

Managing Departments



Course Overview

Use Managing Departments to add or remove user departments. Departments determine the privileges users have within CorrecTek Spark.

This guide explains how to add or remove users from departments using the CorrecTek Spark EHR software.

Use This Guide When

- Accessing Maintain Users
- Adding users to a department
- Removing users from a department

What You'll Be Able to Do

- Access Maintain Users
- Add a user to a department
- Remove a user from a department

Managing Departments



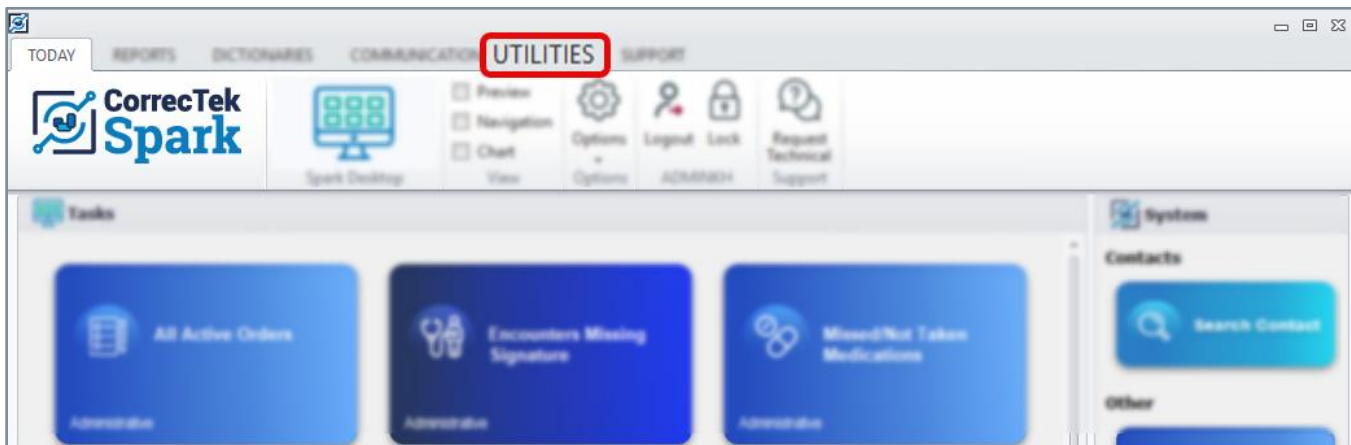
Topics Covered

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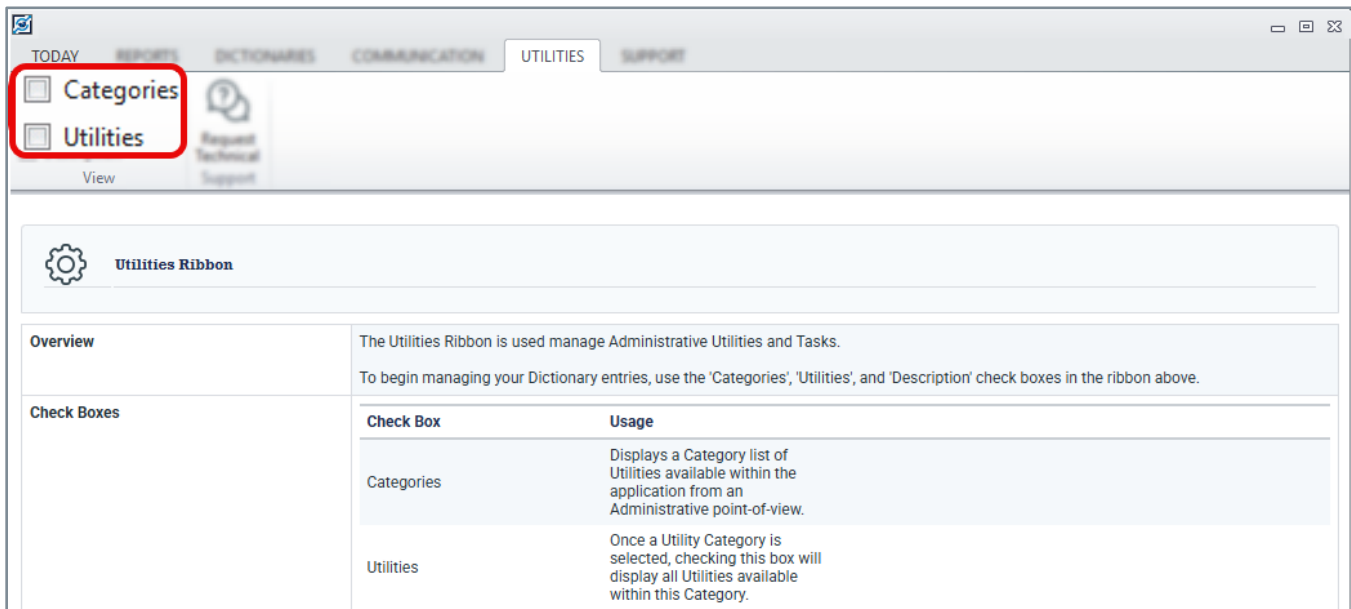
Spark Desktop

