



Support Essentials

User Guide

Enabling and Disabling Users in DXS
Point-of-Care

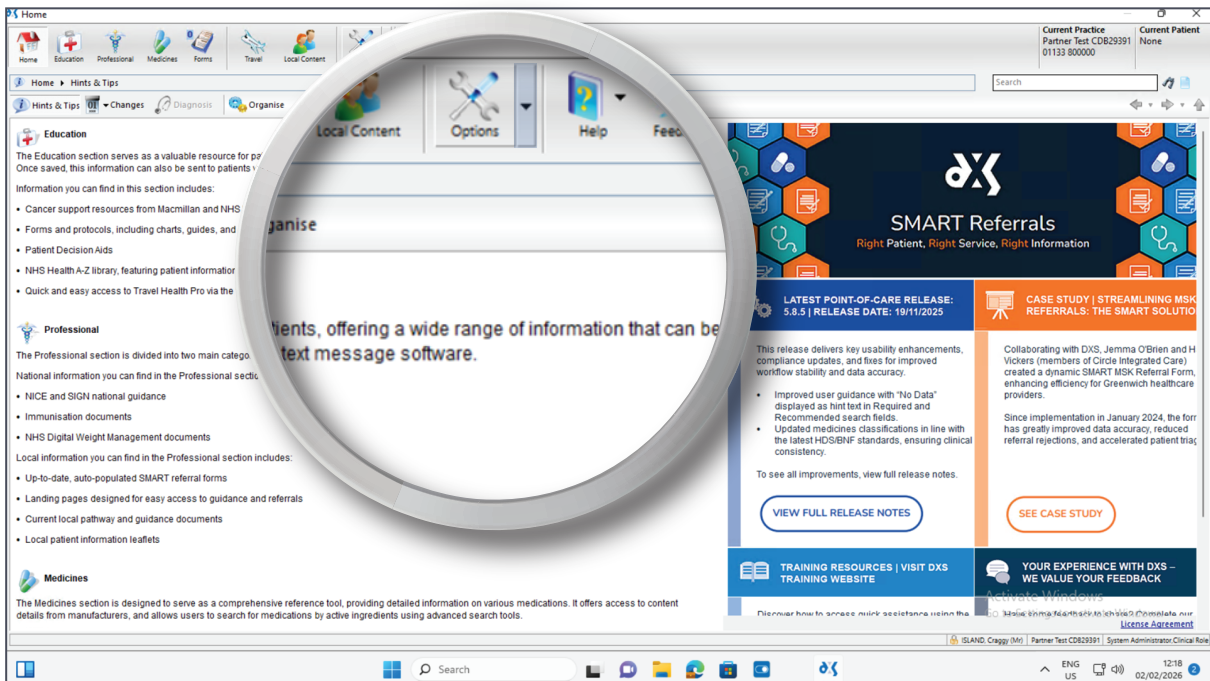
Introduction

This guide will show you how to enable or disable access for DXS Point-of-Care users.

