

Maintain Users



Course Overview

Use Maintain Users to add or update users who log in to CorrecTek Spark.

This guide explains how to add or edit users using the CorrecTek Spark EHR software.

Use This Guide When

- Adding a new user
- Updating users

What You'll Be Able to Do

- Access Maintain Users
- Add a new user
- Update an existing user

Maintain Users



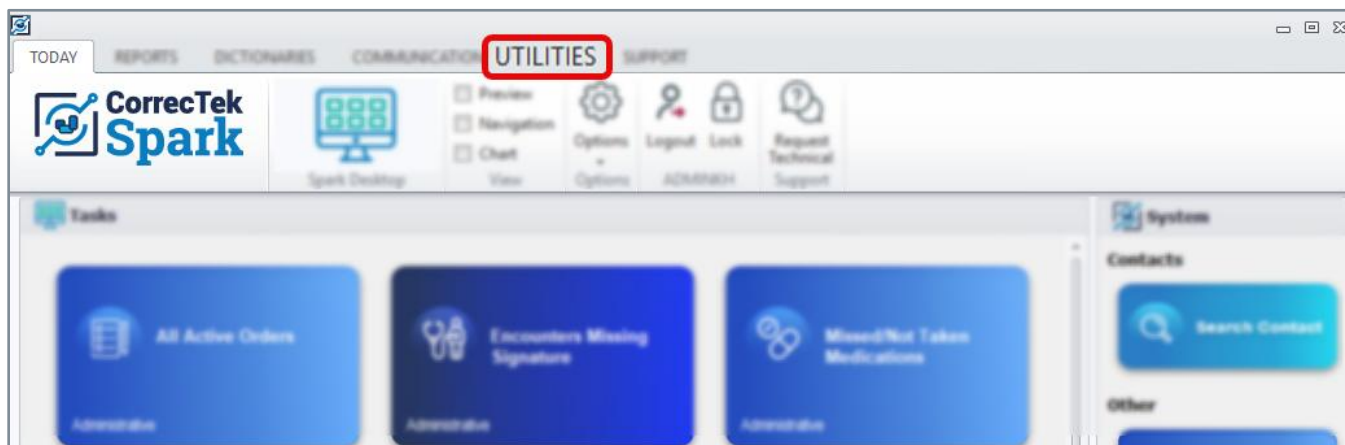
Topics Covered

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Maintain Users

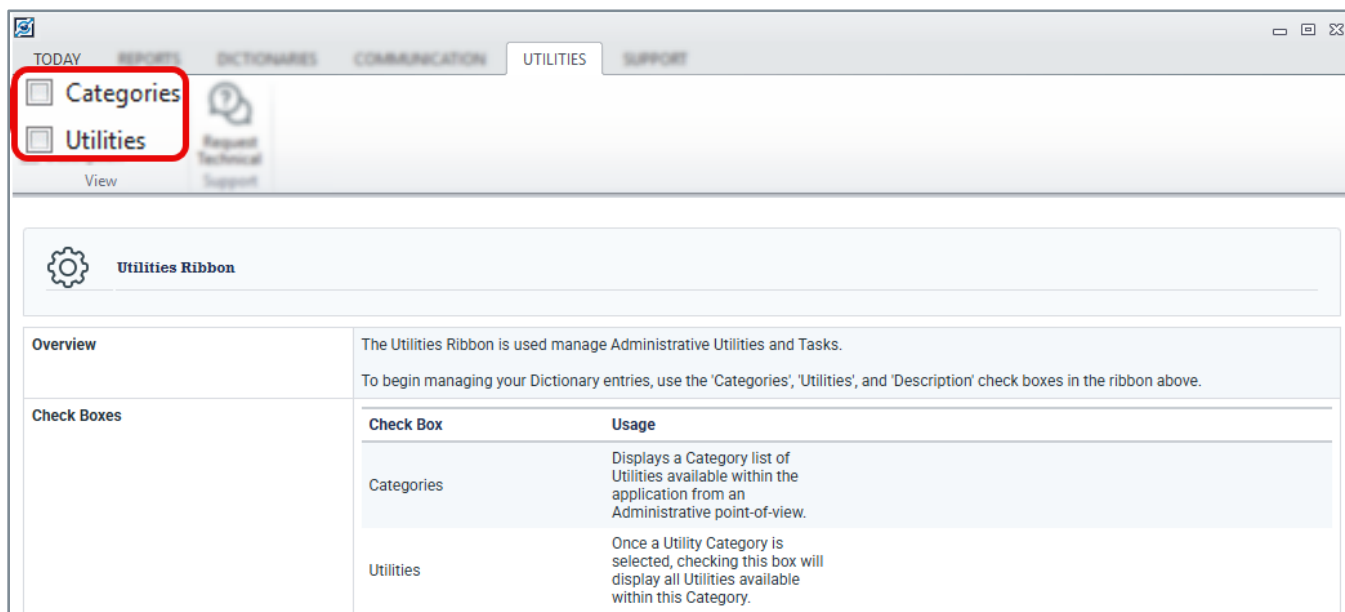
Spark Desktop

From the Spark Desktop, click **Utilities**.



Utilities

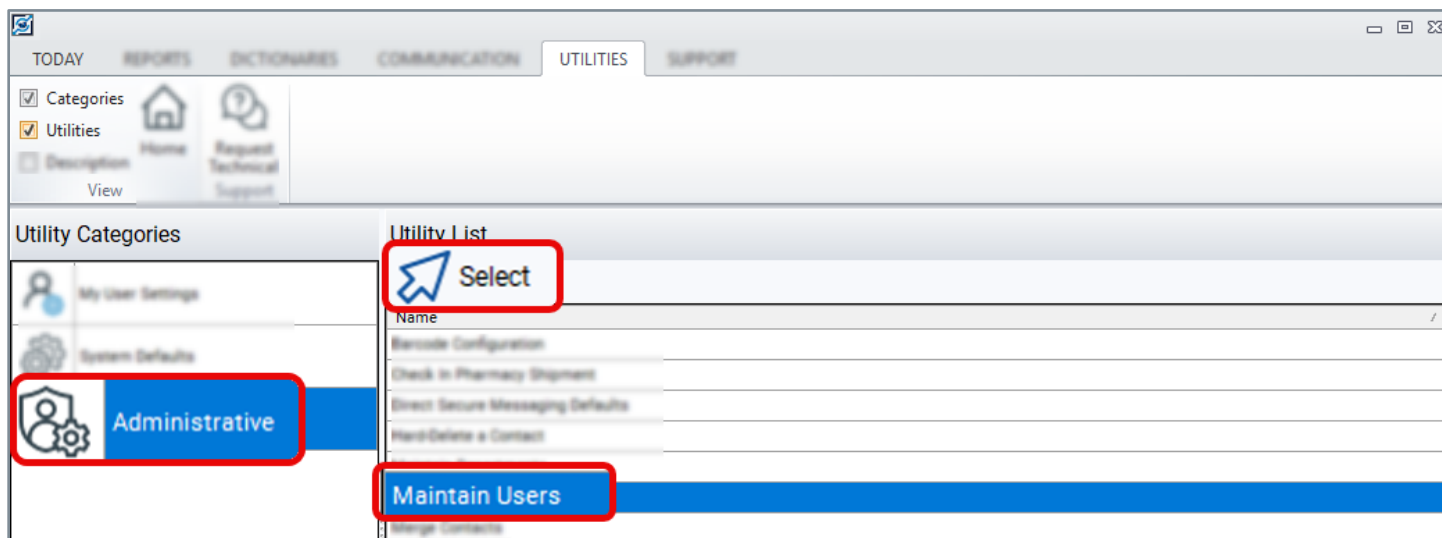
Select **Categories** and **Utilities**.



