User Preferences

Course Overview

Access User Preferences to customize how information is presented and displayed for each individual account in CorrecTek Spark.

This guide explains how to access and edit User Preferences using the CorrecTek Spark EHR software.

Use This Guide When

- Configuring user settings
- Updating user display preferences

What You'll Be Able to Do

- Access User Preferences
- Modify user settings
- Configure Additional Preferences
- Save preference changes

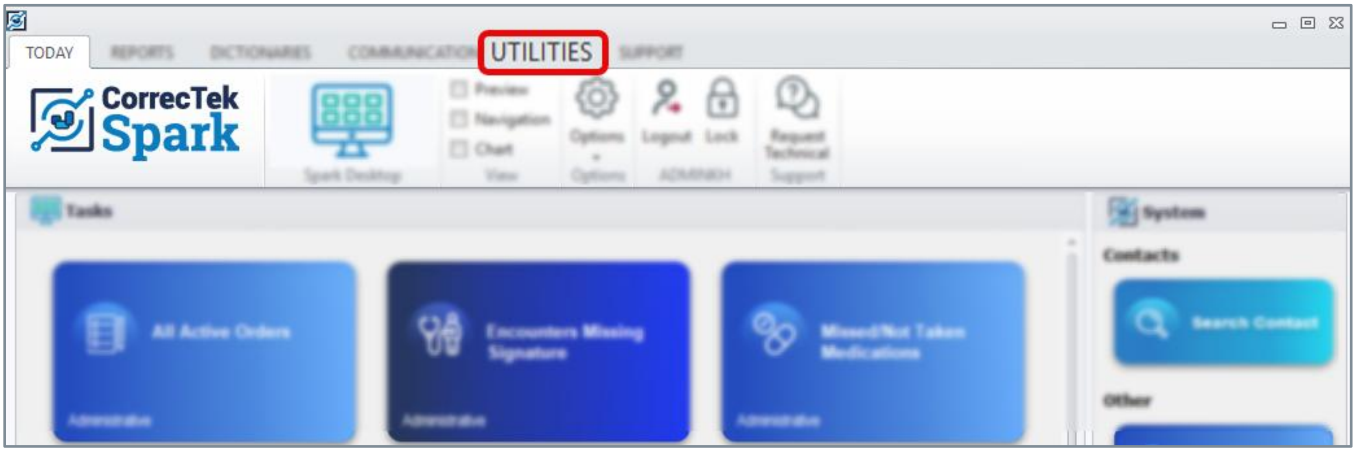
User Preferences

Topics Covered

User Preferences

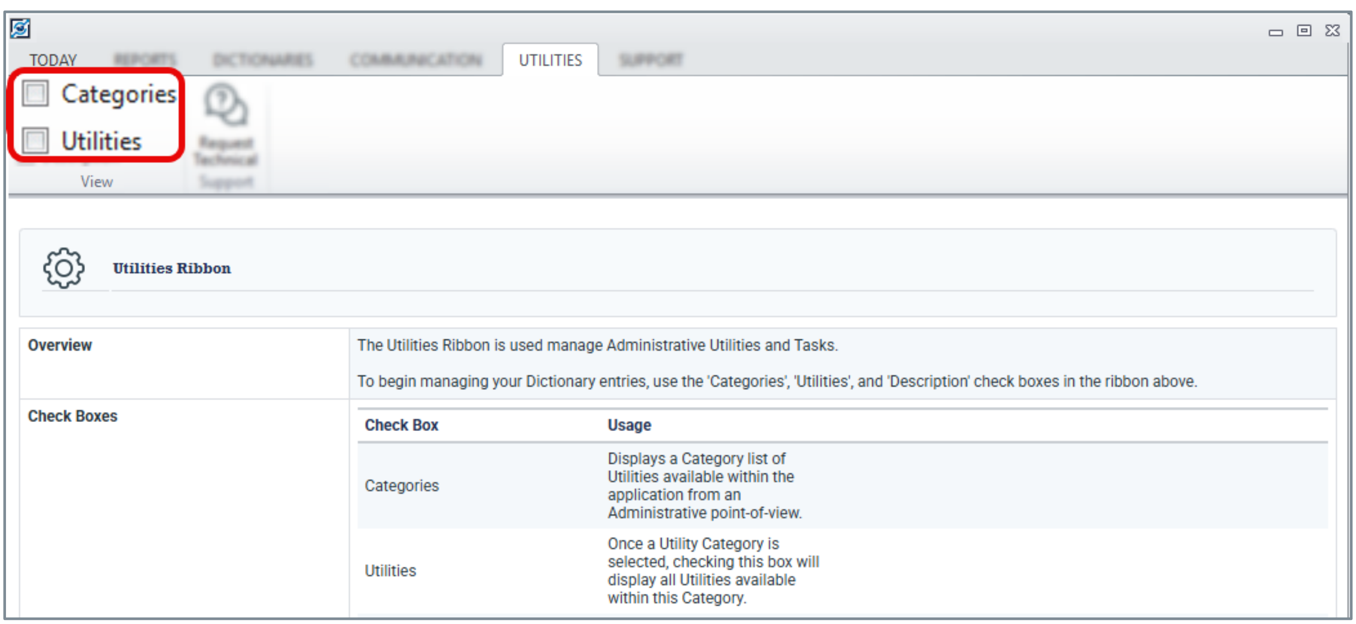
Spark Desktop

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



Utilities

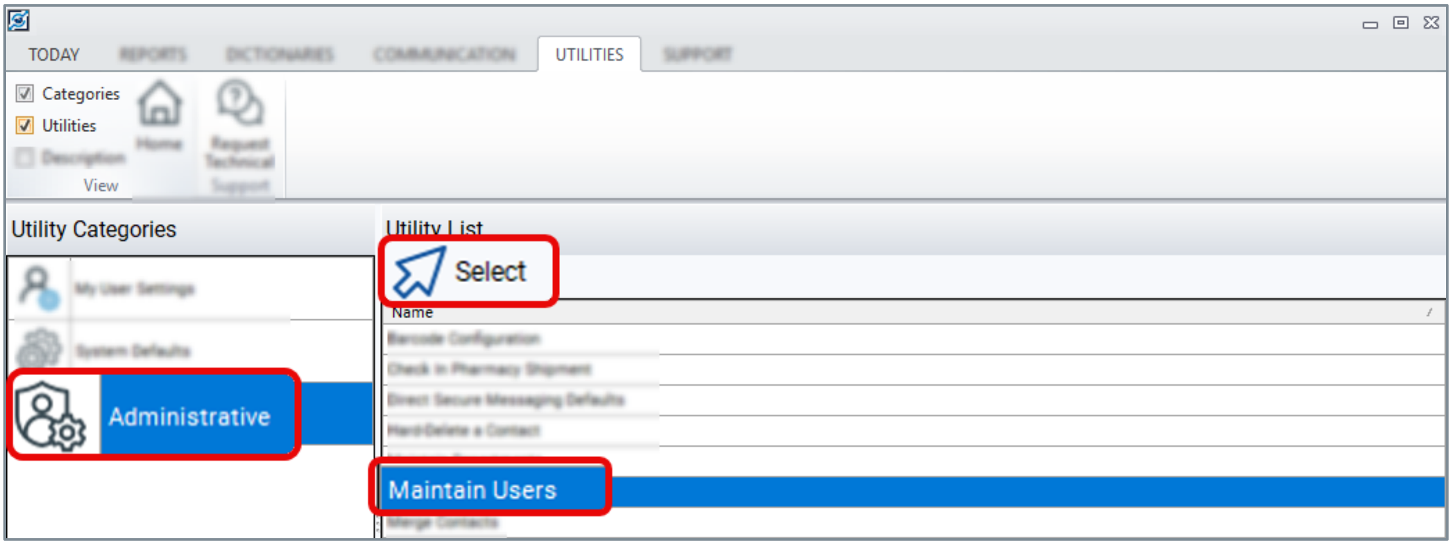
Select **Categories** and **Utilities** in the View section.



