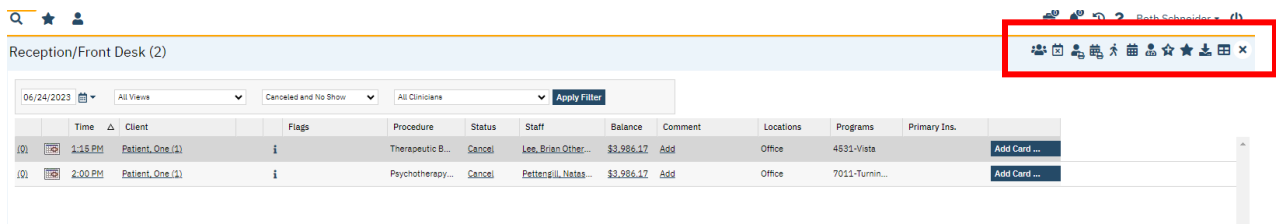


# How to Add Favorites to SmartCare

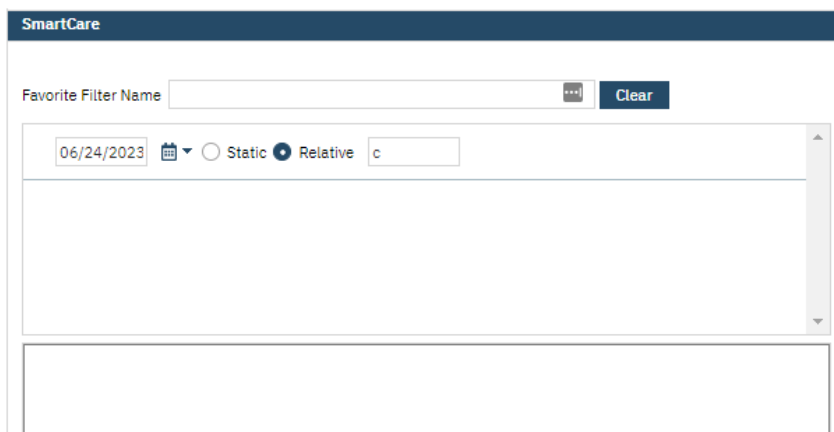
1. Use the search Icon to open the screen you want to add to your favorites.



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

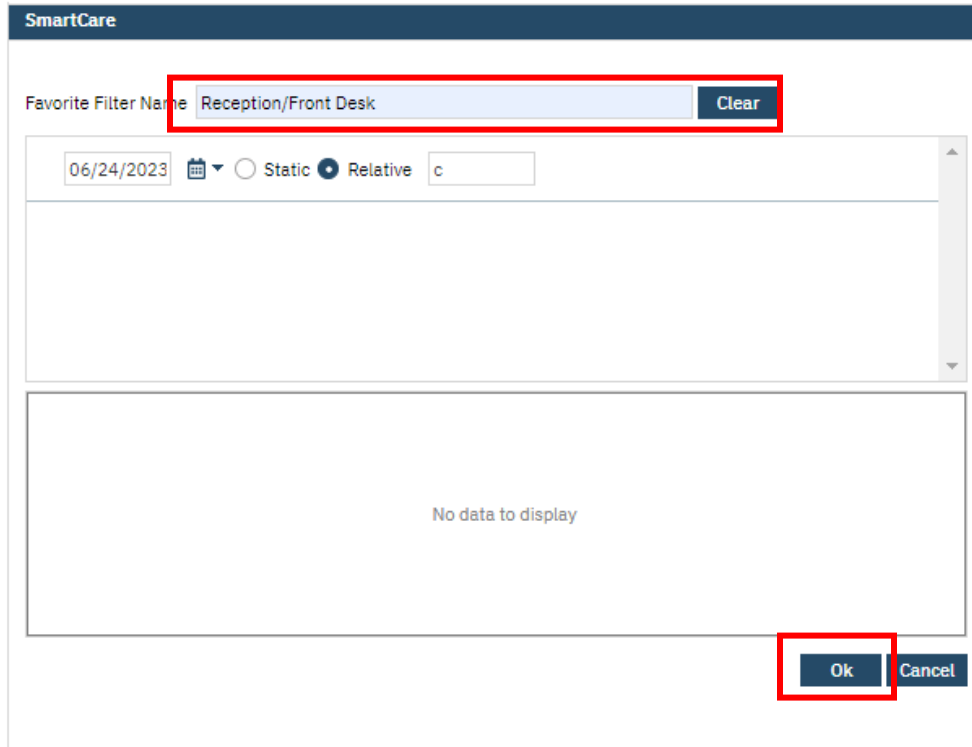


3. This will pop up the “SmartCare” window.



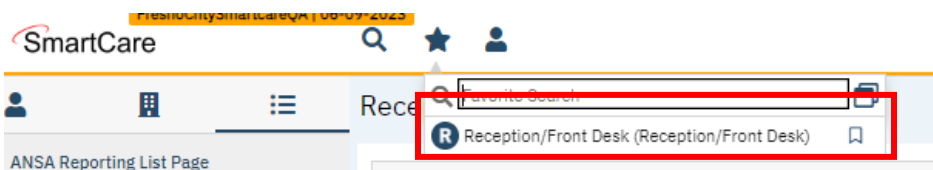
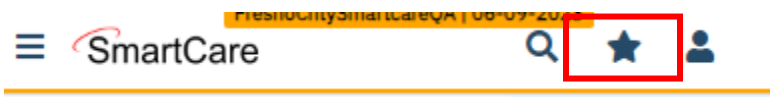
# How to Add Favorites to SmartCare

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



The screenshot shows the 'SmartCare' application window. At the top, there is a 'Favorite Filter Name' input field containing the text 'Reception/Front Desk'. To the right of this field is a 'Clear' button. Below the input field, there are several options: a date '06/24/2023', a calendar icon, radio buttons for 'Static' and 'Relative' (with 'Relative' selected), and a small text input field containing 'c'. The main area of the dialog is empty, with the text 'No data to display' centered. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. Red boxes highlight the 'Favorite Filter Name' field and 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.