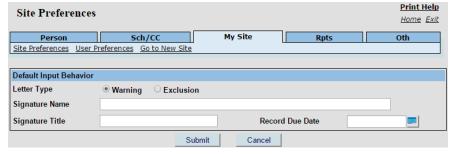
Michigan Care Improvement Registry (MCIR) School/Childcare Editing Site and User Preferences

Site Preferences

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



The "Site Preferences" screen comes up.



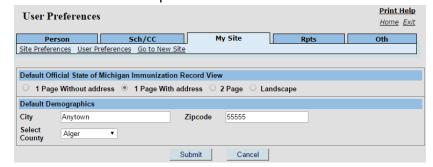
- Populating the preference screen saves time. Site Preferences are automatically added to reports.
- Leave it blank if you plan to use multiple Names, Titles or Due Dates on reports, this information can be hand-entered when creating a Letter to Parents or Future Vaccine Need notice.

User Preferences

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



> The "User Preferences" screen comes up.



- 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.