User Preferences

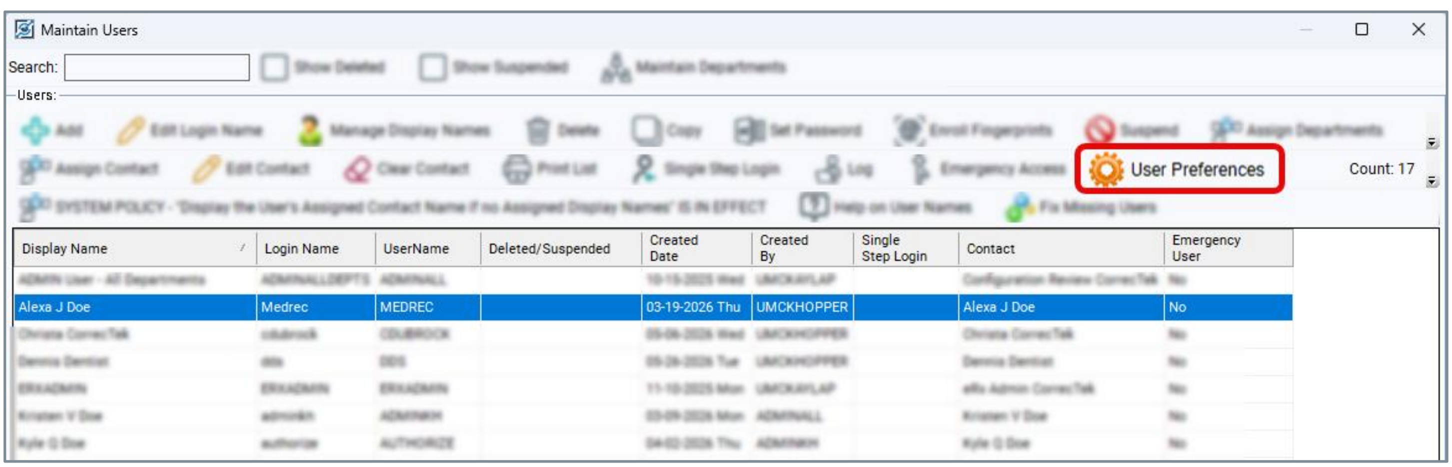
Select **Administrative**, then **Maintain Users**.

Click **Select**.



User Preferences

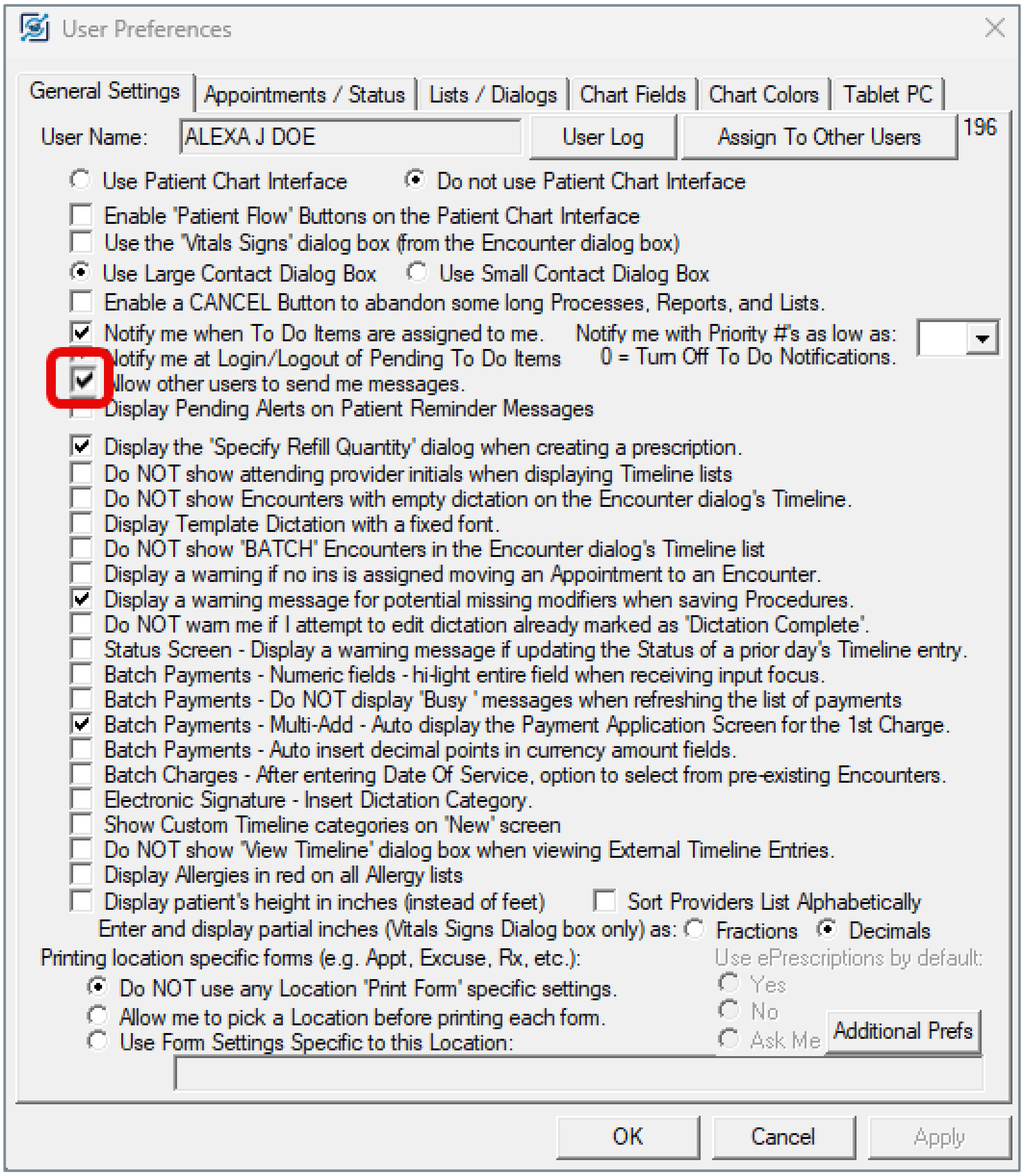
Highlight a user in the list, then click **User Preferences**.



