

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



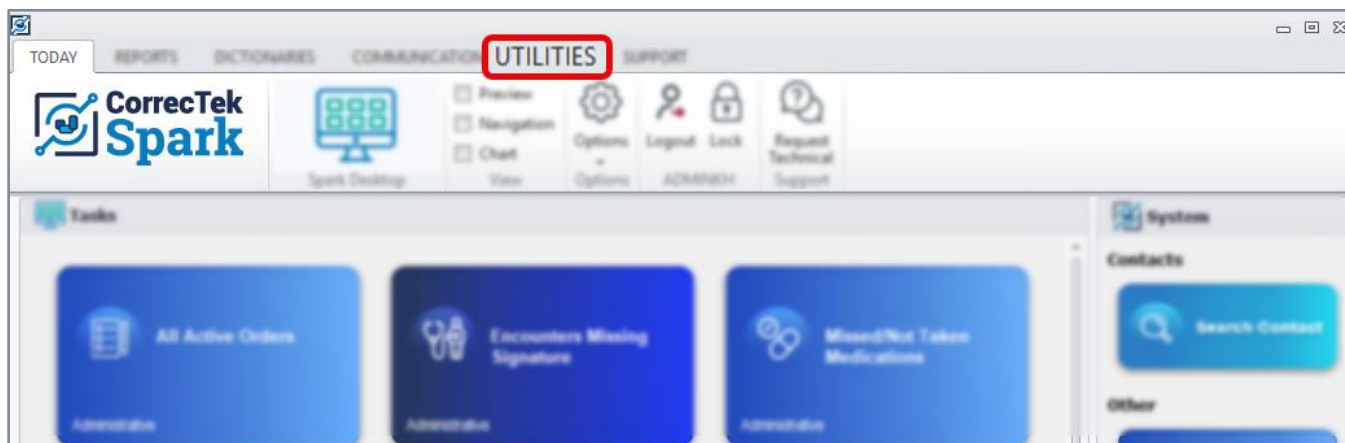
Topics Covered

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User Preferences

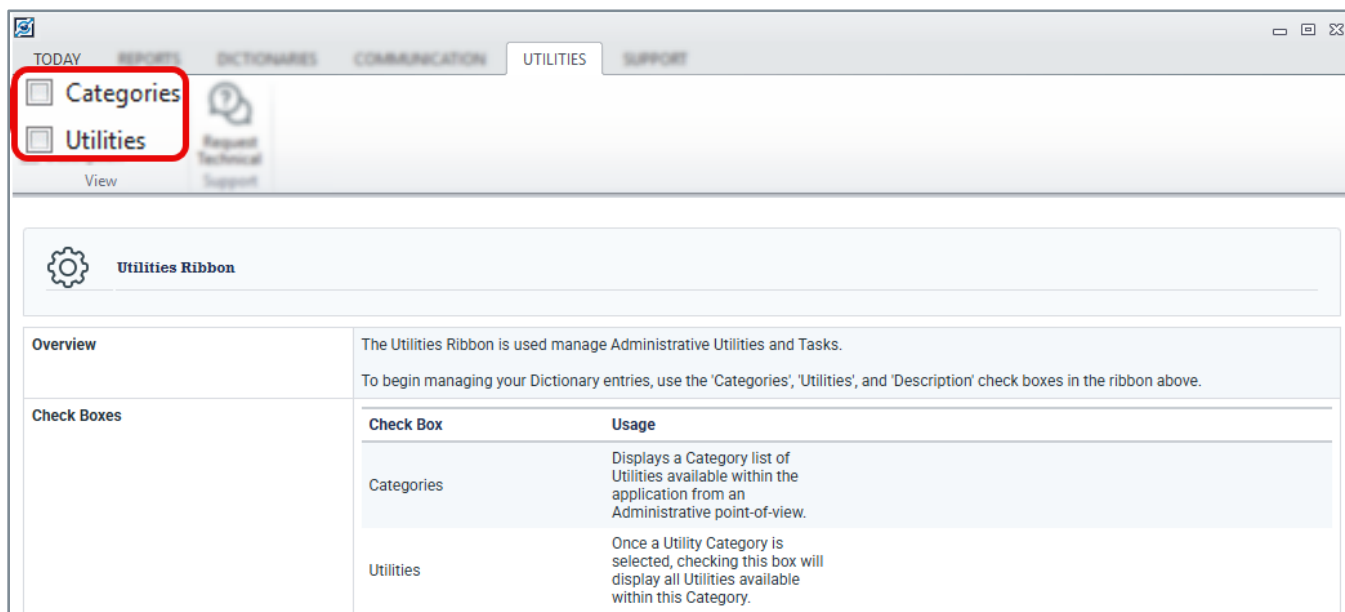
