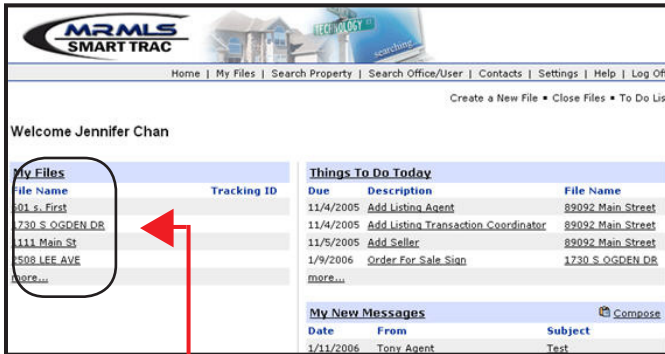


Quick Reference Guide

Step 1:

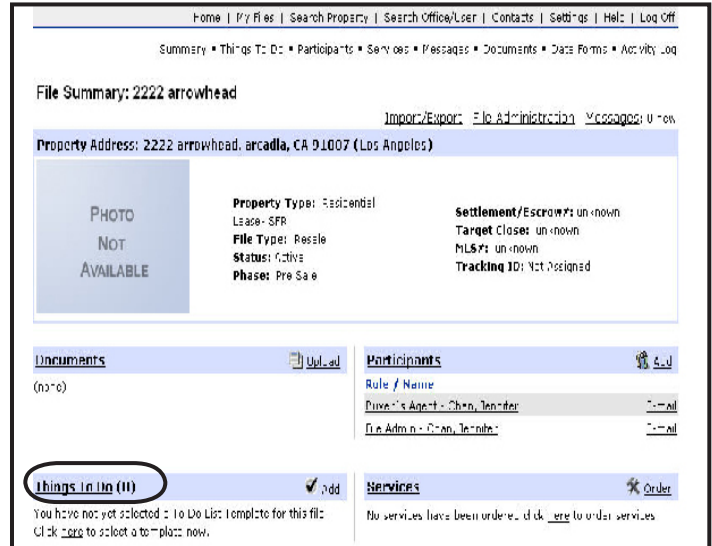
From the Smart Trac home page click on the **File Name**.



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

