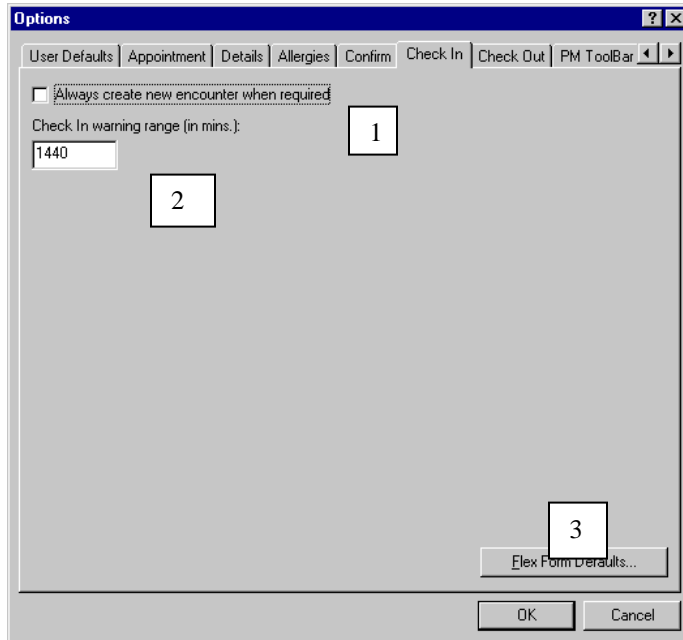# User Preference Setup

Check In Tab

1. **Always create new encounter when required**: By checking this option the scheduler must add an encounter upon check in. DO NOT CHECK
2. **Check in warning range**: This option identifies the time frame that the system will allow you to check in a patient without giving a warning. The system automatically defaults it to 24 hours (1440 min). Cerner recommends this to be set at 1440.