# GP Smart Referrals |Managing users

GP Smart Referrals users with the 'manage users' flag set to *true* have the ability to make changes to other users' role permissions within their practice or group of practices with the same HPI-O.

Managing users

- Launch Smart Referrals and select the *Manage Users* button.

- Once the *Manage Users* page is displayed, select the *edit* icon on the right-hand side to view or make changes to the selected users role.
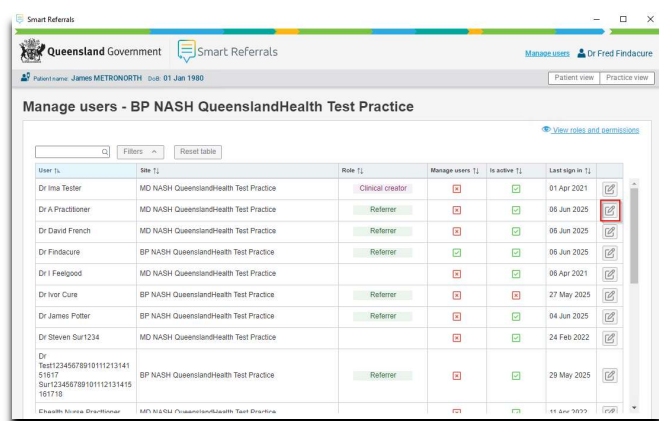
- Apply the required changes and select *Save Changes*
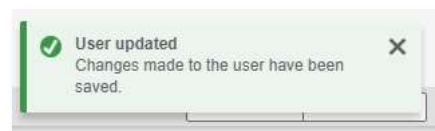

NOTE: Selecting *inactive* disables a GPSR user and the user will no longer be able to access the application.

- A notification will display in the right-hand corner of the screen advising the changes are successful.

Viewing roles and permissions

- A detailed table of the user permissions can be found by clicking on the *view roles and permissions* button.

- Hovering over the Role title will provide a brief description of each permission.

How to get help

Resources available on the Smart Referrals webpage.
Phone Support: 1300 478 439
Email: QH-SmartReferrals@health.qld.gov.au