Spark Desktop

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



Utilities

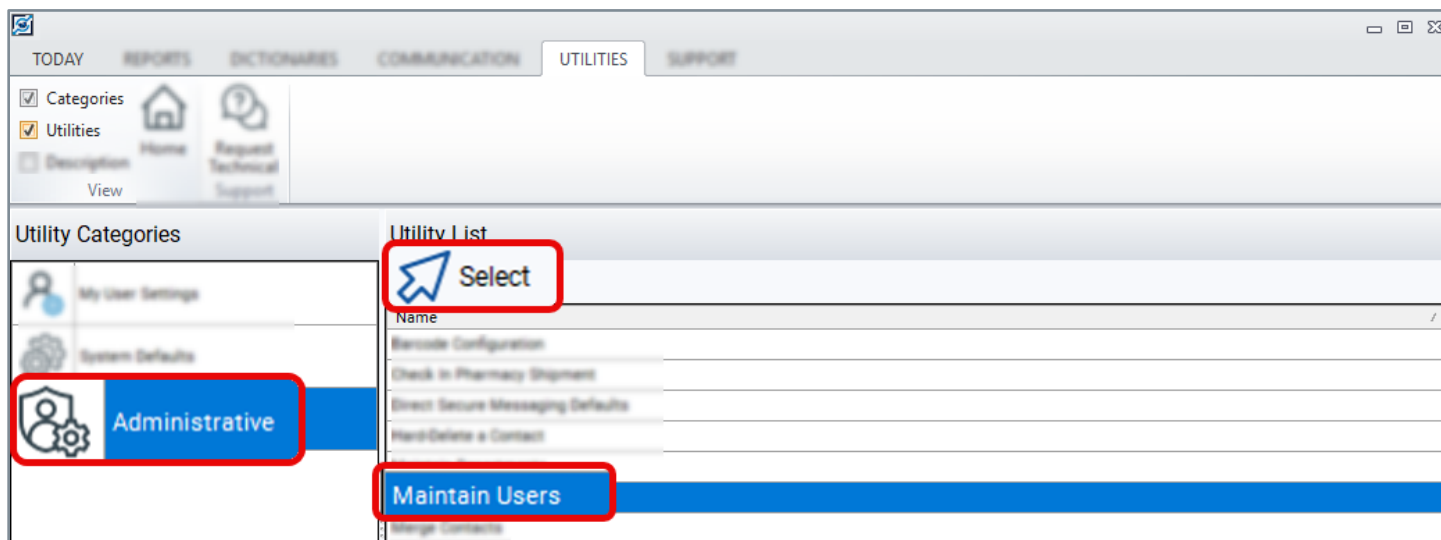
Select **Categories** and **Utilities** in the View section.