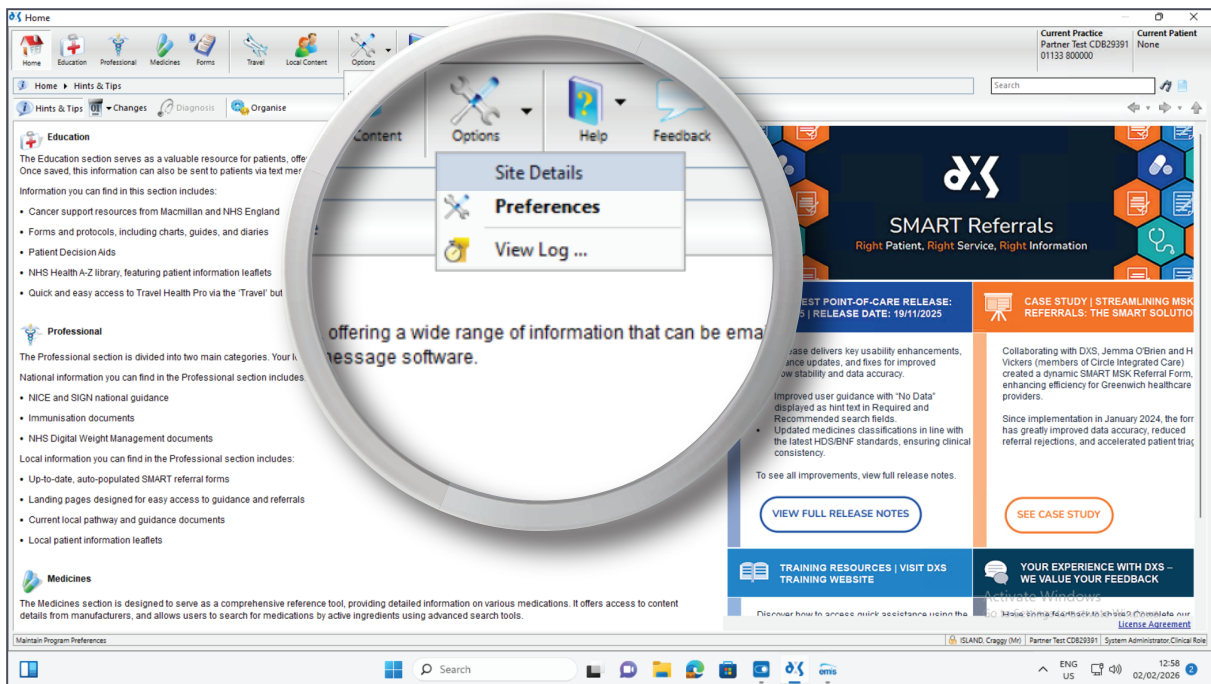
Please note: DXS Point-of-Care administrator privileges is required to enable or disable users. If you are unsure whether you have this level of access, please contact DXS Support for assistance.

Instructions

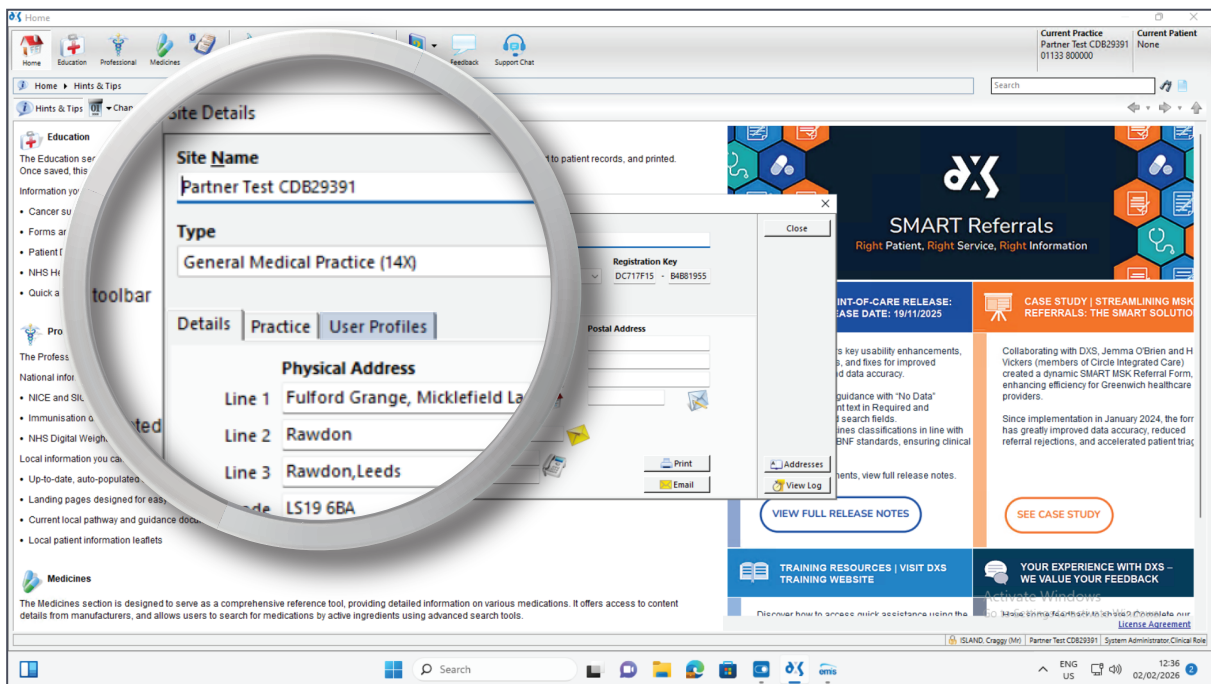
1. Open **DXS Point-of-Care**.
2. Click the **'Options'** drop-down arrow button on the main toolbar.



