

Michigan Care Improvement Registry (MCIR) School/Childcare Editing Site and User Preferences

❖ Site Preferences

- From your Site's Homepage click on "Site Preferences."



- The "Site Preferences" screen comes up.

The 'Site Preferences' form has a header with 'Print Help', 'Home', and 'Exit' links. Below are tabs for 'Person', 'Sch/CC', 'My Site', 'Rpts', and 'Oth'. The 'My Site' tab is selected, showing links for 'Site Preferences', 'User Preferences', and 'Go to New Site'. The 'Default Input Behavior' section has radio buttons for 'Warning' (selected) and 'Exclusion'. There are input fields for 'Signature Name', 'Signature Title', and 'Record Due Date'. 'Submit' and 'Cancel' buttons are at the bottom.

- Populating the preference screen saves time. Site Preferences are automatically added to reports.
- Leave it blank if you plan to use multiple Names, Titles or Due Dates on reports, this information can be hand-entered when creating a Letter to Parents or Future Vaccine Need notice.

❖ User Preferences

- From your Site's Homepage click on "User Preferences."



- The "User Preferences" screen comes up.

The 'User Preferences' form has a header with 'Print Help', 'Home', and 'Exit' links. Below are tabs for 'Person', 'Sch/CC', 'My Site', 'Rpts', and 'Oth'. The 'Sch/CC' tab is selected, showing links for 'Site Preferences', 'User Preferences', and 'Go to New Site'. The 'Default Official State of Michigan Immunization Record View' section has radio buttons for '1 Page Without address', '1 Page With address' (selected), '2 Page', and 'Landscape'. The 'Default Demographics' section has input fields for 'City' (Anytown), 'Zipcode' (55555), and a dropdown for 'Select County' (Alger). 'Submit' and 'Cancel' buttons are at the bottom.

- Chose which View of the State of Michigan Immunization Record you would like to default to.
- Filling out the "Default Demographics" section automatically inputs the information into any new Student Record created by the User.