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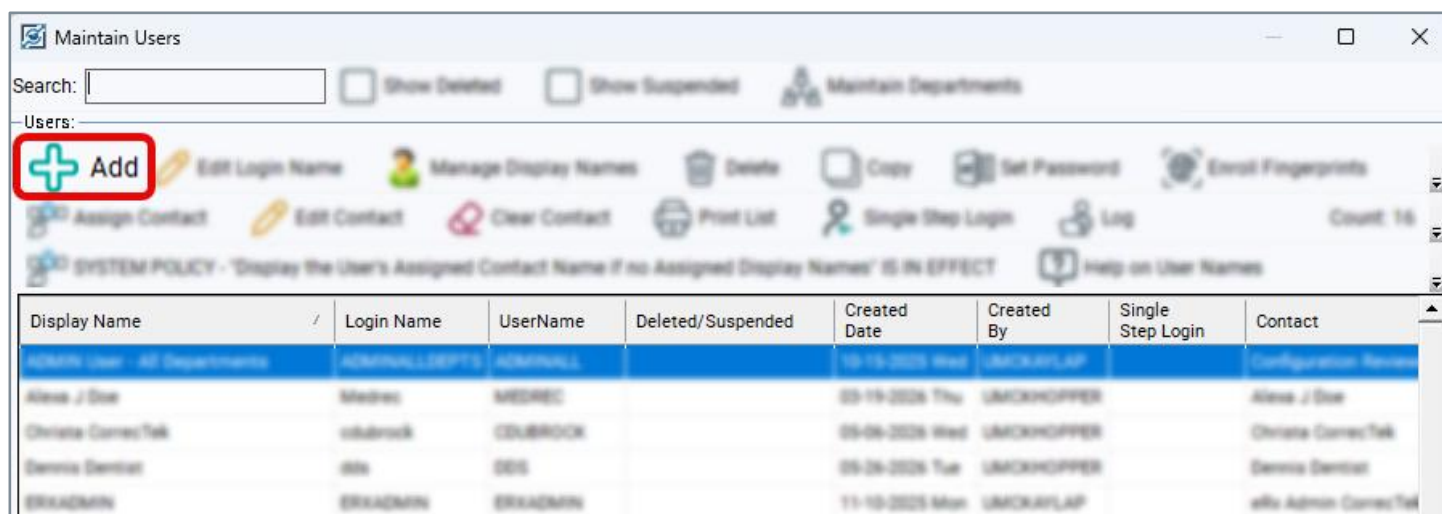
Select **Administrative**, then **Maintain Users**.

Click **Select**.



Add a New User

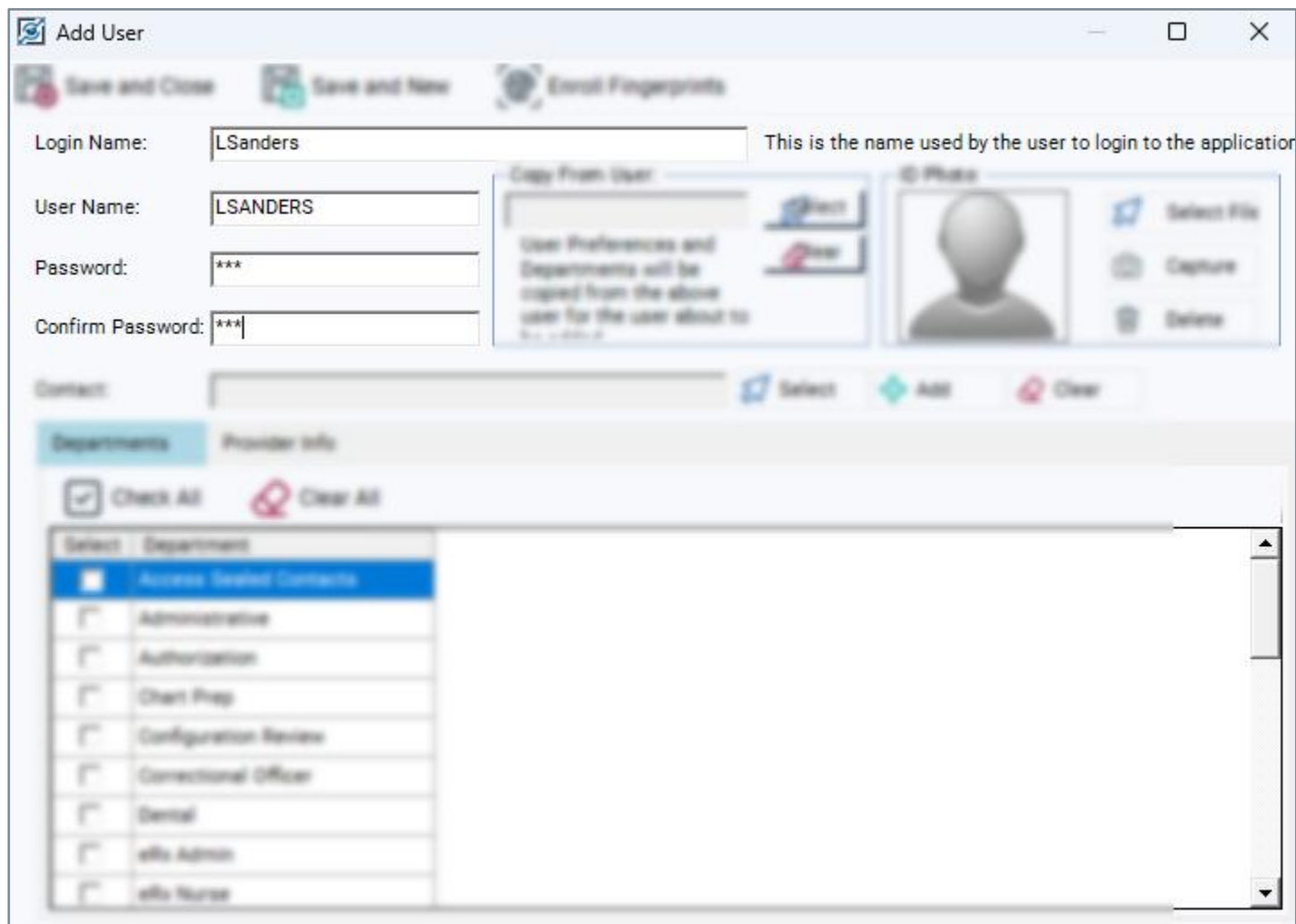
Click **Add**.



