

# Preferences

## Overview

In regard to a few features and capabilities in the IMS application, the data entry person may identify some preferred settings.

All security levels can update Preferences. Any changes to the Mailing Lists in Preferences will be reflected in the User Profile and vice versa.

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Preferences.

## Access to Screen

From the Main Menu, select Preferences under the Utilities section.

### My Preferences

<p>Name <input style="width: 90%;" type="text"/></p> <p>Address <input style="width: 90%;" type="text"/></p> <p>City/State/Zip <input style="width: 60%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/></p> <p>Phone Number <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> Ext. <input style="width: 10%;" type="text"/> Fax <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/></p> <p>E-mail Address <input style="width: 90%;" type="text"/></p> <p>Districts <input style="width: 90%;" type="text"/></p>	<p>Mailing List(s)</p> <p><input type="checkbox"/> C. Tech Support Staff</p> <p><input type="checkbox"/> D. IMS Data Entry</p> <p><input type="checkbox"/> E. Primary AEA</p> <p><input type="checkbox"/> F. Primary Location</p> <p><input type="checkbox"/> G. Medicaid</p> <p><input type="checkbox"/> H. Project EASIER</p>
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Send a copy of the e-mail (above) to myself No E-mail

Send a copy of the e-mail to the Attending AEA (if Different than resident and not me) No E-mail

Receive an E-Mail from the Attending AEA when they make changes to a student resident of my AEA No E-mail

Default IEP Results Dates No Default

When entering an Exit Code in this list

BND CMK CMN CPN DEC DRO EFB ENR EOP GCP GRD

MAK MON MSK PMA RMA RRC RRT SDP UNK

Exit All Severities  Exit All other Services

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## **Mailing Lists**

The mailing lists will no longer be pulled from the former IMS website but from the Iowa IDEA site ([www.iowaidea.org](http://www.iowaidea.org)) created with SOCS software.

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## **Edit Preferences**

1. Select Preferences under the Utilities section of the Main Menu.
2. Modify the preferences, as needed.
3. Click Save.

Notes:

- It is recommended that a data entry person contact the CPC for technical assistance, prior to making any changes in the Preferences.
  - Any changes made to the demographic section, mailing list and district will automatically be made to the User Profile.
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