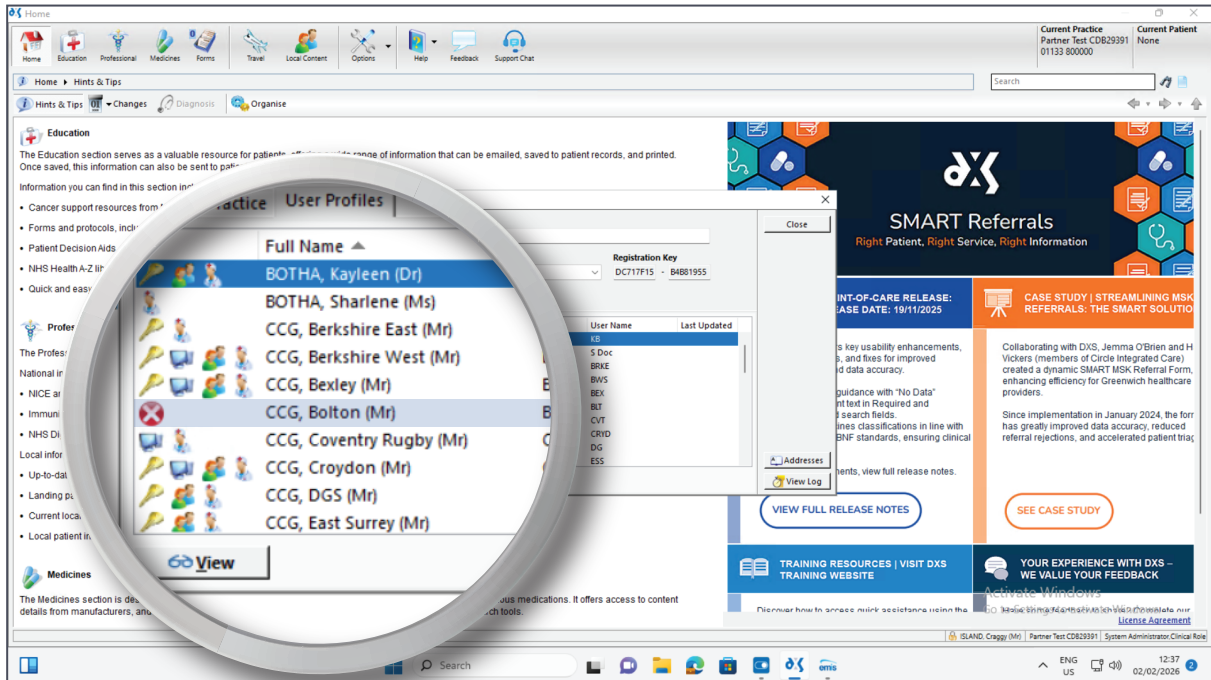
3. Select 'Site Details'.



