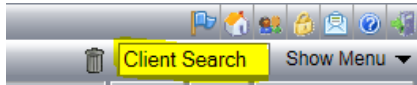


Document Library

Anything you complete on paper can be scanned it into CareLogic.

Step 1:

Perform a member search



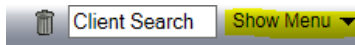
Step 2:

Click the ECR button that corresponds to your member.

				Client Search Results	
				Client Name	Birth Date
ECR	Episodes	Schedule	Info	Lively, Blake (1141) 8/25/1987	8/25/1987

Step 3:





Click **Show Menu** in the shortcut bar and click on the **Document library** link



Step 4:

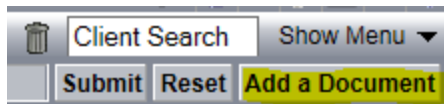
The “**Search Terms**” is like a search feature. You can search what is not immediately present.

Document Library

Begin Date:	<input type="text"/>	
End Date:	<input type="text"/>	
Uploaded By:	<input type="text"/>	Please enter a search 
Document Type to Search:	<input checked="" type="radio"/> Other Document <input type="radio"/> Service Document	
Search Terms:	<input type="text"/>	
Document Type:	Select Document Type 	

Step 5:

Click on **Add a document** to add one.



Step 6:

Click on the date you are adding it into the library

Scanned Document Information

Is this a Service Document?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date:	<input type="text"/>
Document Type:	Select Document Type <input type="button" value="D"/>
Document Name:	<input type="text"/>
Keywords:	Separate keywords with a comma <input type="text"/>
Document:	<input type="text"/> <input type="button" value="Browse..."/>

Step 7:

Click on Document type

Step 8:

Name the document

Step 9:

You can add keywords so it can be easily searchable

Step 10:

Browse for the document (you have to scan it in first and save it so it can be pulled in here)

Step 11:

Click **Submit**

Step 12:

Now in the document library you can see the document you uploaded. [This document library has a lot of room so don't be scared to fill it!!](#)