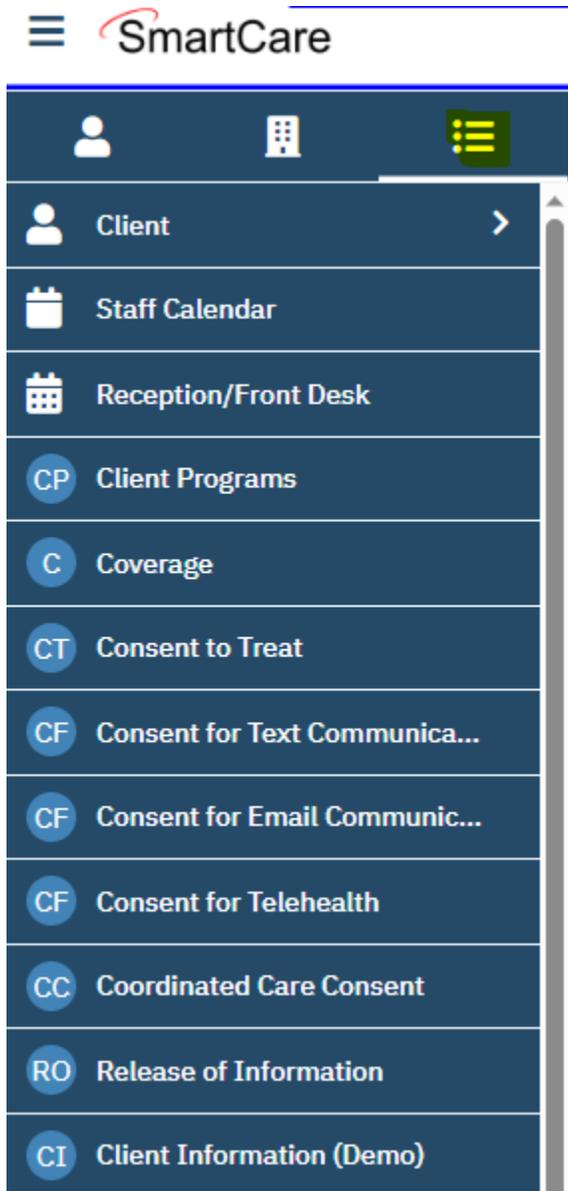


QuickLinks

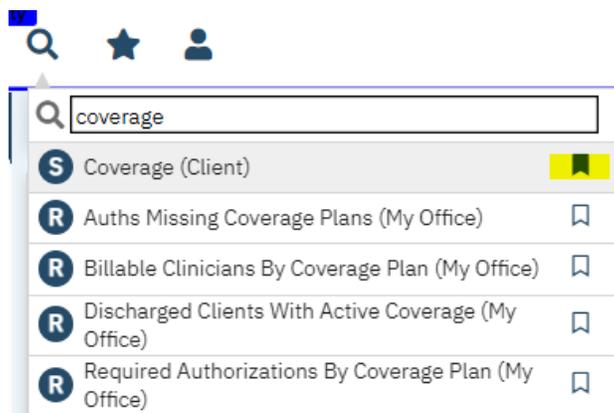
QuickLinks are the tabs on the left in Smartcare. The highlighted icon will display all QuickLinks. The person icon will display all client-based screens and documents. The “Other” icon will display My Office & Program QuickLinks.



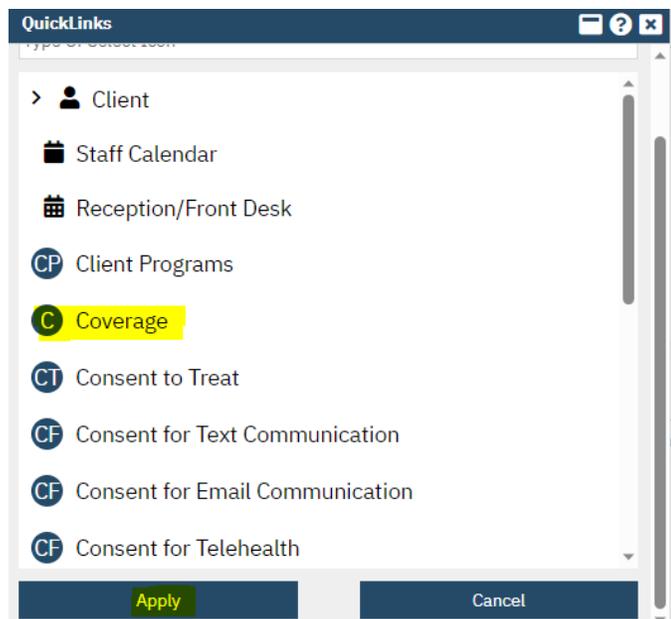
How to Add a QuickLink

Note: You may not be able to add some items. This may be due to the type of permission you have in SmartCare. If you are unable to add something, please check your permissions with Help Desk.