Maintain Users

Complete the following fields:

- **Login Name** – Most facilities use first initial and last name (FLast).
- **User Name** – Generally the same as the login name. This field cannot be modified once created.
- **Password** – No requirements unless specified by the facility.
- **Confirm Password** – Ensures the correct password is typed in.



Save and Close Save and New Enroll Fingerprints

Login Name: LSanders This is the name used by the user to login to the application

User Name: LSANDERS

Password: ***

Confirm Password: ***

Copy From User

User Preferences and Departments will be copied from the above user for the user about to be added.

Photo

Select File

Capture

Delete

Contact: Select Add Clear

Departments Provider Info

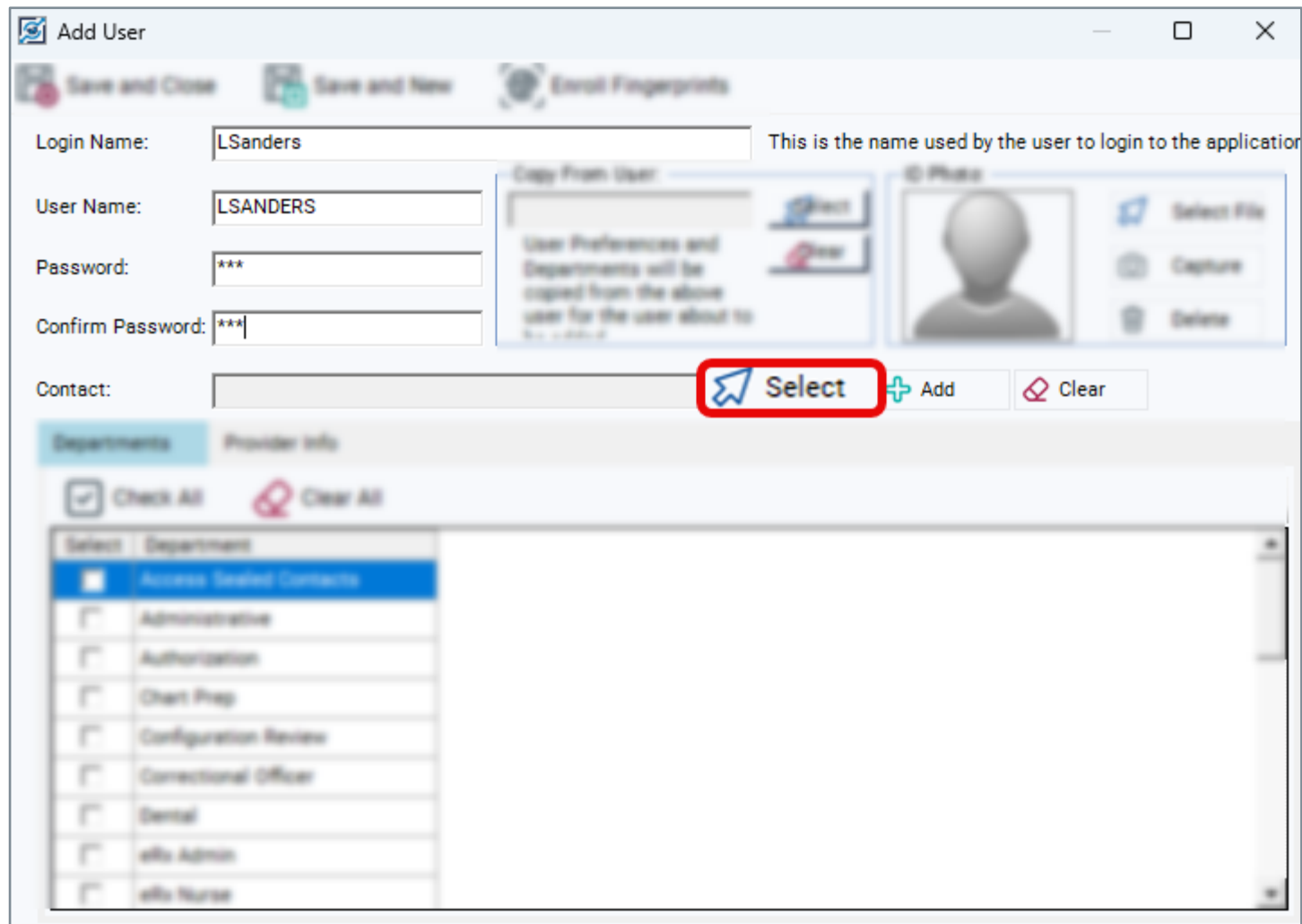
Check All Clear All

Select	Department
