

## Remove Practice Site Members

How to remove practice site contacts in SPLIT. You can either deactivate or delete a practice member.

### Overview:

As Practice sites will often make changes to their practice site contacts, they may need help quickly updating their Practice Site Members in SPLIT. This can be completed by following the instructions below.

### Definition of Terms:

Deactivate – A member is no longer at the practice.

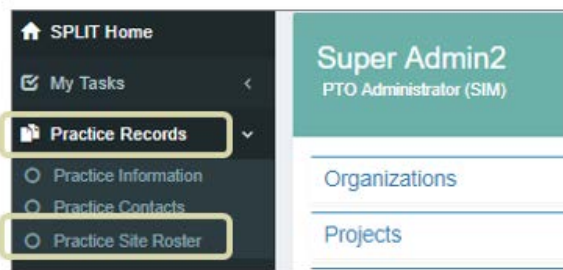
Delete – A member was entered on the roster in error.

### Instructions:

Navigate to the SPLIT Landing Page (<https://split.practiceinnovationco.org>) to log into SPLIT.

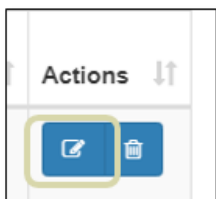


- 1) Select "Practice Records" from the left column
- 2) Click on "Practice Site Roster"



### Deactivate (member no longer at the practice):

- 1) In the Actions column, click Edit SPLIT User icon

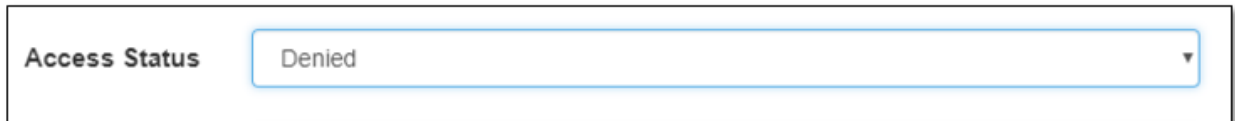


- 2) Change the User Status to 'Inactive'



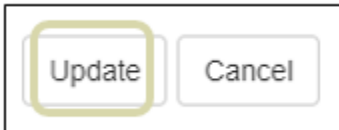
A rectangular box containing the text "User Status" on the left and a dropdown menu on the right. The dropdown menu is open, showing the word "Inactive" and a small downward-pointing arrow on the right side.

- 3) Change the Access Status to 'Denied'



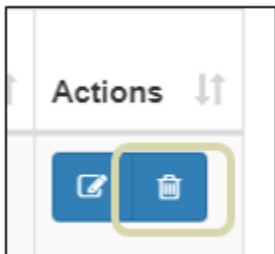
A rectangular box containing the text "Access Status" on the left and a dropdown menu on the right. The dropdown menu is open, showing the word "Denied" and a small downward-pointing arrow on the right side.

- 4) Click Update to submit changes

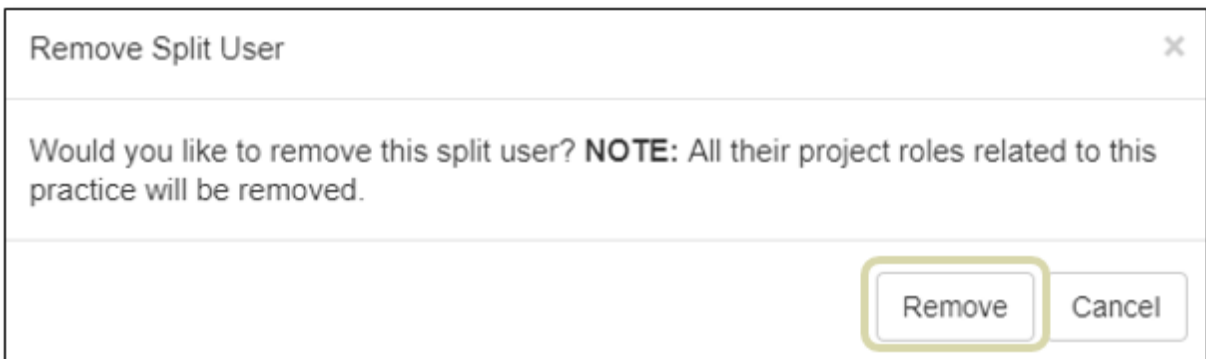


**Delete (member entered on the roster in error):**

- 1) In the Actions column, click Remove SPLIT User icon



- 2) Click Remove to confirm deletion



A dialog box titled "Remove Split User" with a close button (X) in the top right corner. The main text reads: "Would you like to remove this split user? **NOTE:** All their project roles related to this practice will be removed." At the bottom right, there are two buttons: "Remove" and "Cancel". The "Remove" button is highlighted with a yellow rectangular border.