Office – Editing a System User's Access Rights
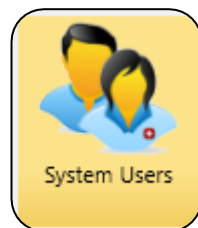
You can edit a system users access rights, limiting certain privileges to more senior staff.

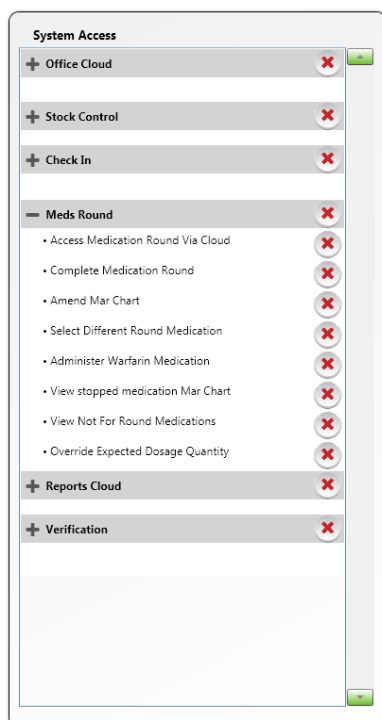|	
	Click on the Office icon
	Select the **system user** icon.
	Select the correct **system user**.
	Press **Edit Access** icon.

You'll now be able to click the **+/-** buttons to expand/collapse the menu items. Click the tick next to a menu item (Check In, Meds Round etc. these are in dark grey.) to give access to all functionality within that menu option. Alternatively, expand each menu item and give access to specific functionality, as required.
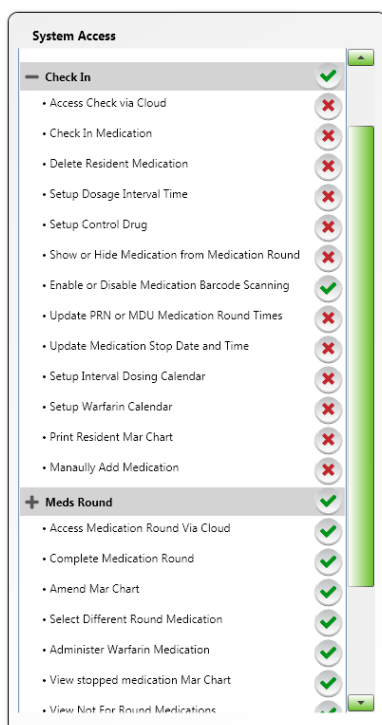
For example, this system user has full access to the meds rounds and the ability to turn off the need to scan a medication's barcode if the barcode is damaged. However, they will not be able to check in new medications or make any other changes.

Click Save.
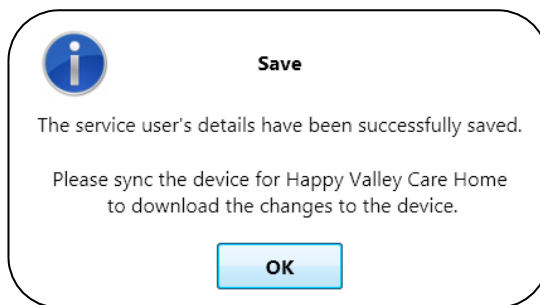
Once saved, **Save** will appear. Click on **OK**.