User Preferences

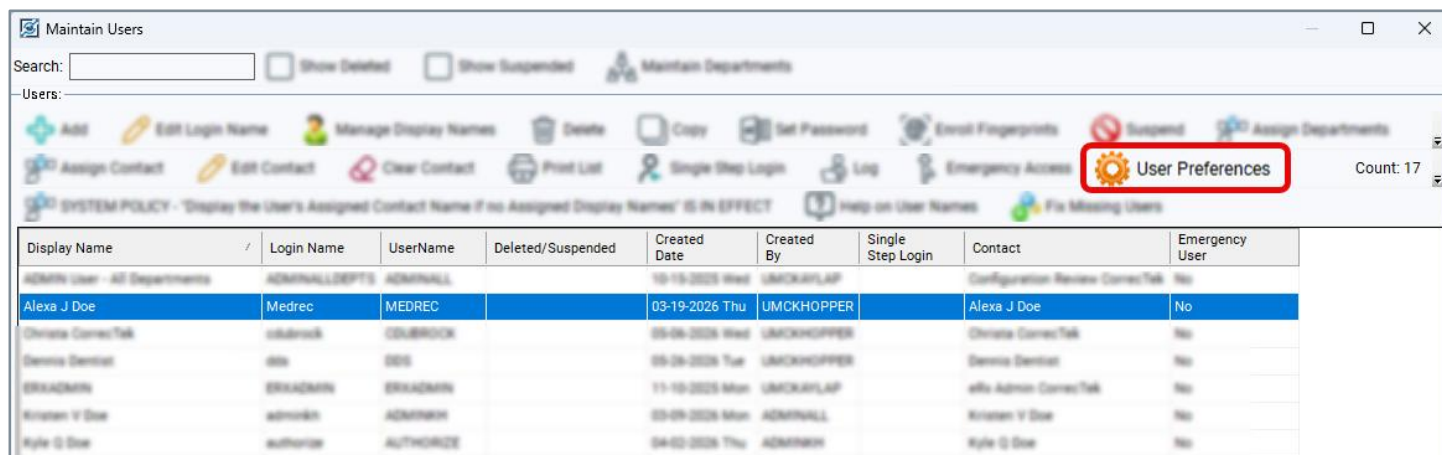
Select **Administrative**, then **Maintain Users**.

Click **Select**.



