

Dental Office Toolkit (DOT) Quick Guide

How to manage users

1. On the DOT home screen, click the **Admin** tab on the left navigation bar.

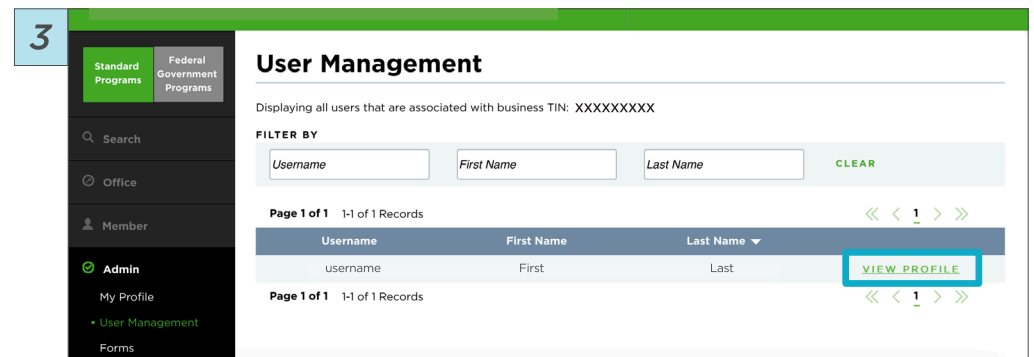
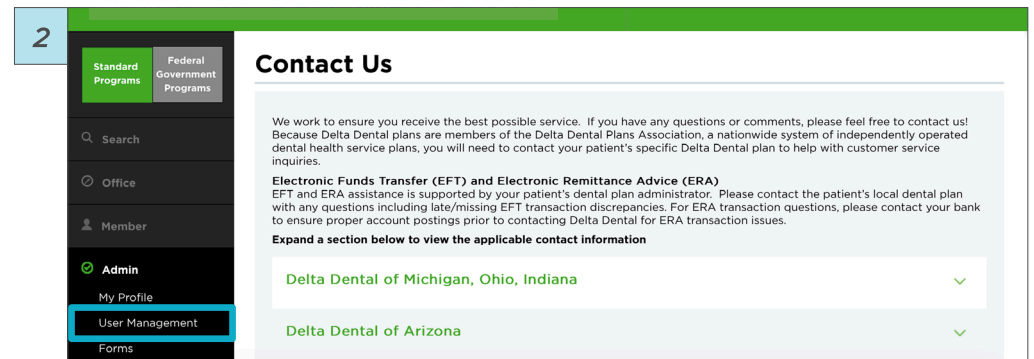
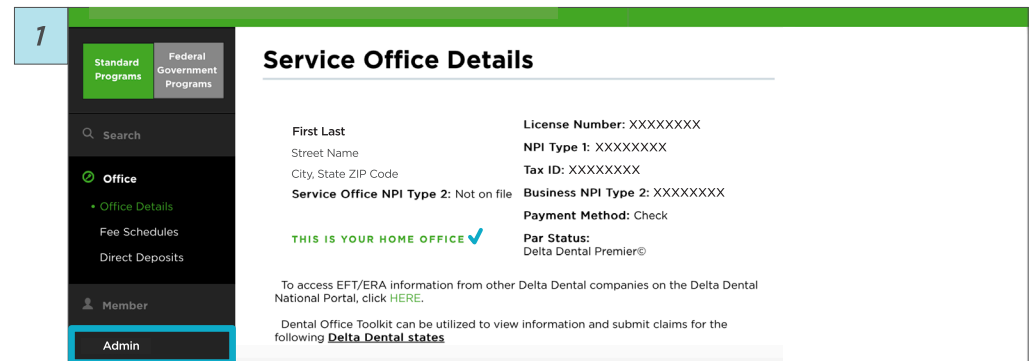
Image 1

2. Once the Admin tab is open, click **User Management**.

Image 2

3. View the users associated with your office.
Click **View Profile** to select a user to manage.

Image 3



4. On the User Profile screen, click **Update Profile**.

Image 4

5. Make changes to the user profile.

Click **Update**.

Image 5

