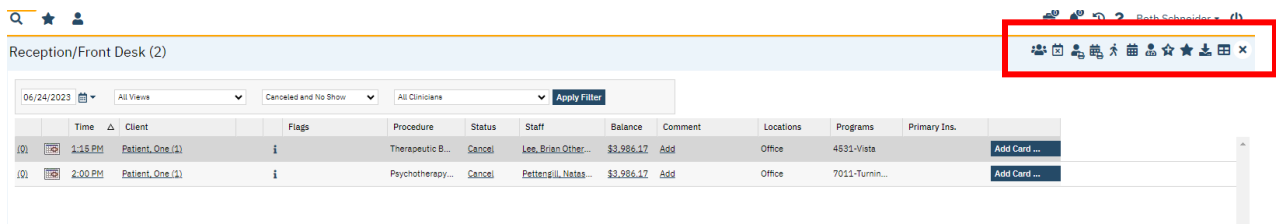# How to Add Favorites to SmartCare
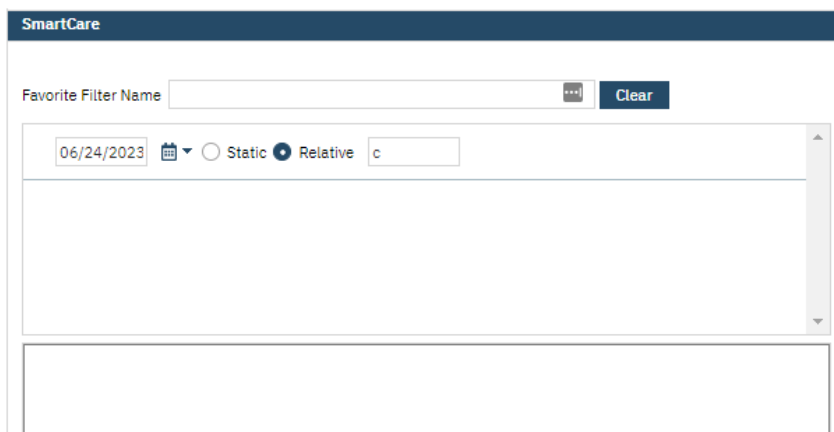
1. Use the search Icon to open the screen you want to add to your favorites.

2. Once the screen is opened, click on the "Star with the plus sign" in the upper right corner.
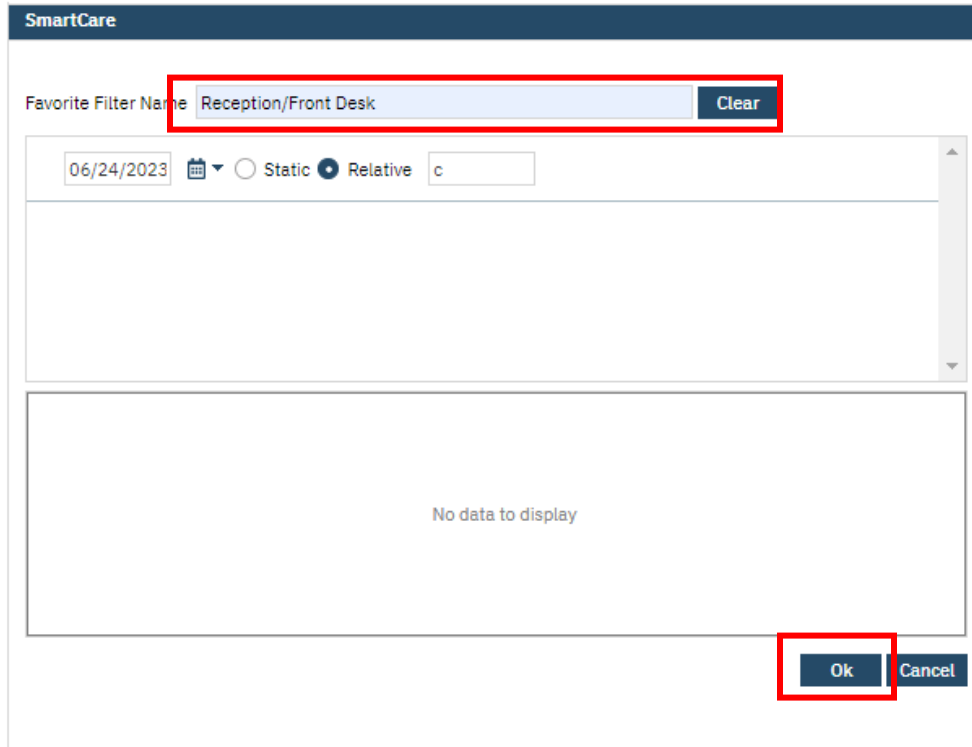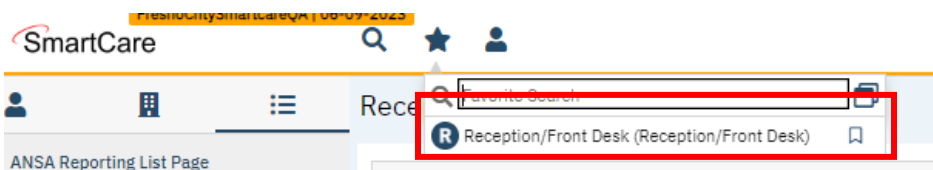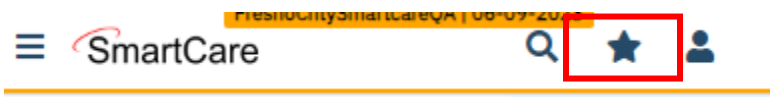

3. This will pop up the "SmartCare" window.

How to Add Favorites to SmartCare

4. Enter the Name of the screen you want to add to your favorites and click the "OK" button.

5. Next time you want to open the screen, you can click on the "Star" in the upper left corner, and the screen will appear in the drop down. You can click on it to open the screen.

Note: not all screens in SmartCare can be added to your favorite's options, such as the staff calendar. Additionally, many screens will require you to have a client profile open before viewing them.