☒	Access/Sealer Contacts
☐	Administrative
☐	Authorization
☐	Chart Prep
☐	Configuration Review
☐	Correctional Officer
☐	Dental
☐	ella Admin
☐	ella Nurse

Select Contact

Click **Select**.

Maintain Users



Save and Close Save and New Enroll Fingerprints

Login Name: LSanders This is the name used by the user to login to the application

User Name: LSANDERS

Password: ***

Confirm Password: ***

Contact: Select Add Clear

Departments Provider Info

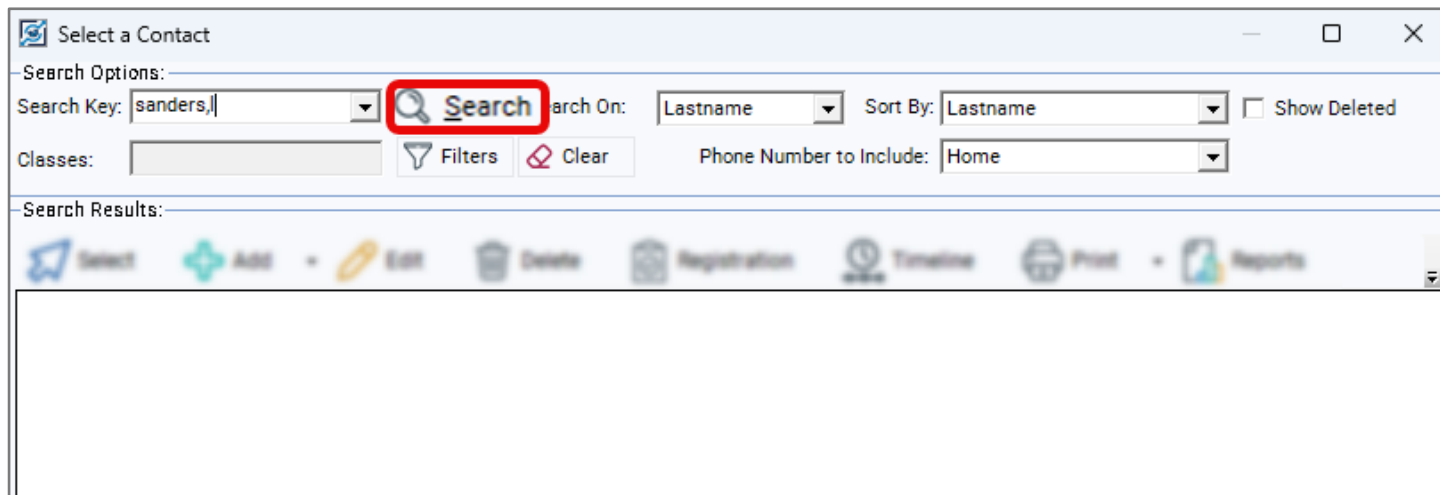
Check All Clear All

Select	Department
☒	Access Trained Contacts
☐	Administrative
☐	Authorization
☐	Chart Prep
☐	Configuration Review
☐	Correctional Officer
☐	Dental
☐	eRx Admin
☐	eRx Nurse

Tip: If the user has not been added to the system, click **Add**.

Enter identifiable information in the **Search Key**, then click **Search**.

