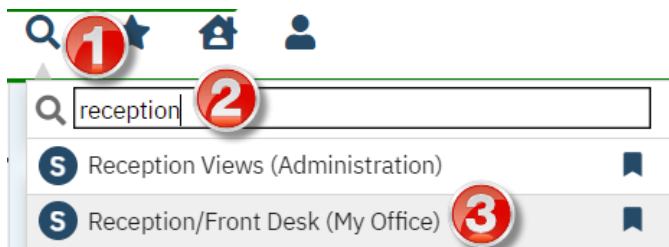


SmartCare Reception/Front Desk Screen – View by Program

The Reception/Front Desk screen allows front desk users to see any clients with scheduled appointments on a designated day. This screen can be used to check-in clients, reschedule appointments, and more.

There are a few filters on this screen, one of which is “**Views**”. Selecting a View allows users to filter the day’s appointments by Program.

1. Click the Search icon.
2. Type in “Reception” in the search bar.
3. Select “Reception/Front Desk (My Office)” from the search results.



4. This takes you to the Reception/Front Desk screen. To set up your screen to filter on your Program’s appointments for the day, **select “All Views” drop-down menu.**
5. Locate and **select your Program*** from the drop-down menu.
*Programs in the same physical location have been grouped together.
6. Click “**Apply Filter**” button. Your view will be filtered on your Program’s appointments for the day.