1. Click the Search icon.
2. Type the QuickLink you want. *For example*, if you want to add Coverage (Client) screen, type Coverage. (Do not press enter. Wait until it pulls up & look for the ribbon on the right-hand side – see highlighted below.)



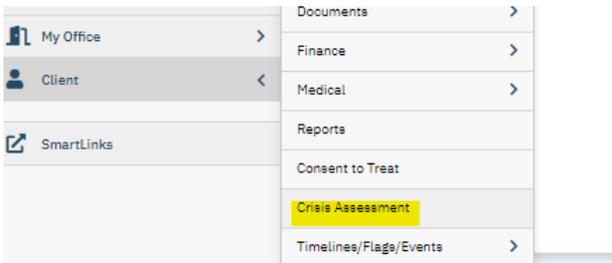
- a. If the ribbon is “dark” it means that it is already saved as a QuickLink somewhere else. (**Note:** You cannot uncheck the ribbon.) Proceed to How to Unlink a Quicklink section.
 - b. If the ribbon is “not dark” it means you can save as a QuickLink. Proceed to Step 3 below.
3. To add to QuickLinks, click on the ribbon. A box will open. Scroll to the bottom and hit apply.



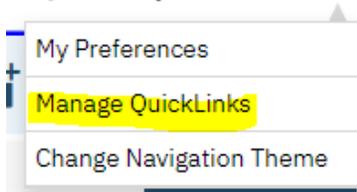
The QuickLink will now show.

How to Unlink a QuickLink

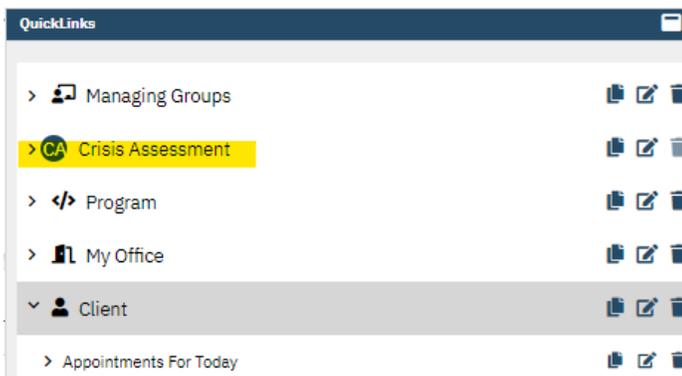
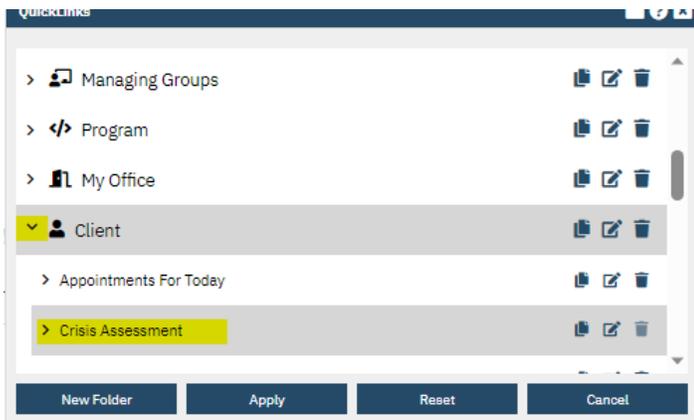
Example: If staff wants to save the “Crisis Assessment” as a standalone QuickLink, but it is already saved under the QuickLink “Client”:



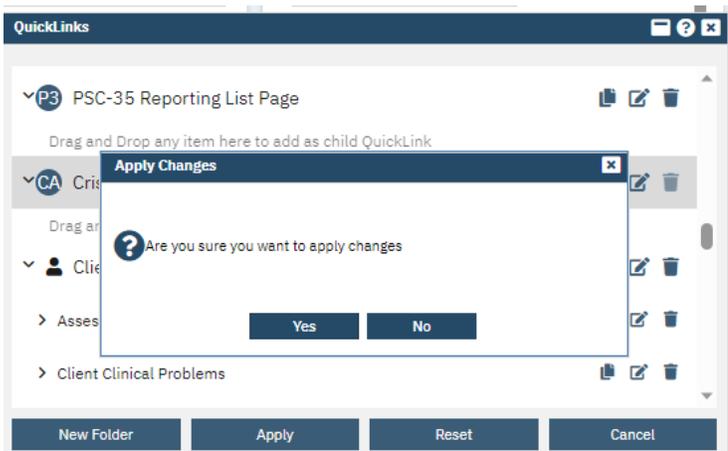
1. Click on your name in upper right-hand corner of Smartcare.
2. Select Manage QuickLinks from the drop-down menu.