User Preferences

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

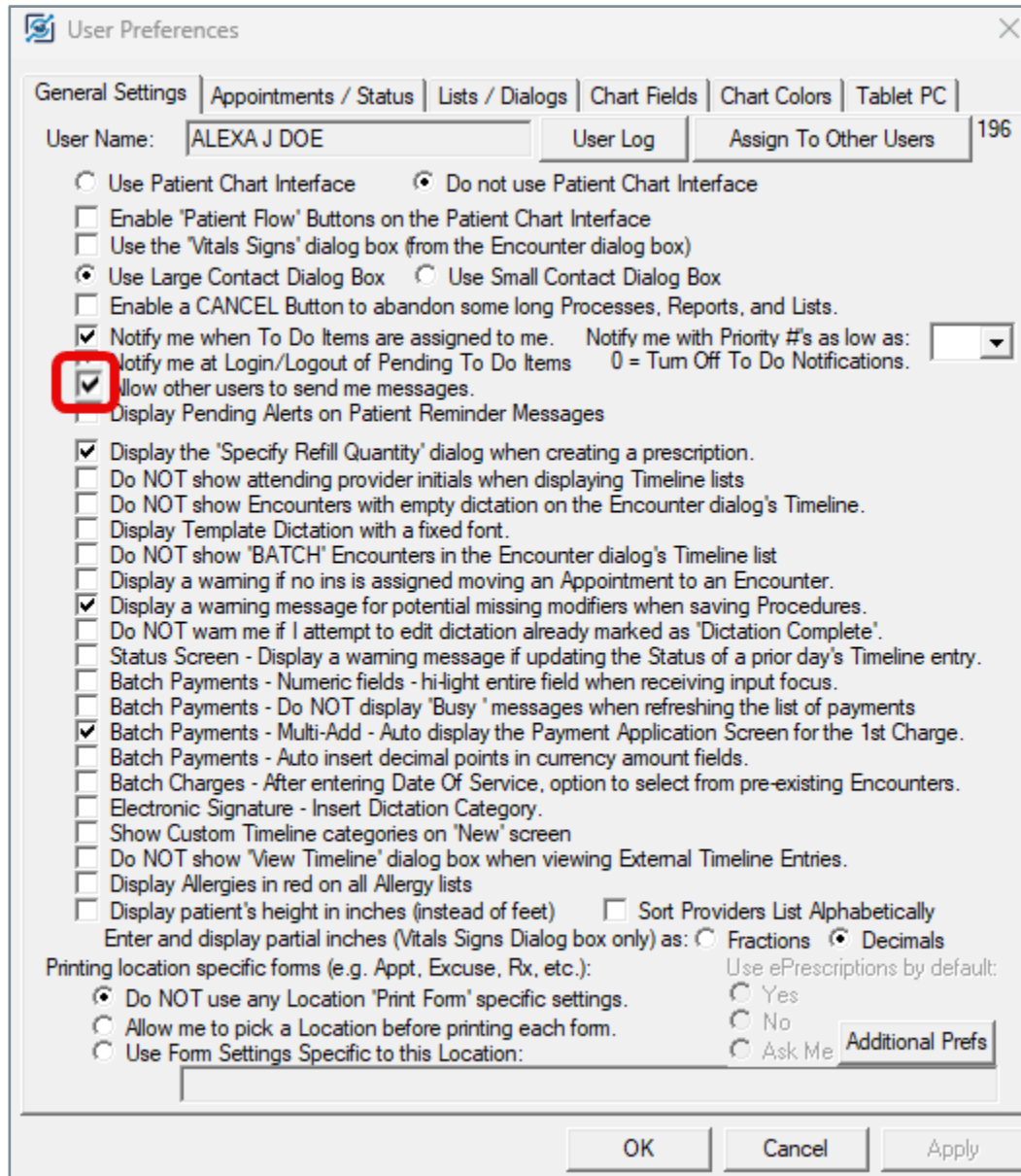


Display Name	Login Name	UserName	Deleted/Suspended	Created Date	Created By	Single Step Login	Contact	Emergency User
ADMIN User - All Departments	ADMINALLDEPT	ADMINALL		10-10-2025 Wed	UMCKHOPPER		Configuration Review CorrecTek	No
Alexa J Doe	Medrec	MEDREC		03-19-2026 Thu	UMCKHOPPER		Alexa J Doe	No
Christa CorrecTek	colubrock	COLUBROCK		05-06-2026 Wed	UMCKHOPPER		Christa CorrecTek	No
Denise Denton	dds	DDS		05-28-2026 Tue	UMCKHOPPER		Denise Denton	No
ERIKADAN	ERIKADAN	ERIKADAN		11-10-2025 Mon	UMCKHOPPER		erik Adnan CorrecTek	No
Kristen Y Doe	adminrk	ADMINRK		03-09-2026 Mon	ADMINRK		Kristen Y Doe	No
Kyle Q Doe	authorize	AUTHORIZE		04-02-2026 Thu	ADMINRK		Kyle Q Doe	No

For more information, see Maintain Users reference.

User Preferences

Check each box to enable the desired user preference.



The image shows a 'User Preferences' dialog box with a close button (X) in the top right corner. It has a tabbed interface with the following tabs: General Settings, Appointments / Status, Lists / Dialogs, Chart Fields, Chart Colors, and Tablet PC. The 'General Settings' tab is selected. The 'User Name' field contains 'ALEXA J DOE'. To the right of the 'User Name' field are two buttons: 'User Log' and 'Assign To Other Users', and a text field containing '196'. Below these are several preference options, each with a checkbox or radio button. The checkbox for 'Allow other users to send me messages.' is checked and highlighted with a red square. Other checked options include 'Do not use Patient Chart Interface', 'Use Large Contact Dialog Box', 'Notify me when To Do Items are assigned to me.', 'Notify me at Login/Logout of Pending To Do Items', 'Display Pending Alerts on Patient Reminder Messages', 'Display the 'Specify Refill Quantity' dialog when creating a prescription.', 'Display a warning message for potential missing modifiers when saving Procedures.', 'Batch Payments - Multi-Add - Auto display the Payment Application Screen for the 1st Charge.', 'Batch Payments - Auto insert decimal points in currency amount fields.', 'Batch Charges - After entering Date Of Service, option to select from pre-existing Encounters.', 'Electronic Signature - Insert Dictation Category.', 'Show Custom Timeline categories on 'New' screen.', 'Do NOT show 'View Timeline' dialog box when viewing External Timeline Entries.', 'Display Allergies in red on all Allergy lists.', 'Display patient's height in inches (instead of feet)', 'Enter and display partial inches (Vitals Signs Dialog box only) as: Decimals', 'Do NOT use any Location 'Print Form' specific settings.', 'Use ePrescriptions by default: No', and 'Use Form Settings Specific to this Location:'. At the bottom are three buttons: 'OK', 'Cancel', and 'Apply'. There is also an 'Additional Prefs' button near the bottom right.