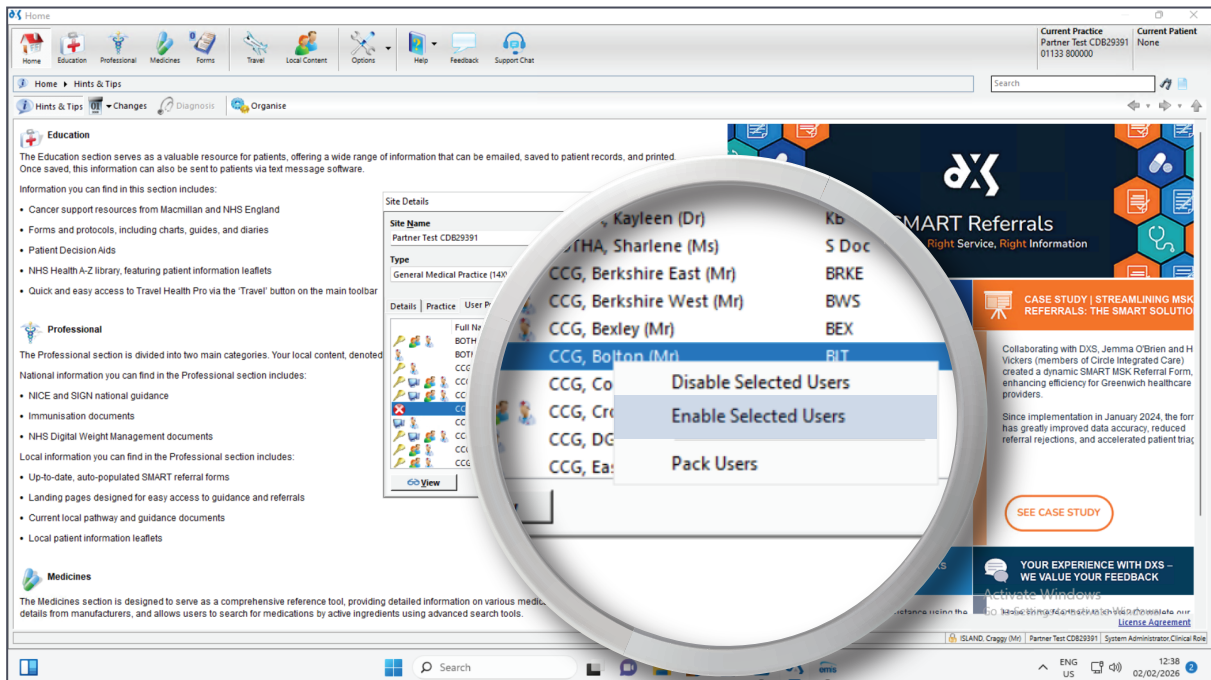
4. Select the 'User Profiles' tab in the 'Site Details' window.



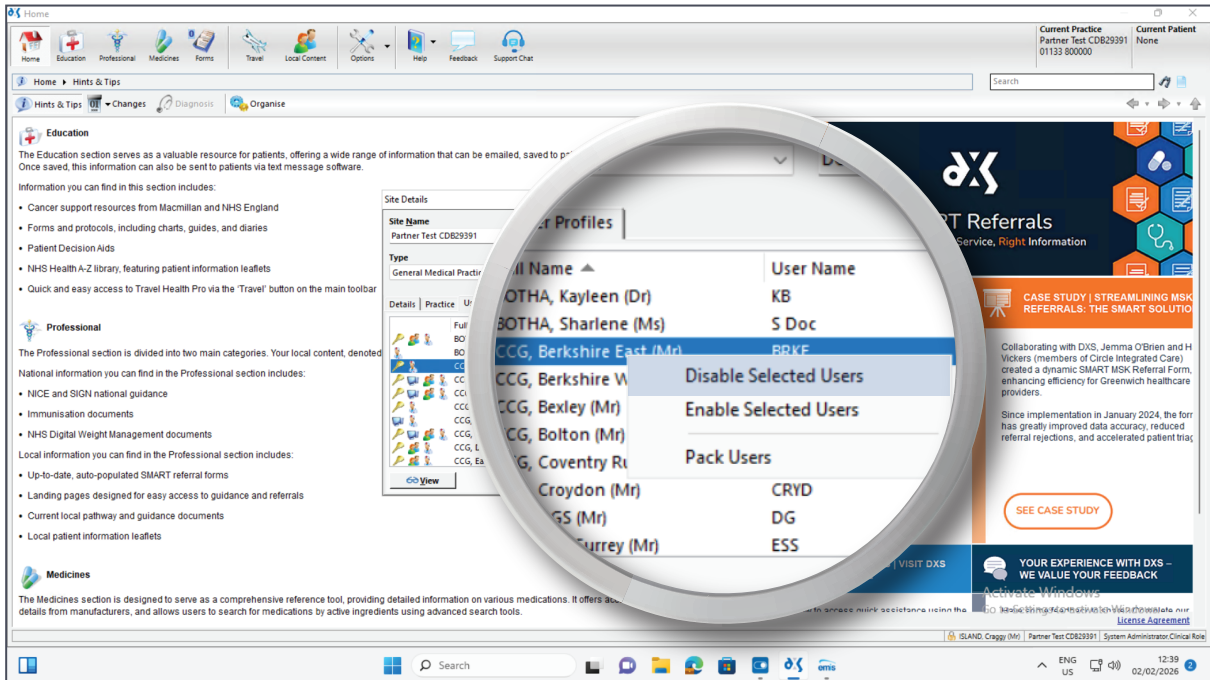
5. A list of current and previous users will display.
 - Disabled users are indicated by a **red cross** next to their name.