3. Select the drop down for the Client QuickLink, then select Crisis Assessment and drag it out of the Client QuickLink and place it where you want the document, see highlighted below:



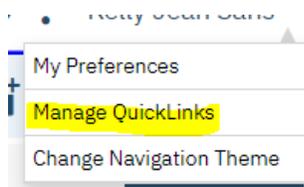
4. Scroll to the bottom and hit Apply.
5. Apply Changes box opens. Answer Yes.



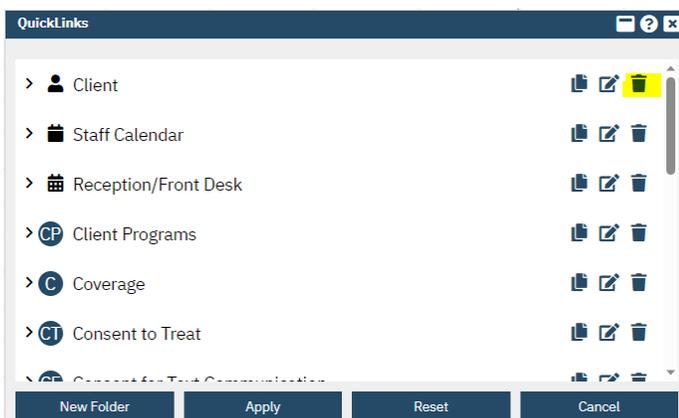
How to Delete a QuickLink

Note: You may not be able to delete some items. This may be due to the type of permission you have in SmartCare. If you are unable to remove something, please check your permissions with Help Desk.

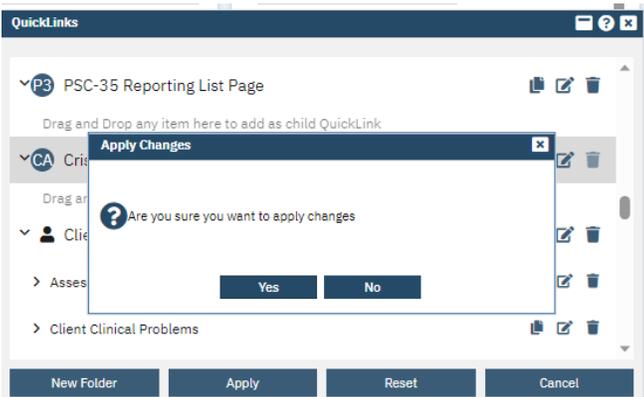
1. Click on your name in upper right-hand corner of Smartcare.
2. Select Manage QuickLinks from the drop-down menu.



3. Chose the QuickLink you want to delete and select the Trash can on the right. (Once selected the trashcan icon will turn into an undo icon, so if you accidentally selected delete, you can still undo the change.)

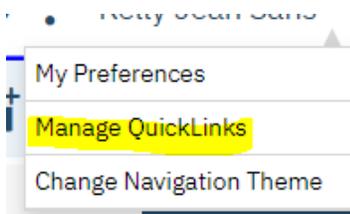


4. Hit Apply.
5. Apply Changes box opens. Answer Yes.

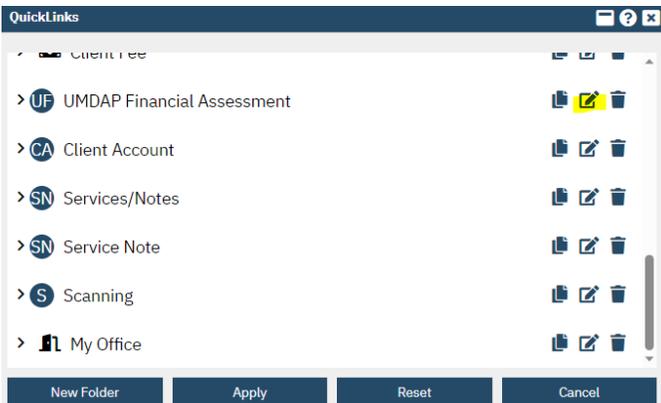


How to Edit a QuickLink

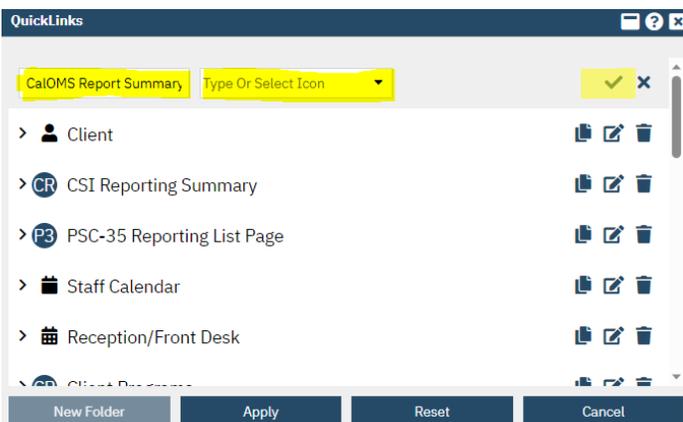
1. Click on your name in upper right-hand corner of Smartcare.
2. Select Manage QuickLinks from the drop-down menu.