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



Utilities

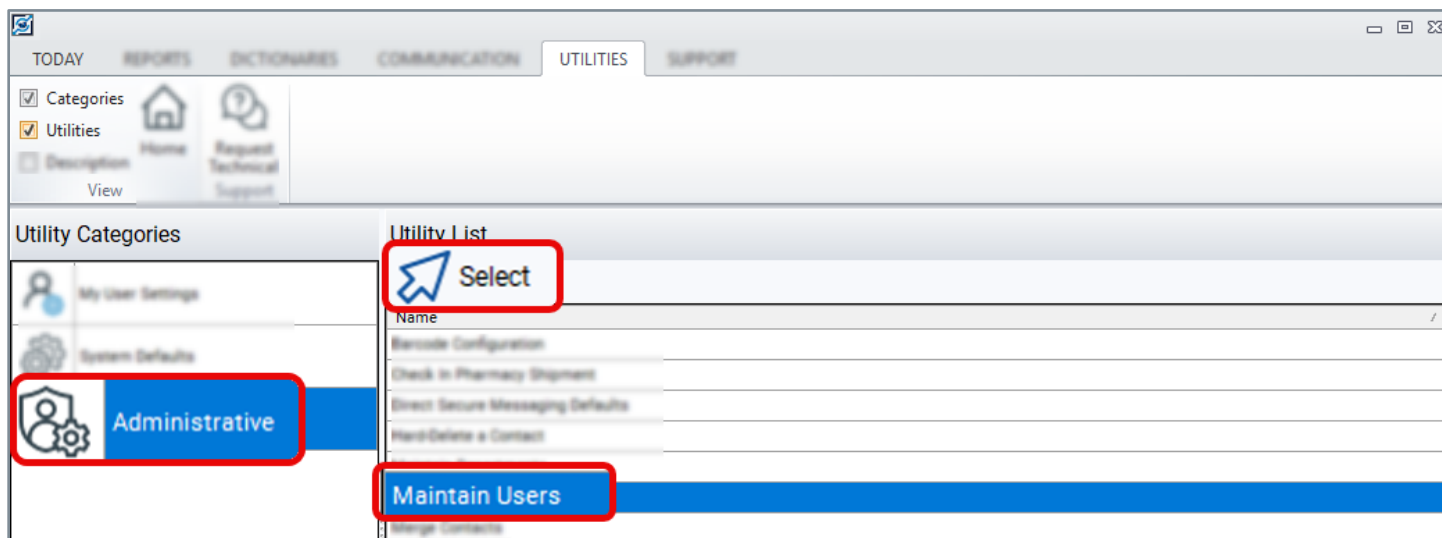
Select **Categories** and **Utilities**.