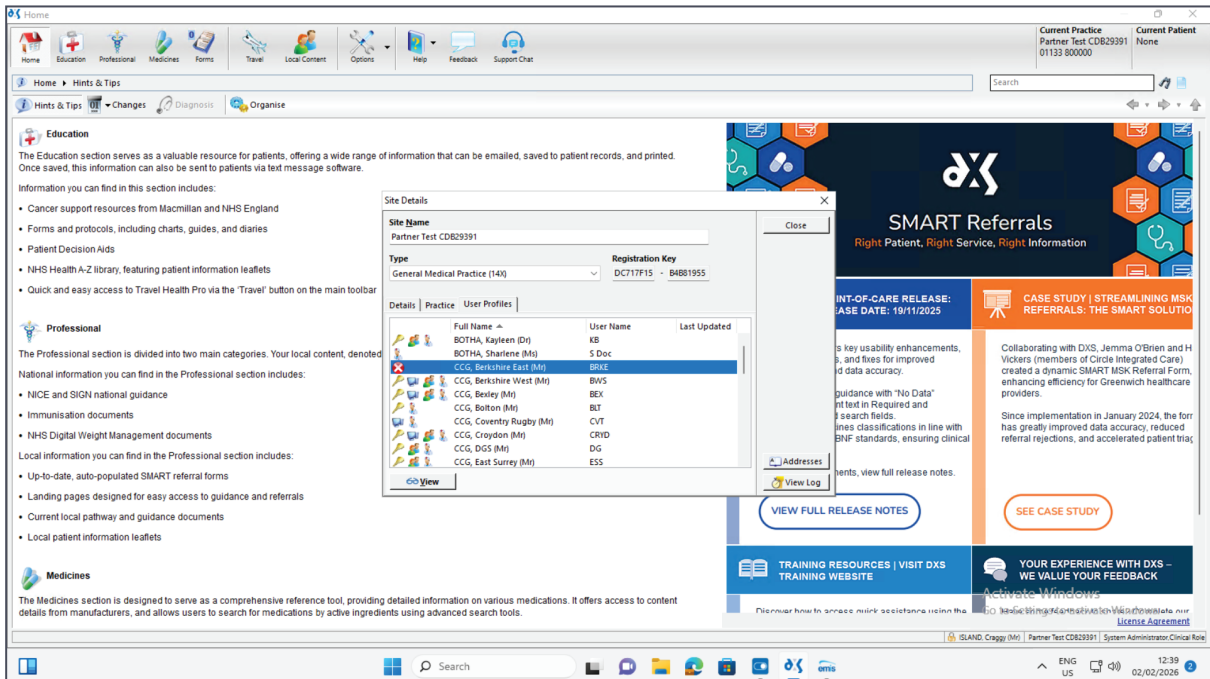
6. To **enable** a user:
 - Right-click on the user's name.
 - Select **'Enable Selected User'**.



7. To **disable** a user:
- Right-click on the user's name.
 - Select **'Disable Selected User'**.



8. The user's status will update immediately.



Support



0800 028 0004 (option 1)



support-uk@dxs-systems.com



dxs-systems.co.uk

Training



0800 028 0004 (option 2)



training@dxs-systems.co.uk



training.dxs-systems.com