Maintain Users



Select a Contact

Search Options:

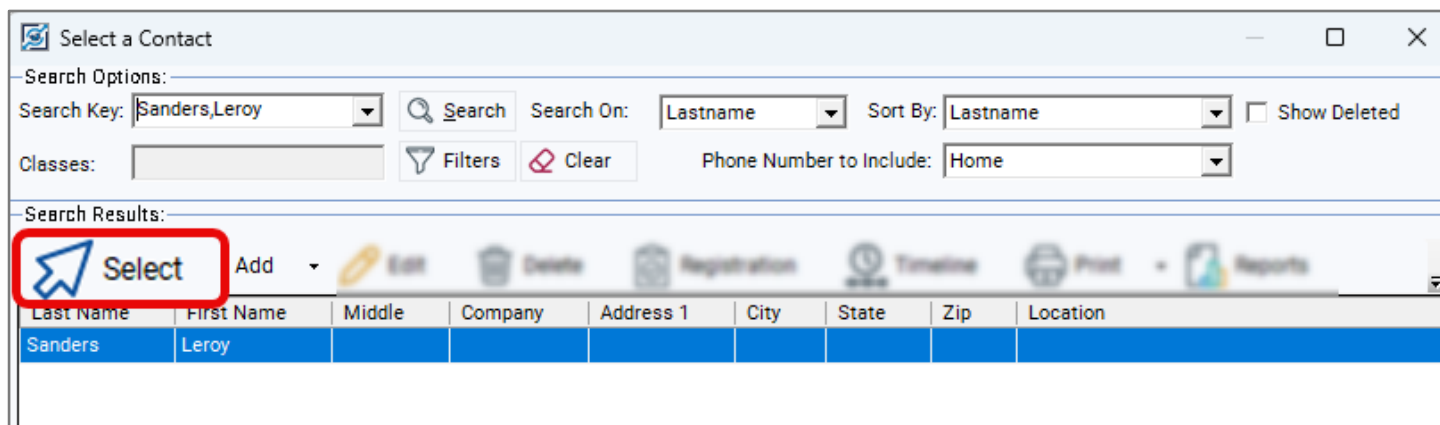
Search Key: sanders, Search On: Lastname Sort By: Lastname ☐ Show Deleted

Classes: Filters Clear Phone Number to Include: Home

Search Results:

Select Add Edit Delete Registration Timeline Print Reports

Select the correct contact in the search results. Click **Select** to return to the Add User screen.



Select a Contact

Search Options:

Search Key: Sanders,Leroy Search On: Lastname Sort By: Lastname ☐ Show Deleted

Classes: Filters Clear Phone Number to Include: Home

Search Results:

Select Add Edit Delete Registration Timeline Print Reports

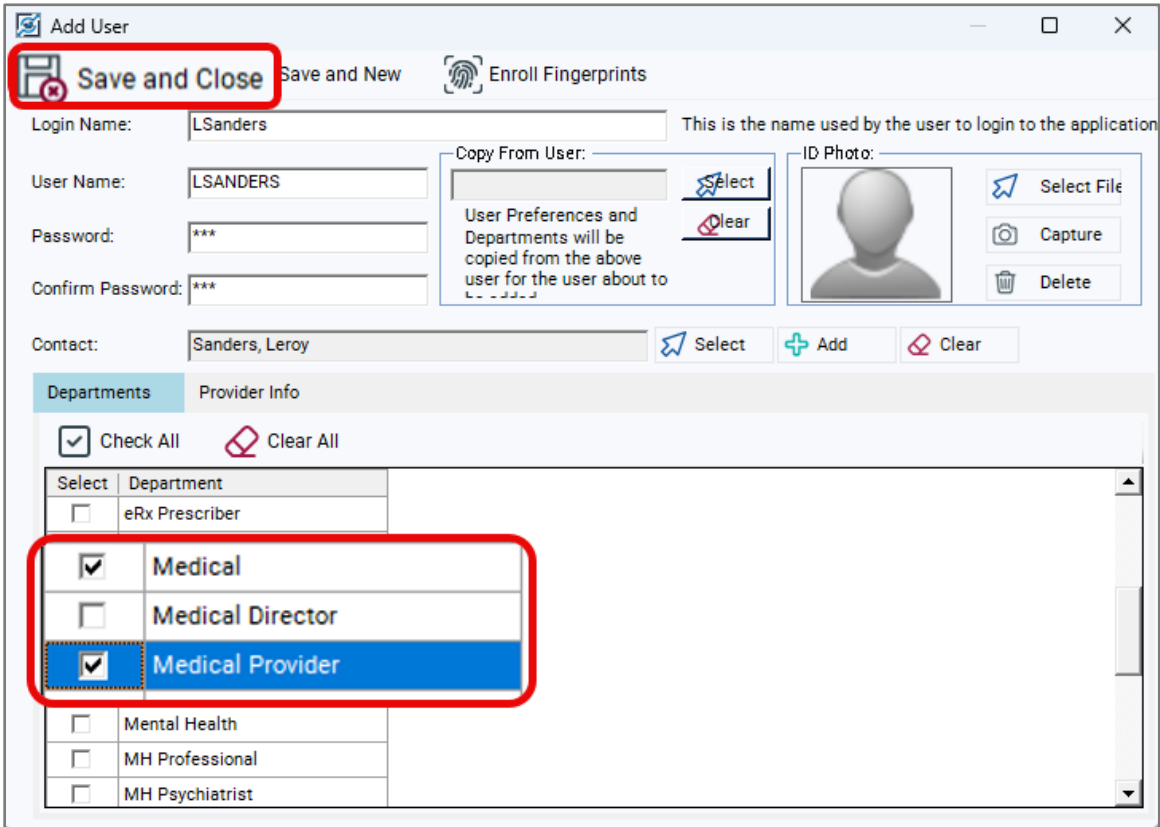
Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Sanders	Leroy							