User Preferences

General Settings | Appointments / Status | Lists / Dialogs | Chart Fields | Chart Colors | Tablet PC

User Name: ALEXA J DOE User Log Assign To Other Users 196

☐ Use Patient Chart Interface ☒ Do not use Patient Chart Interface

☐ Enable 'Patient Flow' Buttons on the Patient Chart Interface

☐ Use the 'Vitals Signs' dialog box (from the Encounter dialog box)

☒ Use Large Contact Dialog Box ☐ Use Small Contact Dialog Box

☐ Enable a CANCEL Button to abandon some long Processes, Reports, and Lists.

☒ Notify me when To Do Items are assigned to me. Notify me with Priority #'s as low as: [dropdown]

☒ Notify me at Login/Logout of Pending To Do Items 0 = Turn Off To Do Notifications.

☒ Allow other users to send me messages.

☐ Display Pending Alerts on Patient Reminder Messages

☒ Display the 'Specify Refill Quantity' dialog when creating a prescription.

☐ Do NOT show attending provider initials when displaying Timeline lists

☐ Do NOT show Encounters with empty dictation on the Encounter dialog's Timeline.

☐ Display Template Dictation with a fixed font.

☐ Do NOT show 'BATCH' Encounters in the Encounter dialog's Timeline list

☐ Display a warning if no ins is assigned moving an Appointment to an Encounter.

☒ Display a warning message for potential missing modifiers when saving Procedures.

☐ Do NOT warn me if I attempt to edit dictation already marked as 'Dictation Complete'.

☐ Status Screen - Display a warning message if updating the Status of a prior day's Timeline entry.

☐ Batch Payments - Numeric fields - hi-light entire field when receiving input focus.

☐ Batch Payments - Do NOT display 'Busy' messages when refreshing the list of payments

☒ Batch Payments - Multi-Add - Auto display the Payment Application Screen for the 1st Charge.

☐ Batch Payments - Auto insert decimal points in currency amount fields.

☐ Batch Charges - After entering Date Of Service, option to select from pre-existing Encounters.

☐ Electronic Signature - Insert Dictation Category.

☐ Show Custom Timeline categories on 'New' screen

☐ Do NOT show 'View Timeline' dialog box when viewing External Timeline Entries.

☐ Display Allergies in red on all Allergy lists

☐ Display patient's height in inches (instead of feet) ☐ Sort Providers List Alphabetically

Enter and display partial inches (Vitals Signs Dialog box only) as: ☐ Fractions ☒ Decimals

Printing location specific forms (e.g. Appt, Excuse, Rx, etc.):

☒ Do NOT use any Location 'Print Form' specific settings.

☐ Allow me to pick a Location before printing each form.

☐ Use Form Settings Specific to this Location:

Use ePrescriptions by default:

☐ Yes

☐ No

☐ Ask Me Additional Prefs

OK Cancel Apply

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

User Preferences

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


User Preferences

General Settings
Appointments / Status
Lists / Dialogs
Chart Fields
Chart Colors
Tablet PC

User Name: ALEXA J DOE

User Log
Assign To Other Users

196

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☒ Use Large Contact Dialog Box
☐ Use Small Contact Dialog Box

☐ Enable a CANCEL Button to abandon some long Processes, Reports, and Lists.

☒ Notify me when To Do Items are assigned to me.
Notify me with Priority #'s as low as:

▼

☒ Notify me at Login/Logout of Pending To Do Items
0 = Turn Off To Do Notifications.

☒ Allow other users to send me messages.