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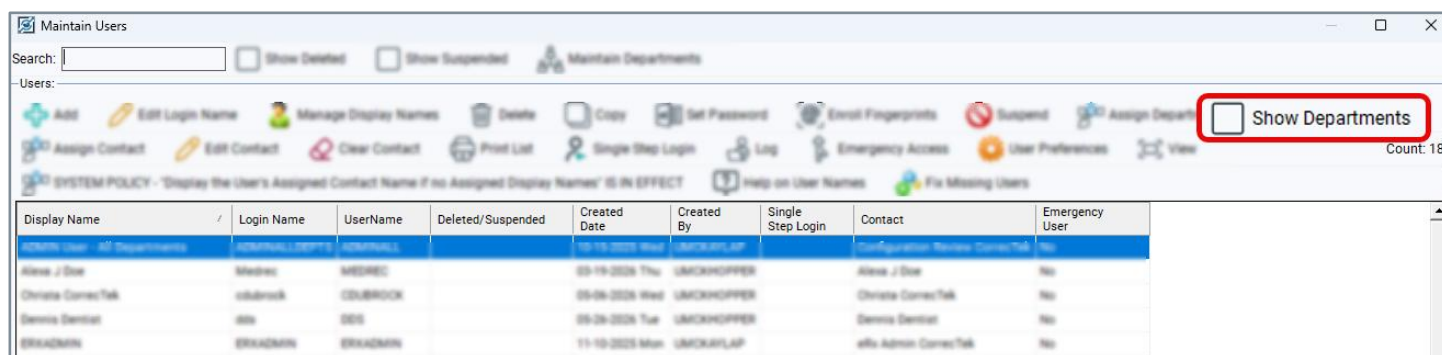
Select **Administrative**, then **Maintain Users**.

Click **Select**.



Maintain Users

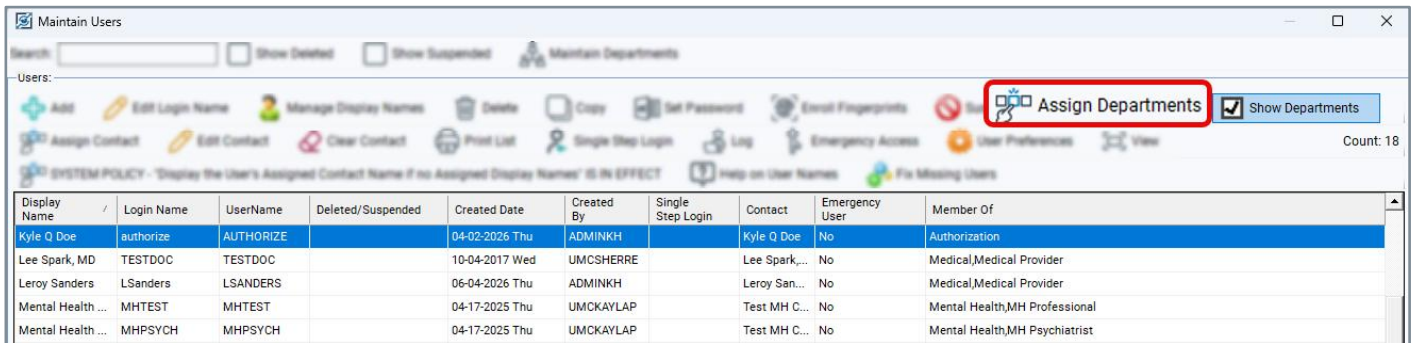
Click **Show Departments** to view the departments assigned to each user.



