

## Setting up Scanning as a Favorite w/No Client Selected

1. In search bar enter Scanning, select Scanning (My Office)
2. Be sure no client is in client field.
3. In upper right hand corner select new favorite



4. Name Favorite and click okay

The image shows a 'SmartCare' dialog box for creating a favorite filter. It has a title bar 'SmartCare' and a 'Clear' button. The main area contains several filter criteria:

- Favorite Filter Name:** An empty text input field.
- Effective Dates Between:** A date picker set to '01/01/2023', radio buttons for 'Static' and 'Relative' (selected), and a 'by' field.
- And:** A date picker set to '08/05/2025', radio buttons for 'Static' and 'Relative' (selected), and a field containing 'c+755'.
- Created Between:** A date picker set to '01/01/2023', radio buttons for 'Static' and 'Relative' (selected), and a 'by' field.
- And:** A date picker set to '08/01/2024', radio buttons for 'Static' and 'Relative' (selected), and a field containing 'bm+13m'.

Below the filters is a table titled 'Favorite Filter Names':

		Favorite Filter Names
X	<input type="radio"/>	Scanning

At the bottom right are 'Ok' and 'Cancel' buttons.

5. Your favorite will be created. To find your favorites list select the favorites menu.

