note: **The Staff Member record will now display in the 'Inactive ' Tab in the banner when you remove groups from the Authorization section.** Once you make the staff member inactive, the staff member will be removed from Providers as well if the staff is Provider/Medical Provider.
