

# Address Book Settings

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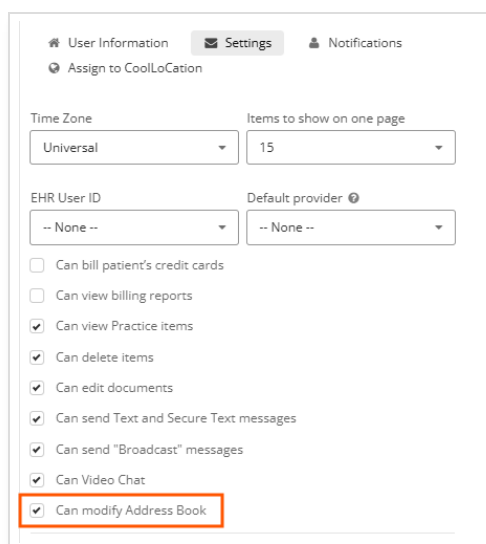
## Address Book Settings

### Can Modify Address Book

Admins have the ability to restrict users from editing the Address Book. This setting can be found in **Menu > Admin > User > Settings**. The name of the setting is 'Can modify Address Book'.

If the checkbox is checked, then users can add and edit entries in the Address Book, the Compose window, and/or via the File Upload utility.

If the checkbox is unchecked, then users cannot make any changes to the Address Book. To be specific, they can not add entries from the Address Book, the Compose window or via the File Upload utility.



The screenshot shows the 'Settings' tab for a user. At the top, there are three tabs: 'User Information', 'Settings' (which is active), and 'Notifications'. Below the tabs, there is a link 'Assign to CoolLocation'. The settings are organized into two columns. The first column contains 'Time Zone' (set to 'Universal') and 'EHR User ID' (set to '-- None --'). The second column contains 'Items to show on one page' (set to '15') and 'Default provider' (set to '-- None --'). Below these are several checkboxes for permissions. The 'Can modify Address Book' checkbox is checked and highlighted with a red box. Other checked permissions include 'Can view Practice items', 'Can delete items', 'Can edit documents', 'Can send Text and Secure Text messages', 'Can send "Broadcast" messages', and 'Can Video Chat'. Unchecked permissions include 'Can bill patient's credit cards' and 'Can view billing reports'.

Setting	Value
Time Zone	Universal
Items to show on one page	15
EHR User ID	-- None --
Default provider	-- None --
Can bill patient's credit cards	<input type="checkbox"/>
Can view billing reports	<input type="checkbox"/>
Can view Practice items	<input checked="" type="checkbox"/>
Can delete items	<input checked="" type="checkbox"/>
Can edit documents	<input checked="" type="checkbox"/>
Can send Text and Secure Text messages	<input checked="" type="checkbox"/>
Can send "Broadcast" messages	<input checked="" type="checkbox"/>
Can Video Chat	<input checked="" type="checkbox"/>
Can modify Address Book	<input checked="" type="checkbox"/>