For more information, see Maintain Users reference.

User Preferences

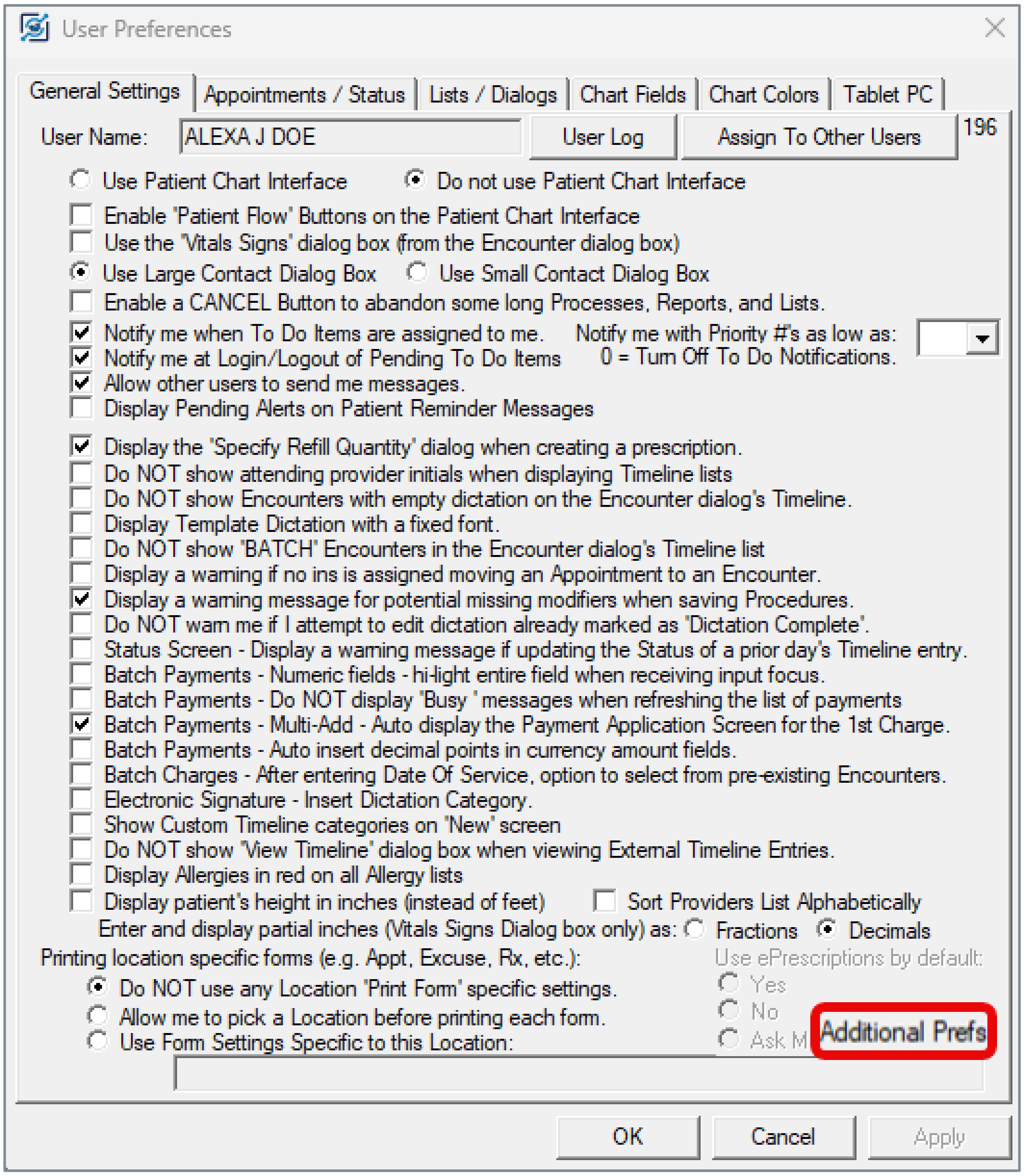
Check each box to enable the desired user preference.



