



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.



- 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.
- 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.

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