**SmartCare: How to find Incomplete Scans/Imports**

Log-in to SmartCare

Click on the Magnifying Glass (upper left)



Type in “Scanning” in the Search box

Select “Scanning (My Office)”

Scanning screen: Select “Not Completed” in the dropdown menu

Created Between: 09/01/24 and \_\_/\_\_/\_\_ (put in the date you are running the list

Graphical user interface, application

Description automatically generated

Click on the “Apply Filter” button

Then click on the “Scanned By” column header to sort by program staff

Scroll down to identify possible incomplete scans/imports by members of your program

Refer to the “SmartCare Scanning Documents Job Aid – Oct. 2024” to resolve “Not Completed” scans/imports.