

# Disabling Access and Removing Users

How do I disable access or remove an existing user from my Hospital?

If you are an Administrative User within DoseMeRx, you are able [to disable users access](#) or [remove an existing user](#).

Once you've logged into DoseMeRx, click on the ADMIN tab in the top right corner of the screen. You will automatically be brought to the Admin- Main page.

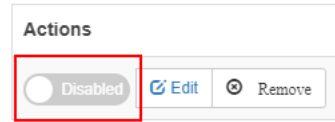
Next, click the Clinicians tab on the left-hand side.

The screenshot shows the 'Welcome to DoseMeRx Administration Section' page. On the left is a sidebar with navigation links: 'Admin - Main' (highlighted in blue), 'Hospitals', 'Clinicians' (highlighted with a red box), 'Drug Limits', 'Patient Limits', and 'Audit Log'. The main content area has a header 'Welcome to DoseMeRx Administration Section' and a message 'Hello Ms Donohue, you are currently logged in at Training as Administrator'. Below this are two panels: 'Hospital and Clinician Details' with a list of actions (View and switch hospitals, Add units to your hospital, Setup a new clinician, View or edit clinician details, Add or remove a clinician from a hospital) and 'Patient and Drug Limits' with a list of actions (Limits and constraints for patient data, Defaults, limits, and constraints per drug).

From here you can see the current users at the hospital and can search for a specific clinician using the search bar. To [Disable](#) access for a specific clinician, select and swipe the [Enabled](#) button.

The screenshot shows the 'Clinicians at Training' page. On the left is a sidebar with navigation links: 'Admin - Main', 'Hospitals', 'Clinicians' (highlighted in blue), 'Drug Limits', 'Patient Limits', and 'Audit Log'. The main content area has a header 'Clinicians at Training' and two buttons: '+ Add a clinician' and '+ Add existing clinician'. Below this is a search bar with the text 'Search: edon' (highlighted with a red box). A table lists the clinicians with columns: 'Actions', 'Name', 'Email', and 'SMS'. The first row shows 'Emily Donohue' with email 'edonohue@dosemehealth.com'. The 'Actions' column for this row has three buttons: 'Enabled' (highlighted with a red box), 'Edit', and 'Remove'. Below the table, it says 'Enabled Clinicians: 46'. At the bottom right, there are pagination controls: 'Previous', '1' (highlighted in blue), and 'Next'.

Once doing so the clinician's access will be **Disabled**.



The **Disabled** action is a temporary restriction of access to DoseMeRx that can be reversed at the appropriate time by an Administrative user.

On the other hand, to permanently **remove a user** and their associated access to DoseMeRx, within the Clinicians tab select the **Remove** button associated with the specific user.

