

Restrict Staff to an Office

Last modified on 05/22/2026 5:04 pm EDT

You can restrict staff to an office or multiple offices on the **Staff** page.

1. Select **Account > Practice Management > General Management > Staff**.
2. While creating or editing a staff account, select the **Restrict Offices** toggle switch to turn it on.
3. Select the offices from the **Office** dropdown.

The screenshot shows the 'Staff Setting' form. At the top, there is a field for 'DrChrono App Unlock PIN *' with the value '9990'. Below this is a toggle for 'Enable email update' which is turned on. The 'Restrict Offices' section is highlighted with a red box and has its toggle turned on. Underneath, there is a search bar with the placeholder text 'Search for offices...'. Below the search bar, there are three radio button options: 'Primary Office', 'North Office', and 'West Office'. The 'Primary Office' option is selected.

4. Select **Add Staff** or **Save Changes**.

When staff log in, they only see the office to which they have been restricted. In the example below, the staff member was restricted to one office, so that's the only office they can access.

The screenshot shows the 'Exam Rooms' interface. At the top, there is a navigation bar with a calendar for May 2026, a time zone of '(GMT-7:00) America - Los Angeles', and buttons for '+ Event', 'Today', 'Refresh', and 'Print Appts'. The current date is 'May 22 2026'. Below the navigation bar, there are tabs for 'Daily', 'Exam Rooms', 'Provider', 'Weekly', and 'Monthly'. The main area is a grid with columns for 'Exam 1', 'Exam 2', 'Exam 3', and 'Exam 4', and rows for time slots: '10:00am', '11:00am', and '12:00pm'. A blue shaded area is visible in the 'Exam 1' column for the 10:00am slot. On the left side, there is a sidebar with 'Doctors' and 'Offices' sections. Under 'Doctors', 'Laurie Jones' is unselected and 'Dr. James Smith' is selected with a count of '3'. Under 'Offices', 'Primary Office' is selected.