

How to add a new Team Member (Practitioner)

Here are some quick tips to help you add a new Practitioner or Non-Practitioner (users) to eNoteFile.



Written by eNoteFile Team
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Here are some quick tips to help you add a new Practitioner or Non-Practitioner to eNoteFile and edit the [privilege level](#). After logging into eNoteFile you'll be able to create an additional login.

Steps to add new Team Member

Go to **Settings** then **Team Members**

The screenshot shows the 'Settings' menu with a gear icon and the text 'Settings'. Below it is the 'eNoteFile Account' section with a gear icon. The menu items are: 'Organization Details' (View and update your organization's details), 'Team Members' (Invite and manage your team members and practitioner availability), and 'Billing' (Manage your eNoteFile subscription and payment method(s)). The 'Team Members' item is highlighted with a red border.

Add a Practitioner or Non-Practitioner ([more info about user privileges](#)).

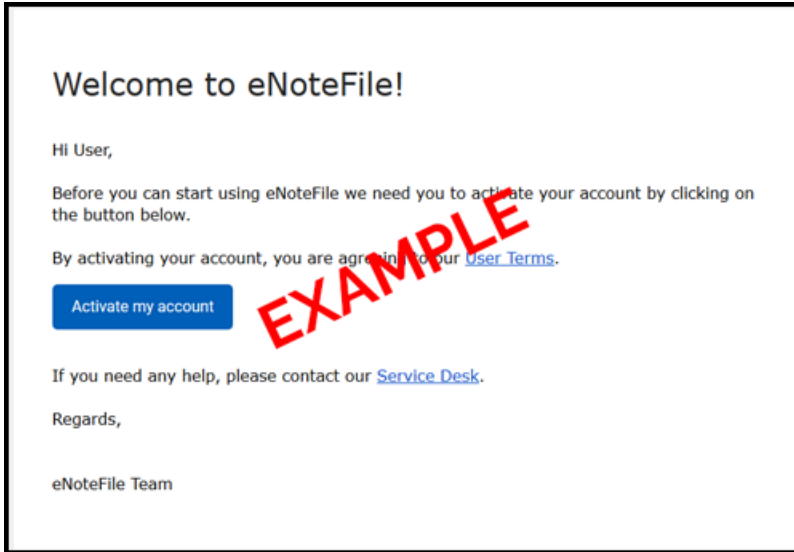
The screenshot shows the 'Team Members' page with the title 'Team Members' and two buttons: '+ Add Practitioner' and '+ Add Non-Practitioner'.

Enter their **required information** and privilege level when adding the new user. Make sure to use a unique email address (one that has not been used with eNoteFile).

The screenshot shows the 'Add Practitioner' form with tabs for 'Details', 'Roles', 'Appointment Types', 'Availability', and 'Online Booking'. The 'Details' tab is active. The form has four fields: 'First Name' (Required), 'Last Name' (Required), 'Email' (Required), and 'Provider Number'. At the bottom are 'Save Practitioner' and 'Cancel' buttons.

Activate the account

Once you have entered the required information and clicked save, the new user will receive an email to activate their account and create a password.



#Practitioner #Non-Practitioner #Privileges #Roles #User