Tip: If the user cannot be located, click **Add**.

Select all departments the user should be a member of. Departments control user access and what displays on their desktop.

Click **Save and Close**.

Maintain Users



Save and Close Save and New Enroll Fingerprints

Login Name: LSanders This is the name used by the user to login to the application

User Name: LSANDERS

Password: ***

Confirm Password: ***

Copy From User: Select Clear

ID Photo: Select File Capture Delete

Contact: Sanders, Leroy Select Add Clear

Departments Provider Info

☒ Check All ☐ Clear All

Select	Department
☐	eRx Prescriber
☒	Medical
☐	Medical Director
☒	Medical Provider
☐	Mental Health
☐	MH Professional
☐	MH Psychiatrist

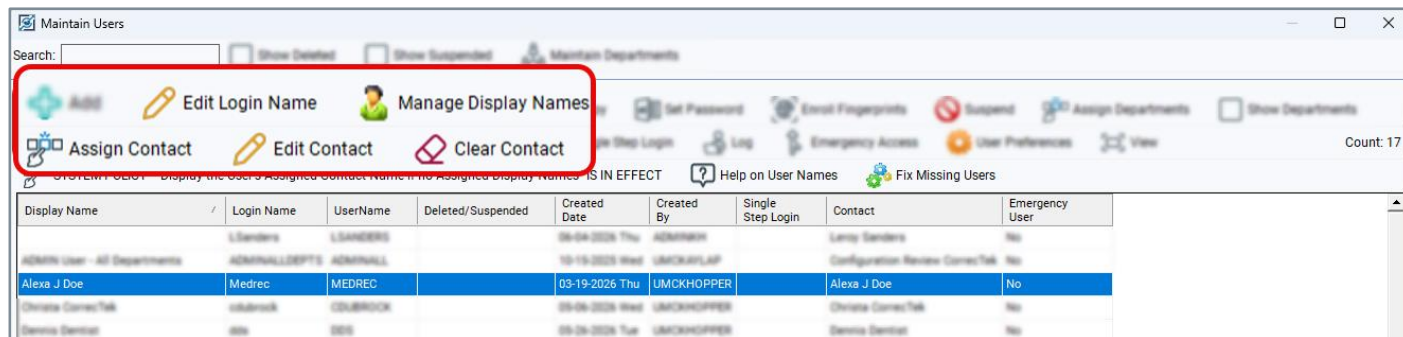
The system returns to the list of users. Continue adding users.

Click **X** to close the screen.

Update a User

Select the user in the list and select the applicable item to edit.