Tip: To disable the setting, click the checkbox to remove the check mark.

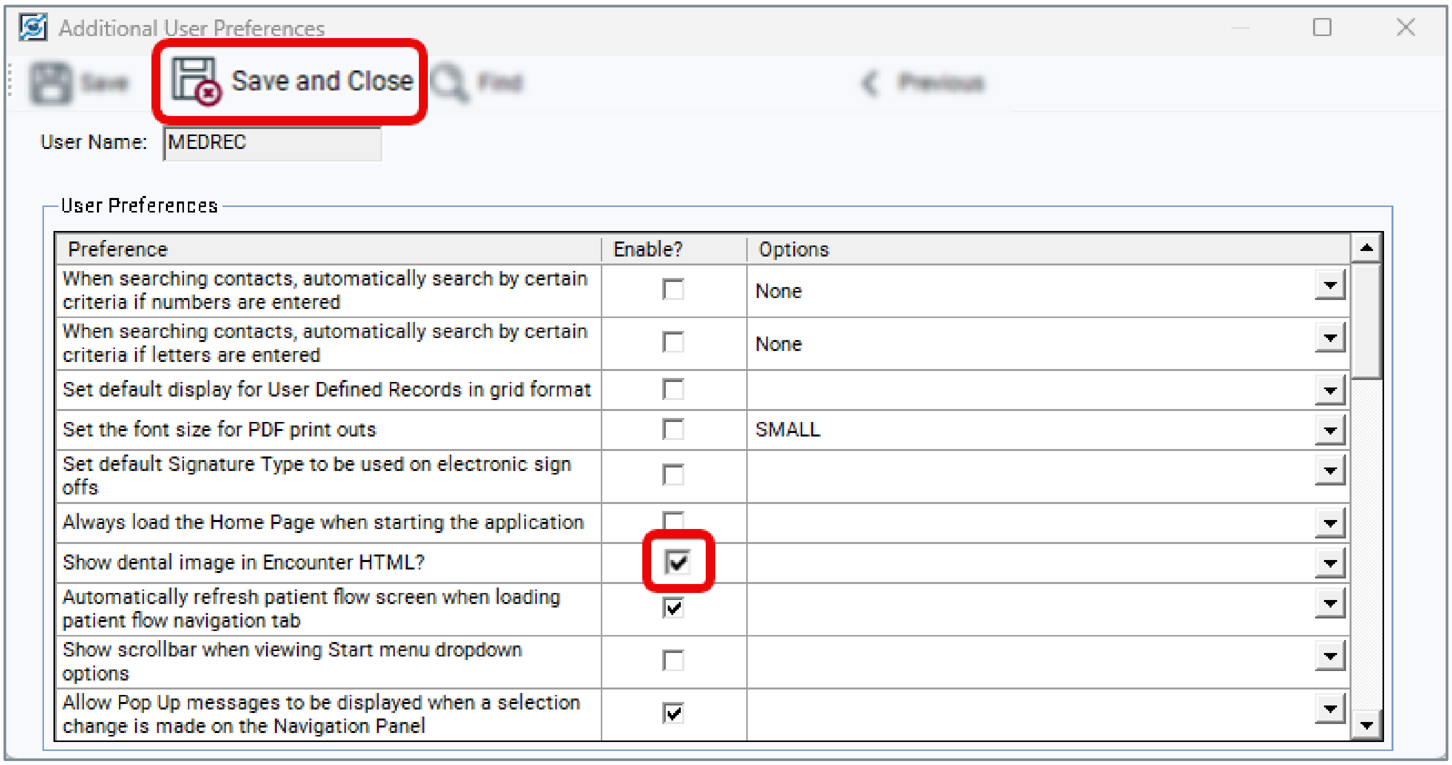
User Preferences

Click **Additional Prefs** to view more options.



