# Filtering Clients to View by Program in SmartCare

The Reception/Front Desk screen allows program administrative staff and 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)"** or **"Reception Views (Administration)"** from the search results.
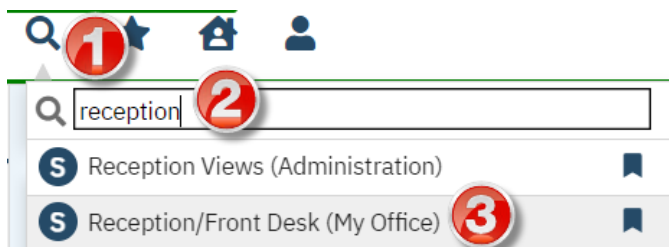
4. This takes you to the Reception/Front Desk screen. To set up your screen to filter on your Program's appointments for the day, **select "All Views" drop-down menu**.
5. Locate and **select your Program*** from the drop-down menu. *Programs in the same physical location have been grouped together.
6. Click **"Apply Filter" button**. Your view will be filtered on your Program's appointments for the day.