

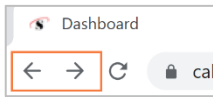











<p>For a list of training documents and helpful videos go to https://2023.calmhsa.org/. We also have a specialist to assist you via live chat.</p>	
<p>Clicking on the SmartCare icon will bring you back to your Home Page.</p> 	<p>The Unsaved Changes icon will display a list of screens that you made changes to but navigated away from before saving.</p> 
<p>You can use your internet browser's forward and back buttons to navigate in SmartCare.</p> 	<p>Anything with underlined text is hyperlinked and will help you easily navigate in SmartCare.</p> 
<p>The Search icon will allow you to quickly search for screens and list pages within SmartCare.</p> 	<p>The History icon will open a window that displays the last 13 patients and QuickLinks you have accessed in your current session.</p> 
<p>The Person Search icon will allow you to search for a client by their name or ID number.</p> 	<p>The Help icon will take you to CalMHSA's Training Tools page. This has user guides and helpful videos.</p> 
<p>Clicking the More Detail icon in a document will allow you to see earlier versions, who has signed the document, and add an additional signature.</p> 	<p>Client Flags provide important information you need to know about the client are generally listed in order of importance.</p> 
<p>Using the Add Favorite icon will allow you to bookmark screens and list pages which keeps all your filtered settings.</p> 	<p>My Office menu provides a list of screens. Client menu provides a list of screens specific to the client.</p> 
<p>Note: Screens vs. Forms. Screens are forms that, when updated, only show the most recent information. Documents, on the other hand, will save the finalized version in a pdf in order to capture data at a point-in-time.</p>	<p>Note: You can use the zoom or magnify settings on your web browser to your preference to better view information in SmartCare.</p>
<p>Note: Most links in Widgets open up into 'List Pages' which act as both launching pad and active report</p>	<p>Note: You can filter a List Page data in many different ways. This will make it easy to review relevant data very quickly.</p>