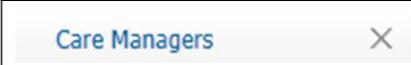
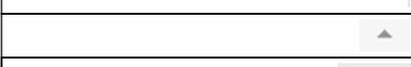


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**This Quick Reference Guide (QRG) reviews the Beacon HealthCare Dashboard.**

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### Common Buttons & Icons

	Care Managers tab
	Case List tab
	Expand icon
	Arrow icon
	Menu icon

### Filter Notes and Reminders

➤ **From the Care Manager Management Dashboard:**

**STEP 1:** Click the **Overview** tab.

**STEP 2:** Click the **Result Range** drop-down arrow in the Notes/Reminders section.

**STEP 3:** Click the desired range from the menu. The section updates to display only those notes and reminders.

### View Care Managers Caseload

➤ **From the Care Manager Management Dashboard:**

**STEP 1:** Click the **Care Managers** tab. A list of all the managers and their potential and current cases display.

**STEP 2:** Click the **Expand** icon next to a manager to view more details.

**NOTE:** Use the sections as needed to manage cases, view reminders, or refer new patients.

### View Manager Case List

➤ **From the Care Manager Management Dashboard:**

**STEP 1:** Click the **Case List** tab. The Case List for the selected provider displays.

**STEP 2:** Click the **Case List for** drop-down arrow to change the provider in view.

**STEP 3:** Use the **Expand** icon to view further details about each patient as needed.

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## **Filter and Customize Case List**

➤ From the Case List tab:

**STEP 1:** Click the **Manage Filters** button. The Manage Filters window displays.

**STEP 2:** Use the drop-down arrows as needed to change the patients in view.

**NOTE:** Use the **Clear All Filters** button to show all patients in the list.

**STEP 3:** Click **Apply** to confirm your filter selections.

**NOTE:** Use the arrow icon in the column header to sort the list by that information.

**STEP 4:** Click the **Menu** icon. A drop-down menu displays.

**STEP 5:** Make selections as needed.

**NOTE:** You can also drag and drop the headers to change the order in which information displays in the table.