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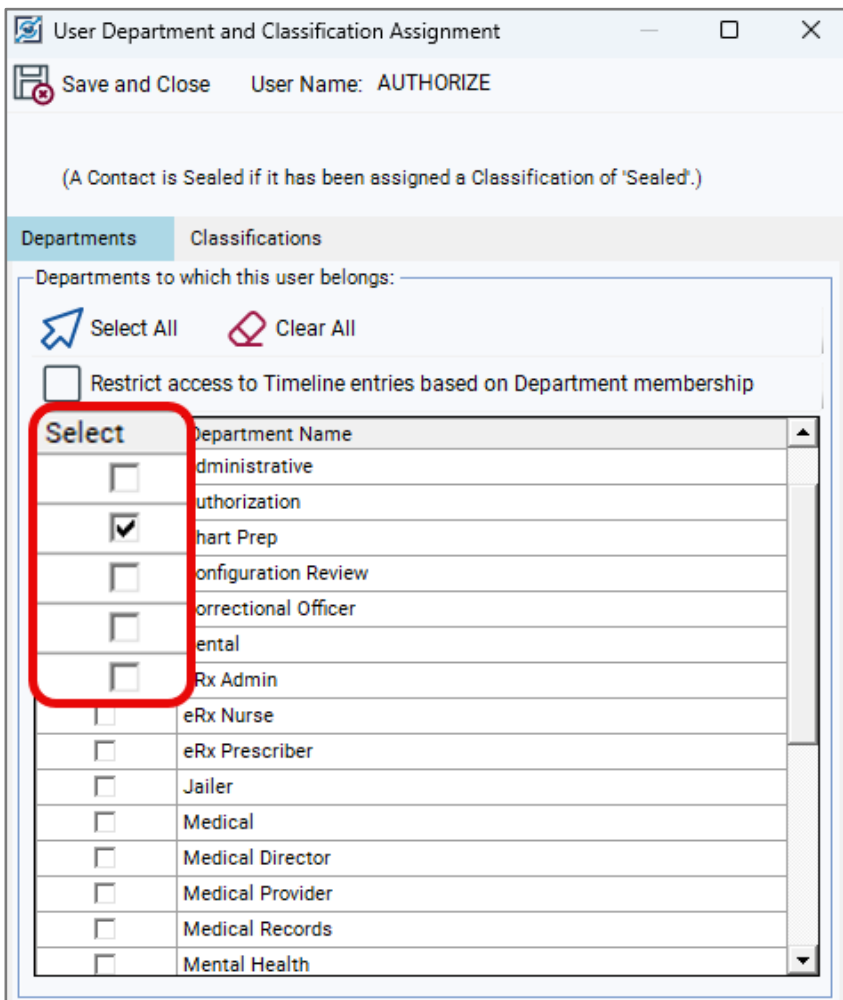
Assign Departments

To assign or remove departments, highlight a user, then click **Assign Departments**.



The User Department and Classification Assignment window opens.

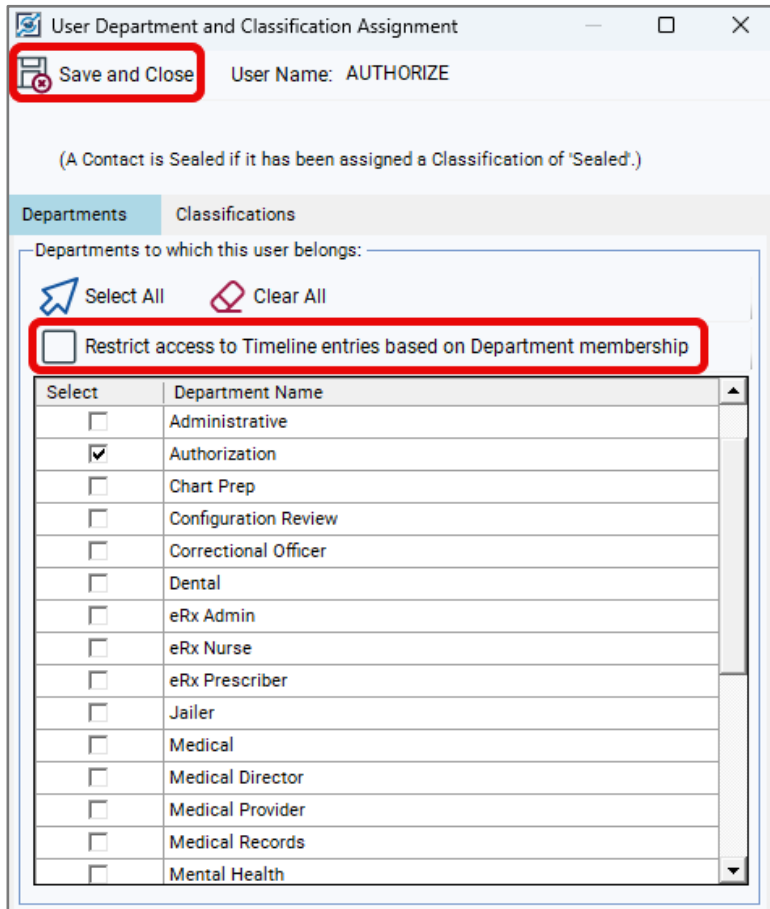
Click to add or remove a check mark in the **Select** column.