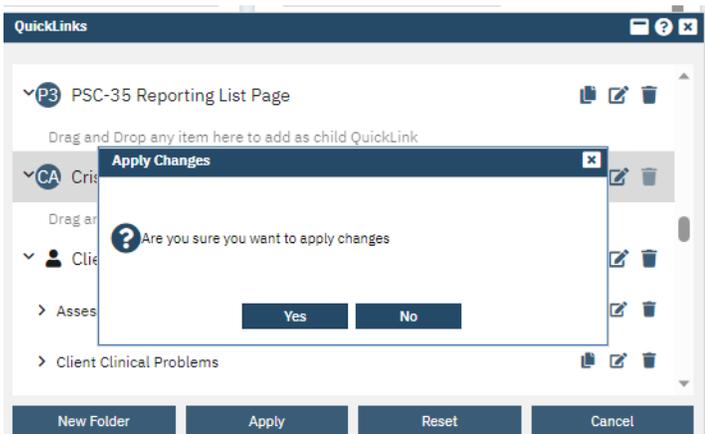
3. Locate the QuickLink you want to edit and select the edit button.



4. This allows you to rename the QuickLink or create an icon.

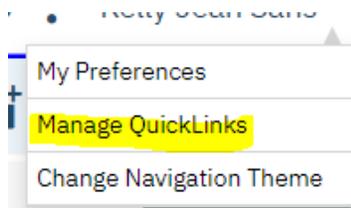


- Once you are finished editing, click the checkmark.
- Hit Apply.
- Apply Changes box opens. Answer Yes.

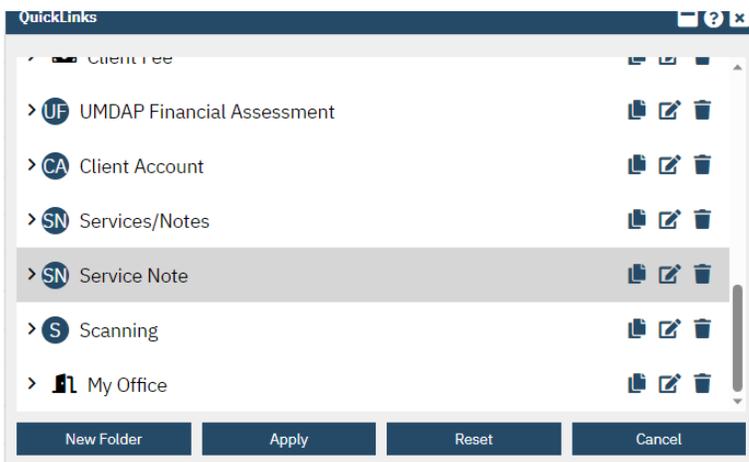


How to Move a QuickLink

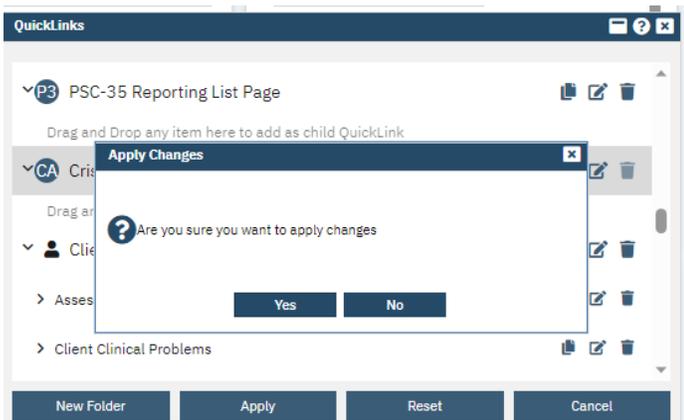
- Click on your name in upper right-hand corner of Smartcare.
- Select Manage QuickLinks from the drop-down menu.



- Highlight the QuickLink you want to move and using your mouse, left click and hold, then drag up or down.



- Hit Apply.
- Apply Changes box opens. Answer Yes.



How to Change Navigation Theme

1. Click on your name in upper right-hand corner of Smartcare.
2. Select Change Navigation Theme from the drop-down menu. This toggles back and forth between dark mode and normal mode for the QuickLinks area only.

