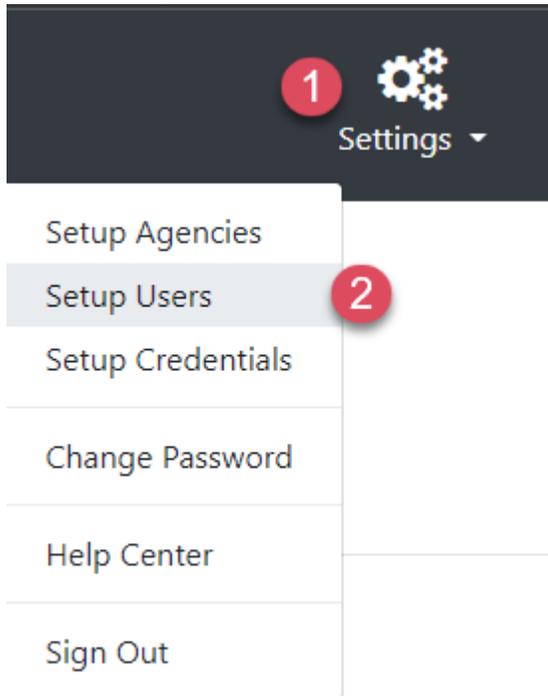


How to do you Disable a user in OakTree Supervision?

Question: How do you disable a user in OakTree Supervision?

Solution: First, sign in as a Super Admin

1. Go to Settings
2. Click on Setup Users



3. Look for the user under Manage Users you wish to disable
4. Click the corresponding pencil icon to open up the user's settings



How to do you Disable a user in OakTree Supervision?

5. Change User Status from Active to Disable
6. Then click the [Update] button to save

Manage Users

██████████ Supervisor

██████

██████████

Middle Name Email

██████████

Last Name Password

██████

Job Title Confirm Password

████████████████████

Employee #

██████

Agency ID Role

██████████

██████████

██████████

████████████████████

██████████

██████████

████████████████████

User Status

Active

Disabled

5

Update Cancel

6

How to do you Disable a user in OakTree Supervision?

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!