

# User Privileges

More information about Practitioner and Non-Practitioner user privileges/roles



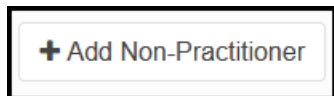
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Updated over a week ago

## Practitioner and Non-Practitioner Privileges (Roles)

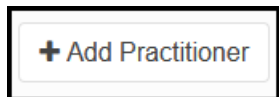
When adding a new user, you have the option to add either a **Practitioner** or **Non-Practitioner**. Below is a list of the different user roles (privileges) with brief explanation:

### Non-Practitioner



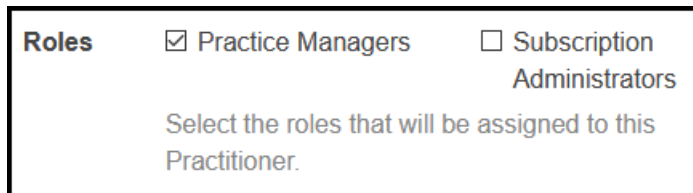
- Access eNoteFile
- Create Client Notes and QuickNotes
- View calendar (diary)
- Make Appointments for practitioners
- View and manage Invoices for practitioners
- Send manual SMS reminders and messages.

### Practitioner



- Same access as Non-Practitioner; also
- Has a dedicated calendar (diary) for appointments
- Can take Appointments
- Can take Online Bookings
- SMS Reminders for appointments.

### Practice Manager



- Can be either a Practitioner or Non-Practitioner
- View Reports
- Import and export Clients
- Manage Products
- Manage Invoice options
- Manage Appointment Types
- Manage Invoice Customisation
- Manage Note Templates
- and more eNoteFile account settings.

## Subscription Administrators

<b>Roles</b>	<input type="checkbox"/> Practice Managers	<input checked="" type="checkbox"/> Subscription Administrators
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Select the roles that will be assigned to this Practitioner.

- Can be either a Practitioner or Non-Practitioner
- Manage Billing
- Manage Team Members (Practitioner or Non-Practitioner)
- Manage SMS Reminders
- Manage Online Booking
- Manage Online Payment options (Stripe)
- Export Practice Management data.

## Full Access

You can enable both roles to a new user.

<b>Roles</b>	<input checked="" type="checkbox"/> Practice Managers	<input checked="" type="checkbox"/> Subscription Administrators
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Select the roles that will be assigned to this Practitioner.

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