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☐ Allow me to pick a Location before printing each fom.
☐ Use Form Settings Specific to this Location:

Use ePrescriptions by default:
☐ Yes
☐ No
☐ Ask Me

Additional Prefs

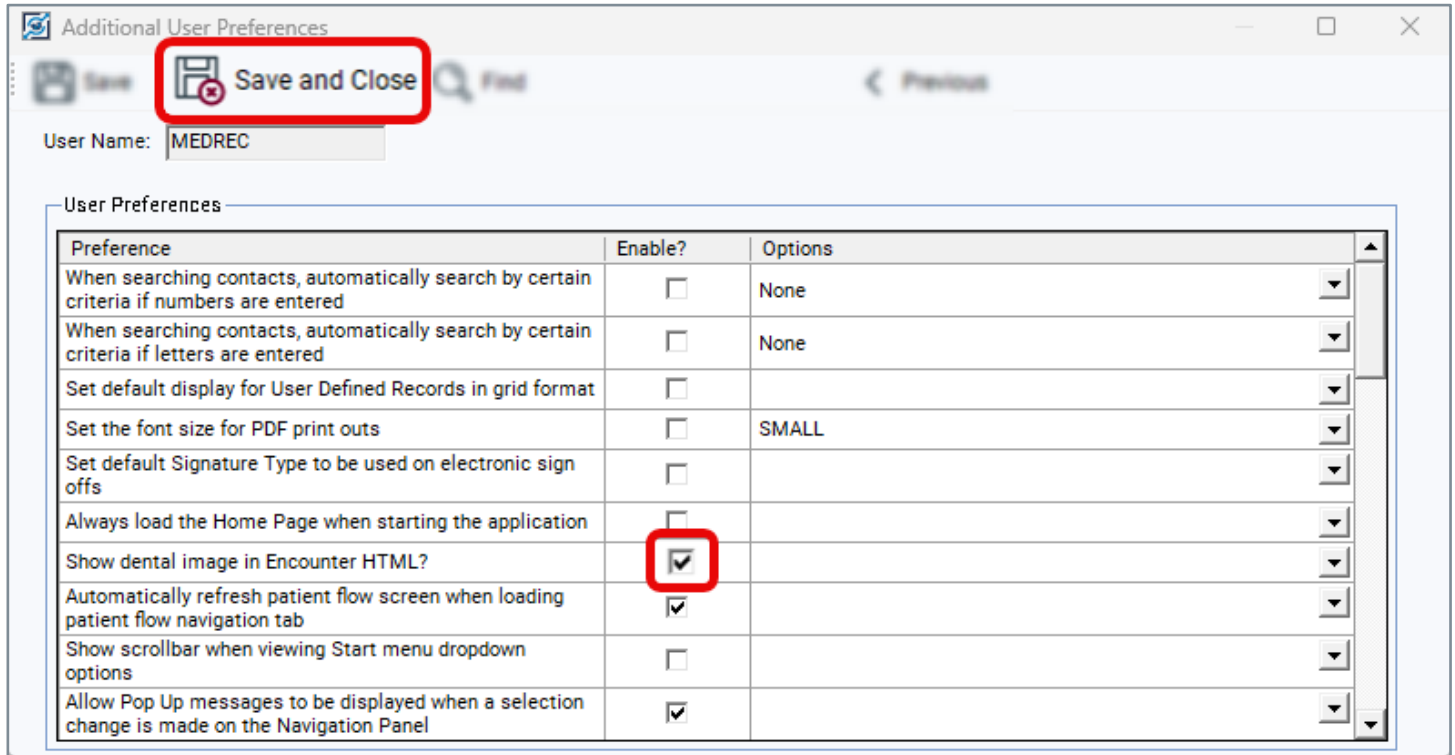
OK

Cancel

Apply

User Preferences

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



Additional User Preferences

Save Save and Close Find Previous

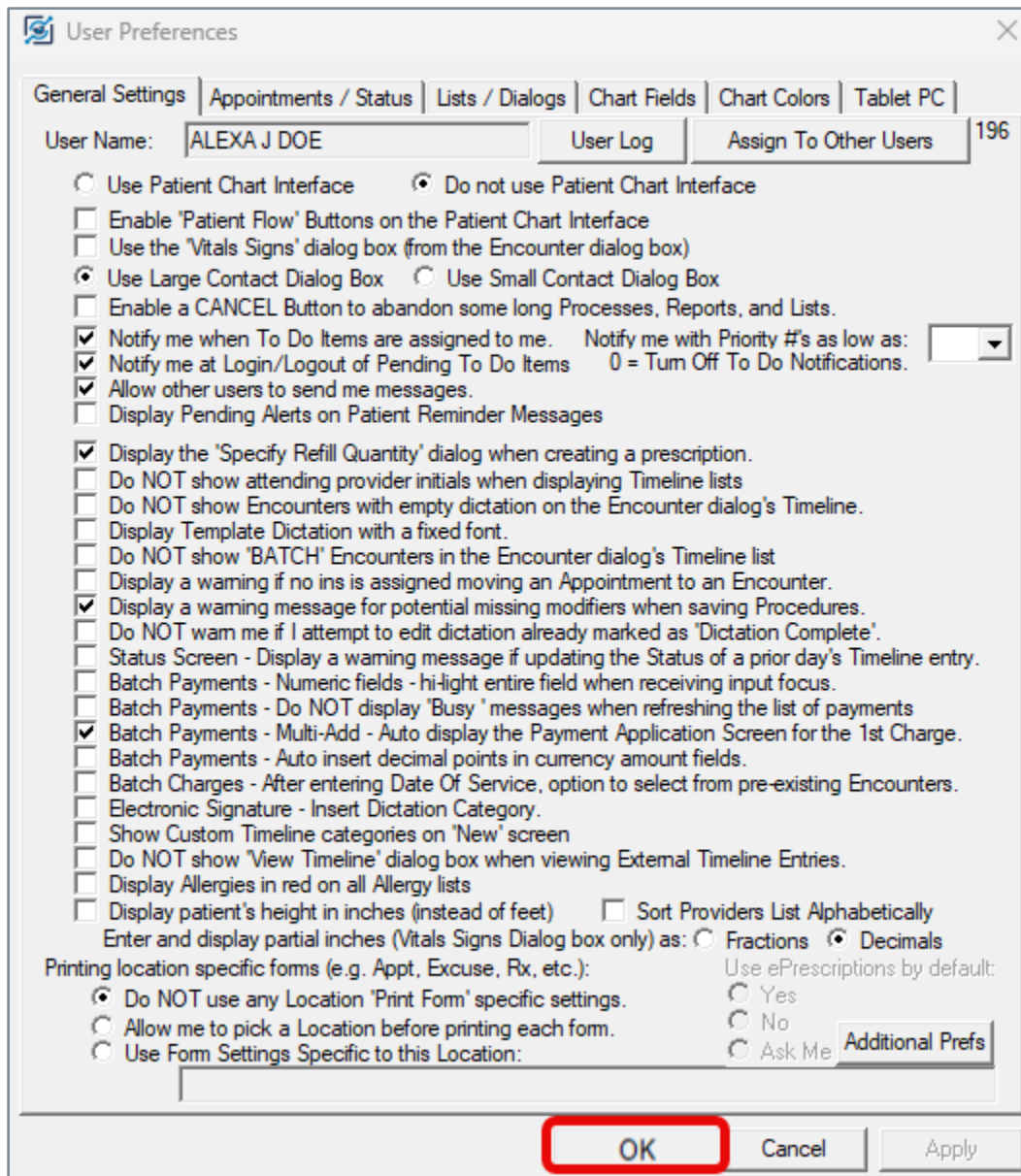
User Name: MEDREC

User Preferences

Preference	Enable?	Options
When searching contacts, automatically search by certain criteria if numbers are entered	☐	None
When searching contacts, automatically search by certain criteria if letters are entered	☐	None
Set default display for User Defined Records in grid format	☐	
Set the font size for PDF print outs	☐	SMALL
Set default Signature Type to be used on electronic sign offs	☐	
Always load the Home Page when starting the application	☐	
Show dental image in Encounter HTML?	☒	
Automatically refresh patient flow screen when loading patient flow navigation tab	☒	
Show scrollbar when viewing Start menu dropdown options	☐	
Allow Pop Up messages to be displayed when a selection change is made on the Navigation Panel	☒	

