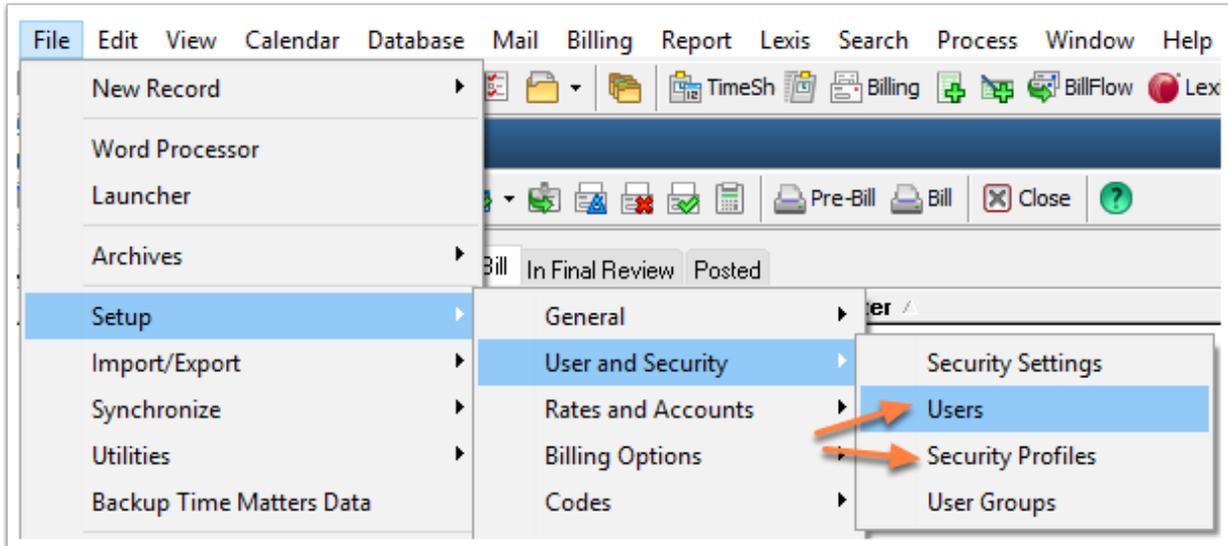


How to disable a user's access to specific features in Billing Matters

Users List

Go to the Users or Security Profiles



Open a User or Security Profile

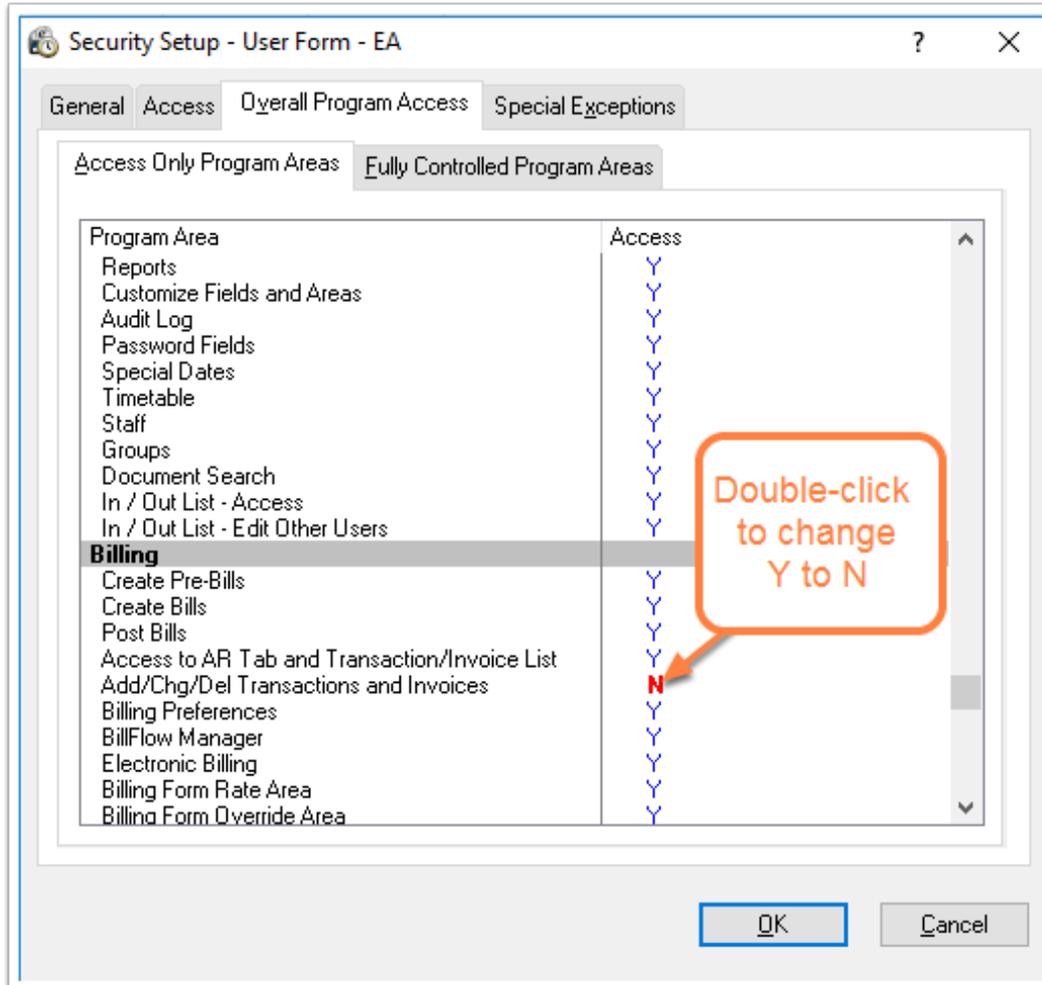
Double-click on a User or Security Profile

The screenshot shows a window titled "Security Setup - List of Users" with a menu bar (File, Edit, View, Process) and a toolbar with icons for adding, deleting, and closing. Below the toolbar is a table with the following data:

User ID	Name	Default Staff	Default Staff Name	Security Access
DATA	data			Y
EA	Anderson, [redacted]	SE	Systems Engineer	Y

Transactions and Invoices

Double-click on one or more items in the **Billing** area to deny access.



Author

Wells H. Anderson, J.D.

CEO - Active Practice LLC

Edina, Minnesota

952.922.1727 (direct) or 800.575.0007

<http://www.activepractice.com>

Expert assistance with practice management applications

LexisNexis Platinum Certified Partner