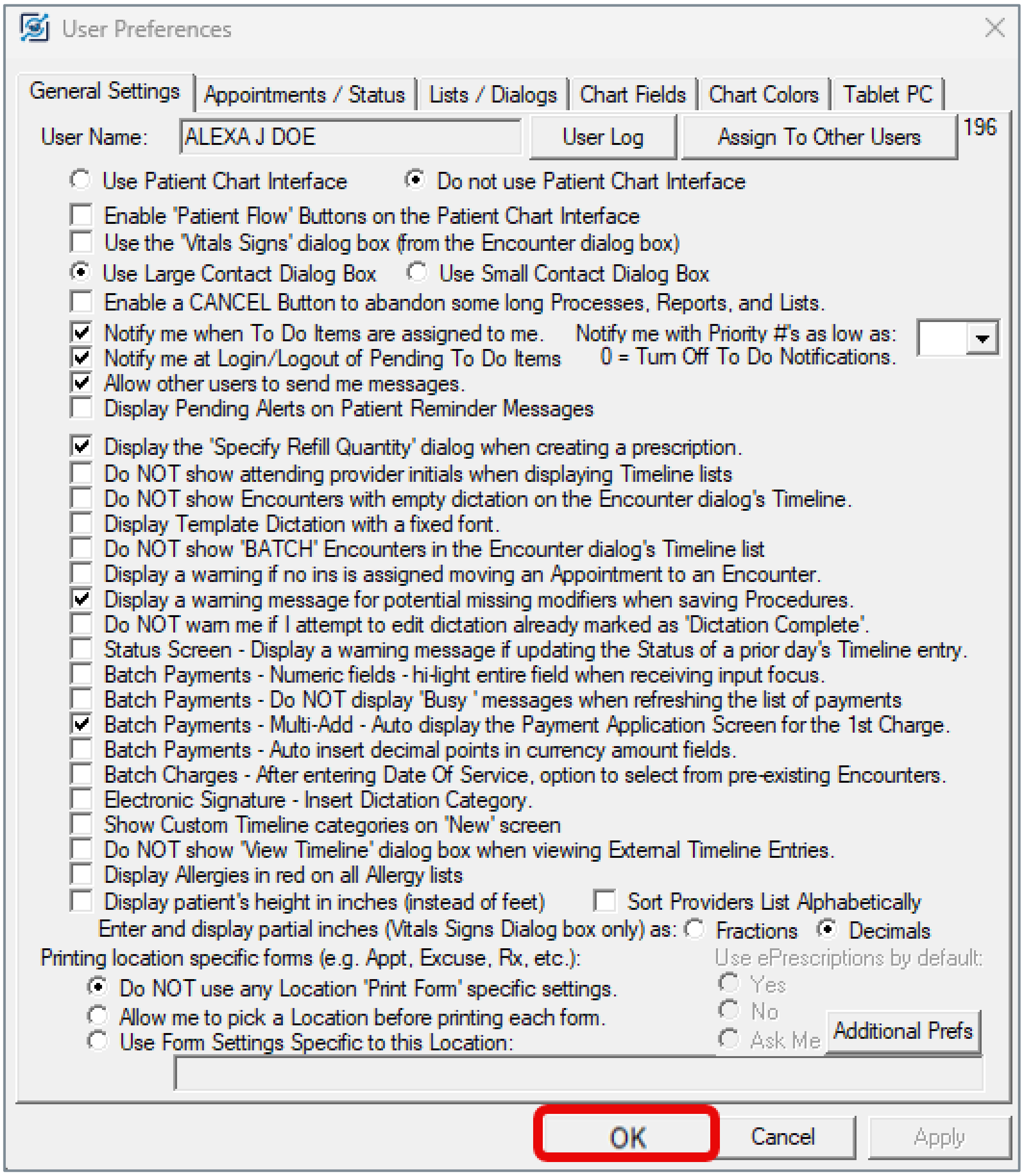
User Preferences

Check each box to enable the preference. Click **Save and Close** when finished to return to the User Preferences main screen.