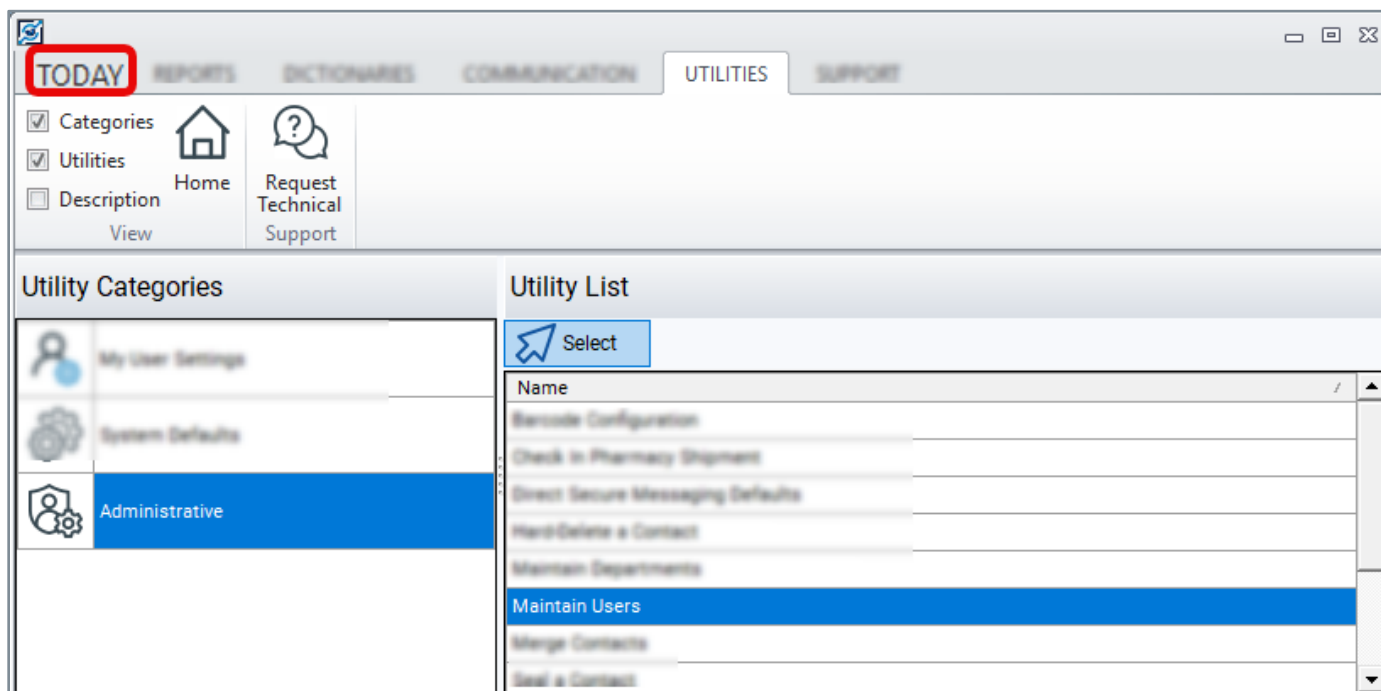
Maintain Users



For more information, see Maintain Users reference.

Return to Spark Desktop

Click **TODAY** to return to the Spark Desktop.



Related Courses

- Add a Contact
- Manage Display/Login Names

Maintain Users



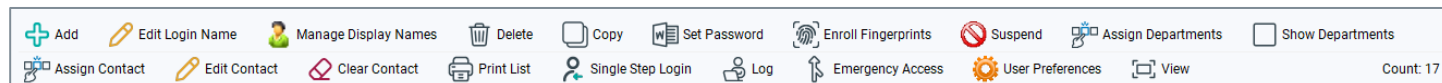
- Maintain Departments
- Managing Departments

Maintain Users



References

Maintain Users



Add: Adds a new user.

Edit Login Name: Edits the user's login name.

Manage Display Names: Manages the name that displays in CorrecTek and allows users to select a time frame for each name. This should only be done when a user is entered in error or cannot be modified.

Delete: Deletes the selected user.

Copy: Copies the selected user.

Set Password: Resets the password.

Enroll Fingerprints: Enrolls the user's fingerprints.

Suspend: Suspends the user from the system. This is the best practice to use when a user leaves the facility.

Assign Departments: Assigns departments to a user.

Show Departments: Displays a list of departments each user is assigned to.

Assign Contact: Assigns a contact.

Edit Contact: Edits the associated contact record.

Clear Contact: Removes the contact associated with the user.

Print List: Prints the list of users.

Single Step Login: Creates a Single Step Login that is used in conjunction with the user's Windows username.

Log: Displays the user's activity log.

Emergency Access: Grants emergency access to a user.

Maintain Users



User Preferences: Sets the user's preferences.

View: Opens a record of the user's information.