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Select **Restrict access to Timeline entries** to restrict access to Timeline categories.

When finished, click **Save and Close**.



The screenshot shows the 'User Department and Classification Assignment' window. The 'Save and Close' button is highlighted with a red box. Below the 'Departments' tab, the 'Restrict access to Timeline entries based on Department membership' checkbox is also highlighted with a red box. The 'User Name' field is set to 'AUTHORIZE'.

(A Contact is Sealed if it has been assigned a Classification of 'Sealed'.)

Departments Classifications

Departments to which this user belongs:

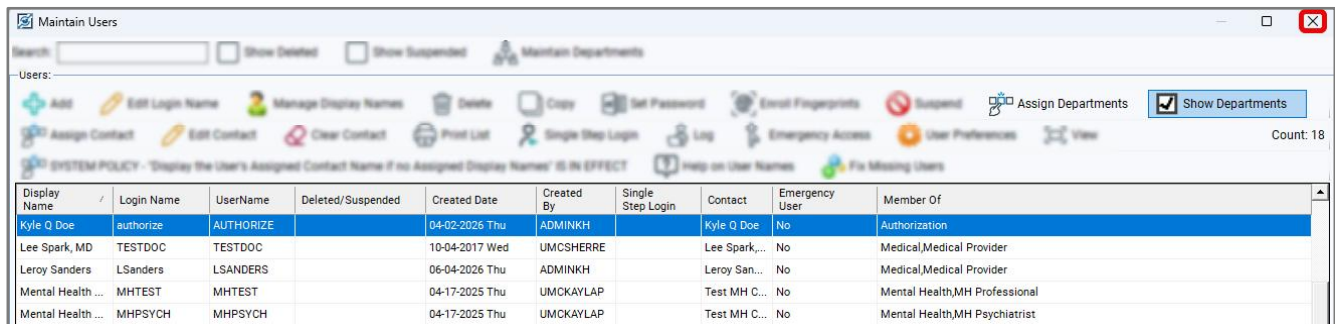
Select All Clear All

☐ Restrict access to Timeline entries based on Department membership

Select	Department Name
☐	Administrative
☒	Authorization
☐	Chart Prep
☐	Configuration Review
☐	Correctional Officer
☐	Dental
☐	eRx Admin
☐	eRx Nurse
☐	eRx Prescriber
☐	Jailer
☐	Medical
☐	Medical Director
☐	Medical Provider
☐	Medical Records
☐	Mental Health

The system returns to the Maintain Users screen.

Continue managing departments. When finished, click **X** to close the screen.



The screenshot shows the 'Maintain Users' window. The 'Show Departments' checkbox is checked. The table below lists the users and their assigned departments.

