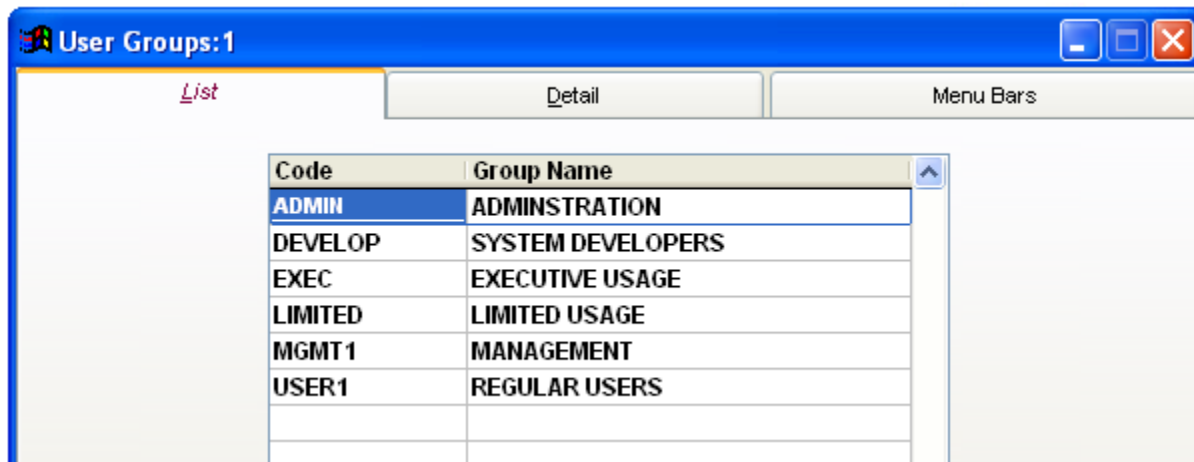



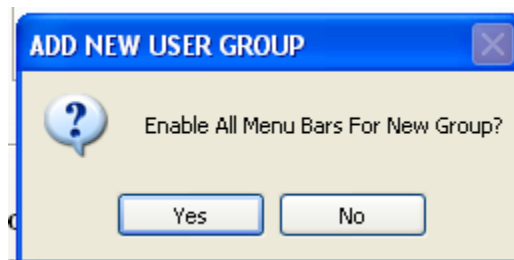
User Groups

The User Groups menu allows the user to customize and restrict access to certain menus and reports inside of Clinic Pro on a user-by-user basis. This is especially useful if only certain people in the office may have access to financial data and reports.

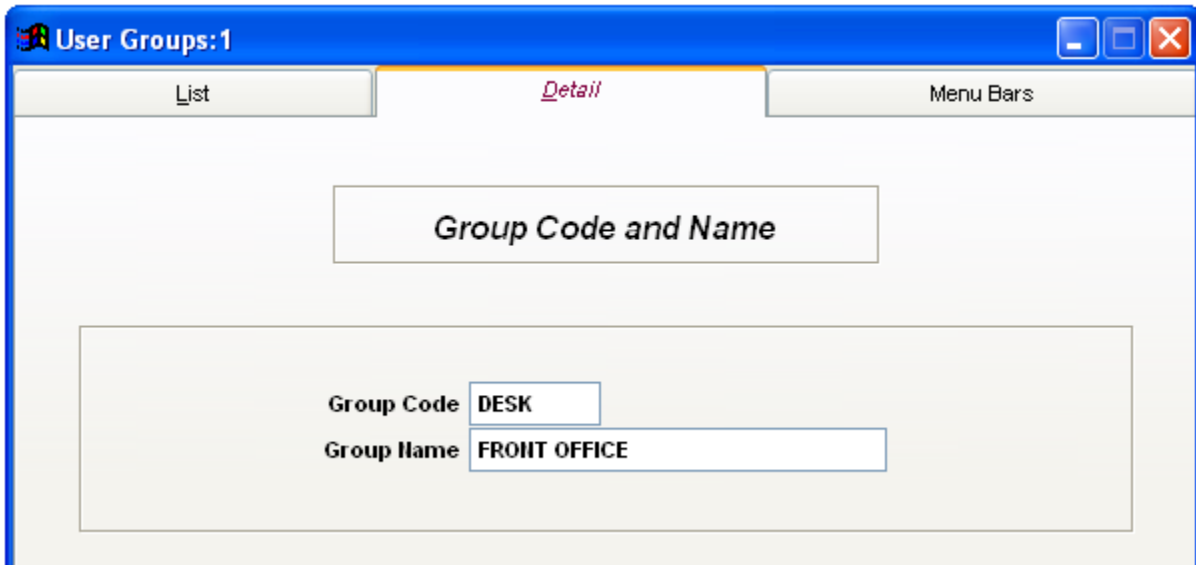


Adding a New User Group – Clinic Pro Installations generally include all the above pre-defined User Groups. It is recommended to simply edit unused ones to meet the needs rather than clutter the list, when possible. To edit the name of an entry, select it in the list, and go to the detail tab.

