# User Setting to Auto Copy Patient ID to Patient Photo

We are excited to announce a new feature in the Check In/Out Dashboard that allows users to copy a scan from the primary scan location to a secondary scan location. This can be done easily by checking the "Copy" checkbox in the scan window and designating the desired location for the copied scan.

## Automated Copying for Patient ID Cards

In addition, we have added a user setting that enables practice users to automatically copy a Patient ID Card scan to the Patient Photograph for more efficient processing.

## How to Set Up Automated Copying

To help you set up this automated copying process, we have provided a brief video tutorial below. This tutorial walks you through the steps to configure your settings for automatic copying of Patient ID Card scans to the Patient Photograph. Already familiar with setting up your user settings, then just search for "Copy Patient ID Card Scan to Patient Photograph" and check mark that setting to have you scan screen automatically set to perform the copy. You can always uncheck when you don't need a copy or you can access the Display Patient Ids icon to delete the image when you accidentally copy.

## Flexible Options for Users

It's important to note that users do not have to set up this process as automated if it is not needed regularly. You can simply check the box and set the copy location as needed. However, if you frequently copy Patient ID Cards to the Patient Photograph, enabling this setting will save you time and streamline your workflow.

Watch the tutorial below to learn more about setting up this convenient feature.