User Preferences

Click **OK** to save the changes and close the screen.

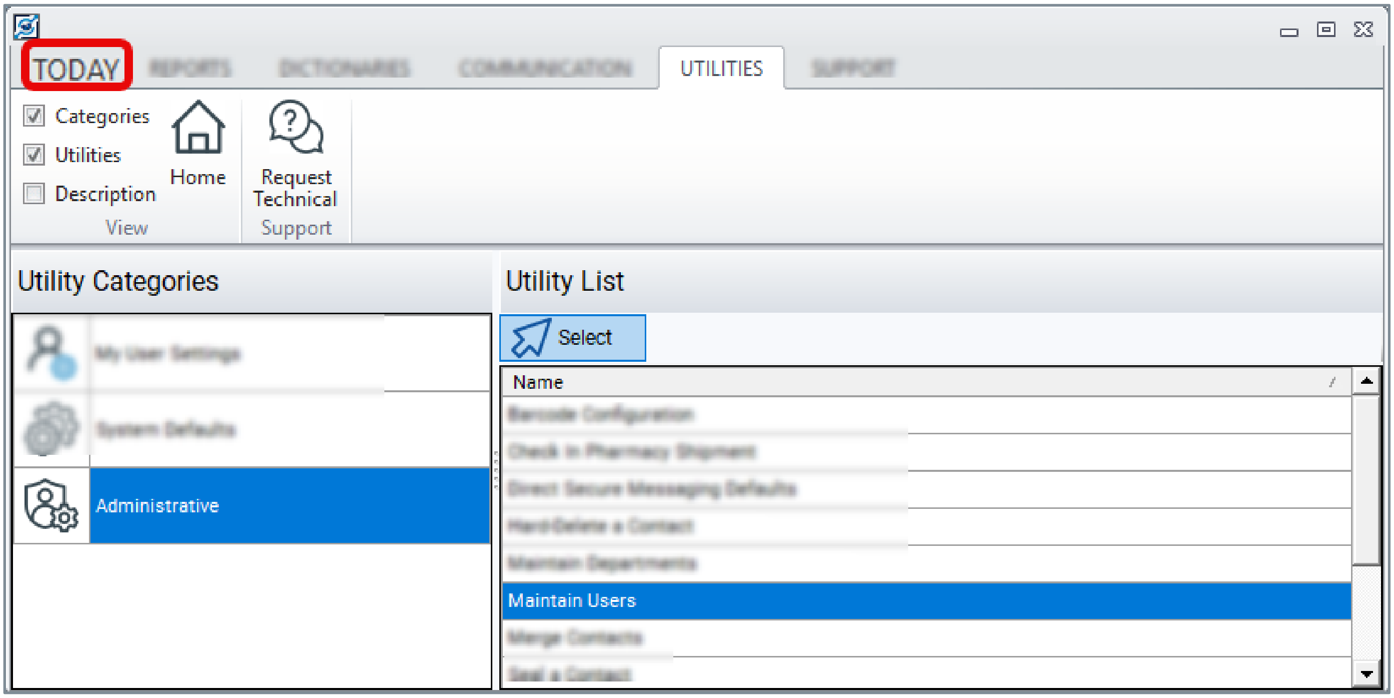


The system returns to the Maintain User screen. Click **X** to close the screen.

User Preferences

Return to Spark Desktop

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



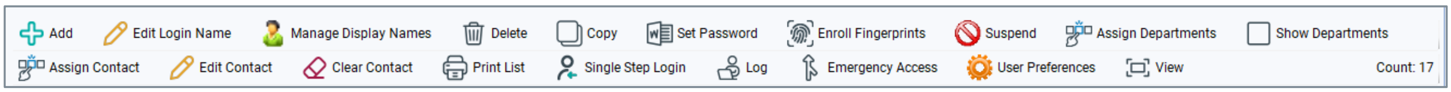
Related Courses

- Maintain Users

User Preferences

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.

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.

User Preferences: Sets the user’s preferences.

User Preferences

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