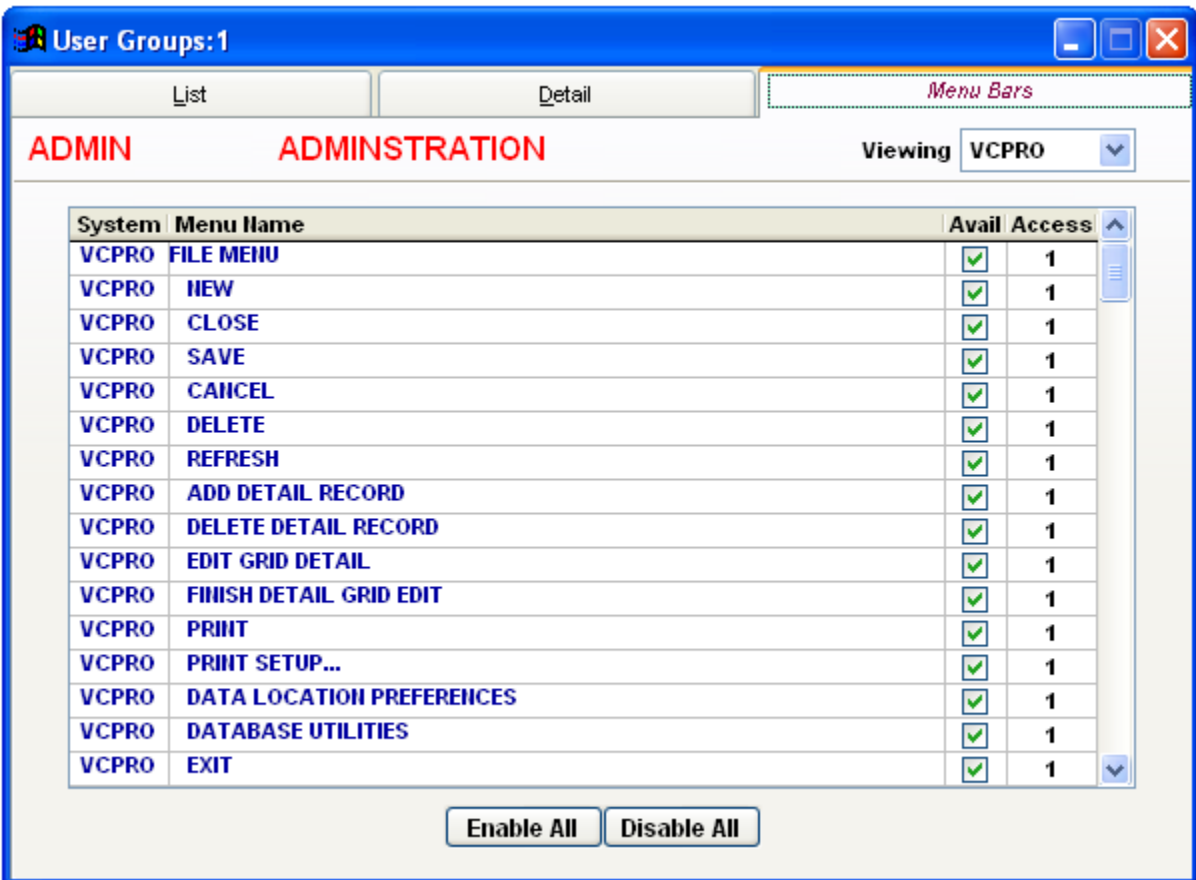
To Add a new User Group, open up the User Group screen under System: Users Group, and press the New  icon. You will get the following message. If you want to give the new User Group access to every menu item in the system, click "YES":



Enter in the name of the new User Group, assign it a short code.



The “Menu Bars” tab will allow you to choose the exact items that your New User Group will have access to:



The "**Menu Bars**" tab sets up the access for the selected User Group. Each item on the list correlates directly to an option in the Clinic Pro menu. Any item named "____ Menu" (such as the Lists Menu, above) when checked or unchecked, will allow or disallow access to all the submenus. This can be quick and useful to disable large menu chunks like disabling the "Reports" menu.

The Enable All and Disable All buttons will check or uncheck every item. It is generally recommended to use "Enable All" and then go through the list manually disabling the subjects that do not comply with this User Groups access to them, so as to ensure no important menus were missed. (Like accidentally disallowing Copy + Paste for example)

If changes are not immediately seen in the menu bars after saving, go to "**General Menu File.**"

The Gen Menu File option will recreate the menu bars per user privileges. This is useful when updates to the User Group or group membership are applied and the changes are not seen immediately.

Simply click System: Gen Menu File, and tell it "**Yes**".

