

# Users Who Can Enter Records

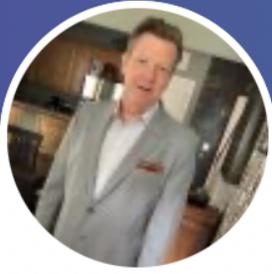
In Open ACU only owners and practitioners can enter health records.

## All Users

- 👤 Admins can make appointments and edit patients
- 🔑 Supers can set intakes, edit template
- 👩 Practitioners can do EHR, see intake results
- 🔑 Owners can edit preferences, account

## To allow a practitioner or owner to approve and lock appointment health records

1. Go to the [Users page](#)
2. Select the user you wish to edit (if you are a practitioner or owner)
3. Check the Can Approve EHR Records checkbox
4. Click Save



**Joe Smith**  
**Owner**

Active

Can Approve EHR Records

Name

Joe Smith

## To change a user's permission level

Only owners and practitioners can edit other users, all others can only edit their own profile.

1. Go to the User's Page
2. Select the user you wish to edit (if you are a practitioner or owner)
3. Change the user level
4. Make any other changes you wish to make
5. Click save
6. Owners cannot change their user level.

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