User Preferences

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



User Preferences

General Settings | Appointments / Status | Lists / Dialogs | Chart Fields | Chart Colors | Tablet PC

User Name: User Log Assign To Other Users 196

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☒ Do NOT use any Location 'Print Form' specific settings.
☐ Allow me to pick a Location before printing each form.
☐ Use Form Settings Specific to this Location:

Use ePrescriptions by default:

☐ Yes
☐ No
☐ Ask Me

Additional Prefs

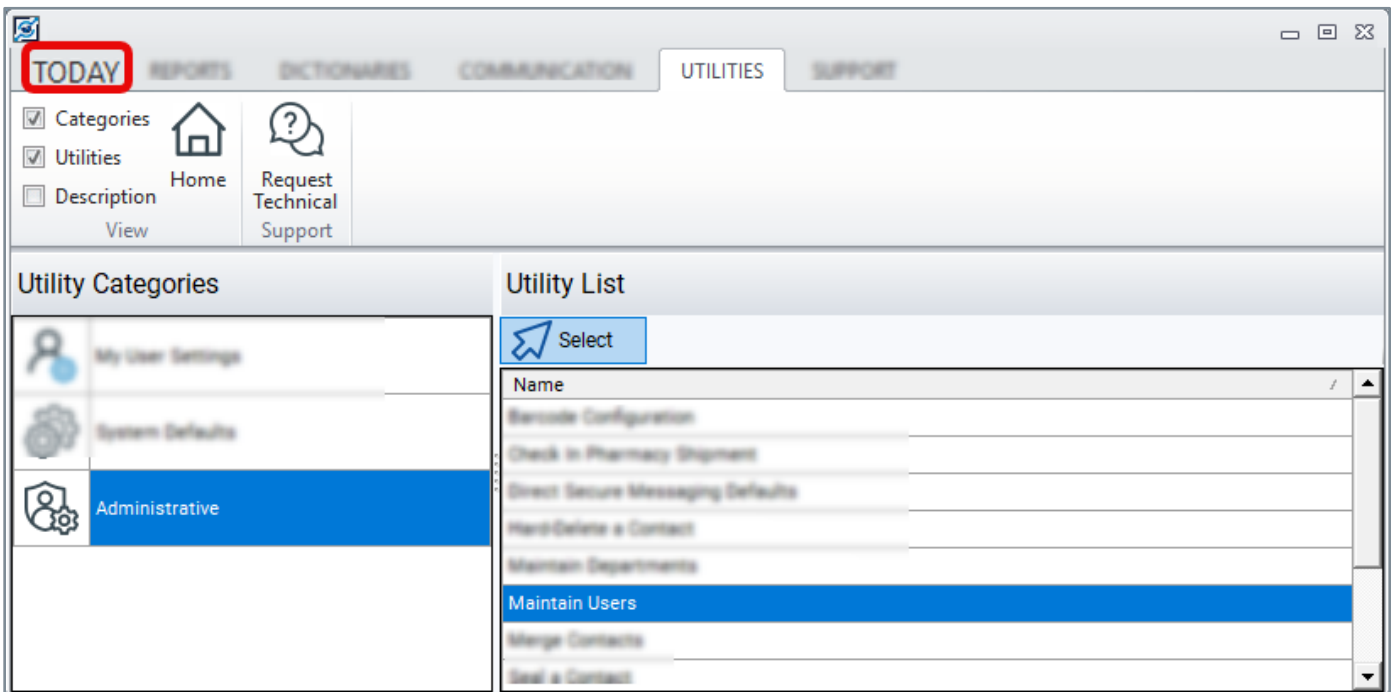
OK Cancel Apply

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

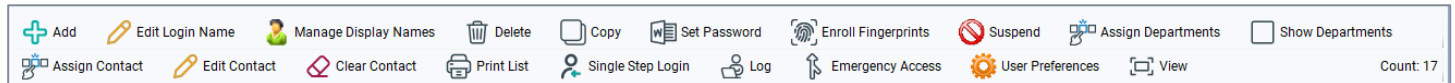
- Maintain Users

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.