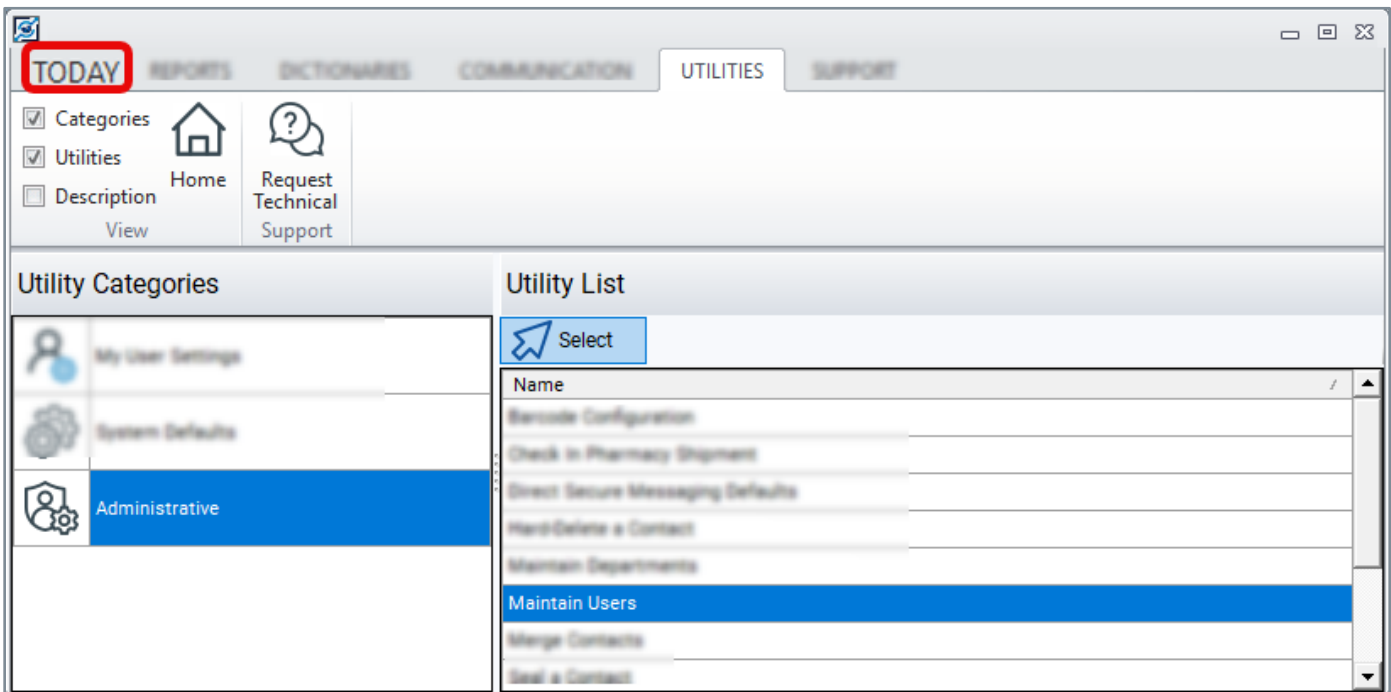
Display Name	Login Name	UserName	Deleted/Suspended	Created Date	Created By	Single Step Login	Contact	Emergency User	Member Of
Kyle Q Doe	authorize	AUTHORIZE		04-02-2025 Thu	ADMINKH		Kyle Q Doe	No	Authorization
Lee Spark, MD	TESTDOC	TESTDOC		10-04-2017 Wed	UMCSHERRE		Lee Spark,...	No	Medical,Medical Provider
Leroy Sanders	LSanders	LSANDERS		06-04-2026 Thu	ADMINKH		Leroy San...	No	Medical,Medical Provider
Mental Health ...	MHTEST	MHTEST		04-17-2025 Thu	UMCKAYLAP		Test MH C...	No	Mental Health,MH Professional
Mental Health ...	MHPSYCH	MHPSYCH		04-17-2025 Thu	UMCKAYLAP		Test MH C...	No	Mental Health,MH Psychiatrist

For more information, see Maintain Users reference.

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Return to Spark Desktop

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



Related Courses

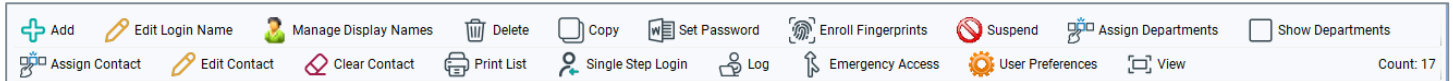
- Add a Contact
- Manage Display/Login Names
- Maintain Departments
- Maintain Users

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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.

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User Preferences: Sets the user's preferences.

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