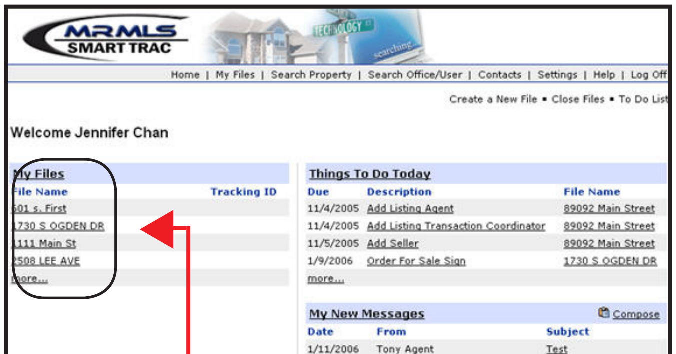
How to Work Off Your To Do List

Quick Reference Guide

Step 1:

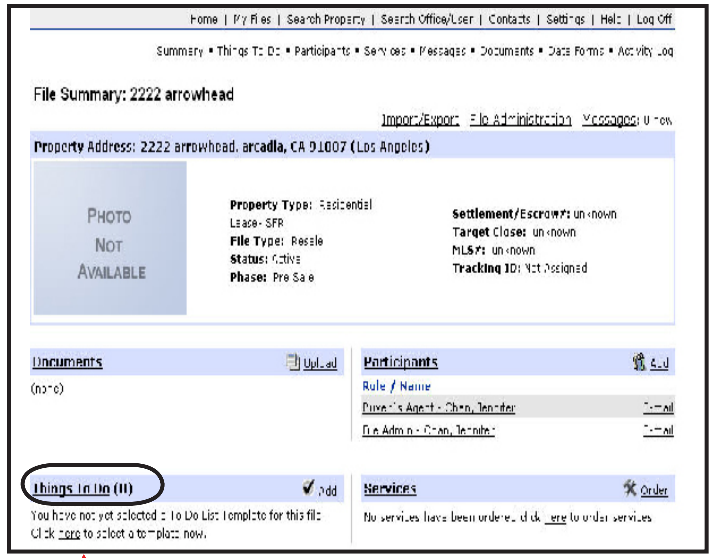
From the Smart Trac home page click on the **File Name**.



Click on a **File**

Step 2:

Click on **Things to Do** from the File Summary page.



Click on **Things To Do**

Step 3:

In the Things To Do List you are able to **Add Participants**, **upload or fax documents**, **Complete Order Form Information**, **Order Services**, **and Check To Do Items**. **Click on the To Do Item**.

Click on **To Do Items**