
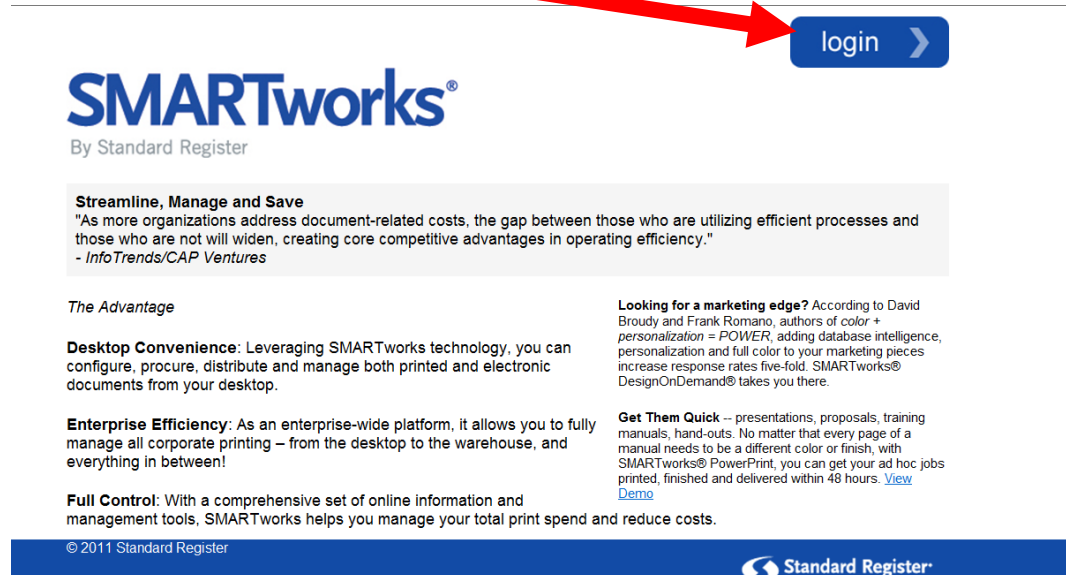


# SMARTworks 6.0 Instructions

## General Information:

- To use SmartWorks you need an internet connection (Windows based – MAC is not supported)
- You must have Adobe Reader 8.0 or higher
- You can NOT save the information that you type into PDF fillable forms.
- You must be able to open MS Word documents.
- All forms are Password protected and can not be customized.

Open Internet Explorer by double clicking on the  icon.  
Type in the following address: **www.smartworks.com**  
Click on **LOGIN**



**SMARTworks®**  
By Standard Register

**Streamline, Manage and Save**  
"As more organizations address document-related costs, the gap between those who are utilizing efficient processes and those who are not will widen, creating core competitive advantages in operating efficiency."  
- InfoTrends/CAP Ventures

*The Advantage*

**Desktop Convenience:** Leveraging SMARTworks technology, you can configure, procure, distribute and manage both printed and electronic documents from your desktop.


**Enterprise Efficiency:** As an enterprise-wide platform, it allows you to fully manage all corporate printing – from the desktop to the warehouse, and everything in between!

**Full Control:** With a comprehensive set of online information and management tools, SMARTworks helps you manage your total print spend and reduce costs.

**Looking for a marketing edge?** According to David Broudy and Frank Romano, authors of *color + personalization = POWER*, adding database intelligence, personalization and full color to your marketing pieces increase response rates five-fold. SMARTworks® DesignOnDemand® takes you there.

**Get Them Quick** -- presentations, proposals, training manuals, hand-outs. No matter that every page of a manual needs to be a different color or finish, with SMARTworks® PowerPrint, you can get your ad hoc jobs printed, finished and delivered within 48 hours. [View Demo](#)

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 Standard Register  
ADVANCING YOUR BUSINESS

You will get the login page –  
( you may want to bookmark this page )

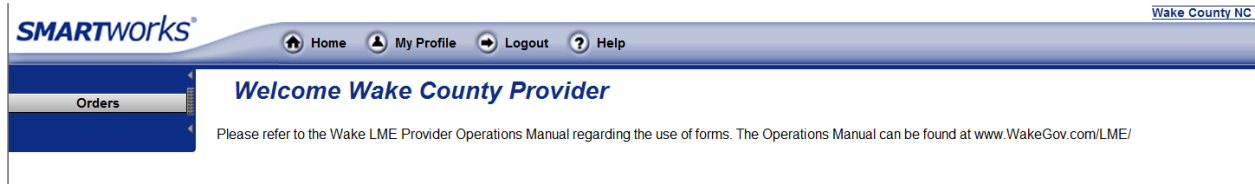


Type in your

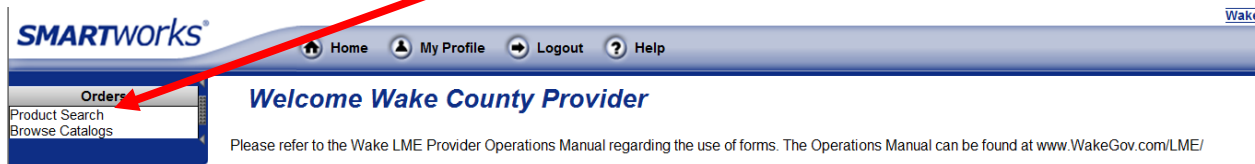
User Id : **wcprovider**  
Password : **forms**  
*Note: all lower case*

# SMARTworks 6.0 Instructions

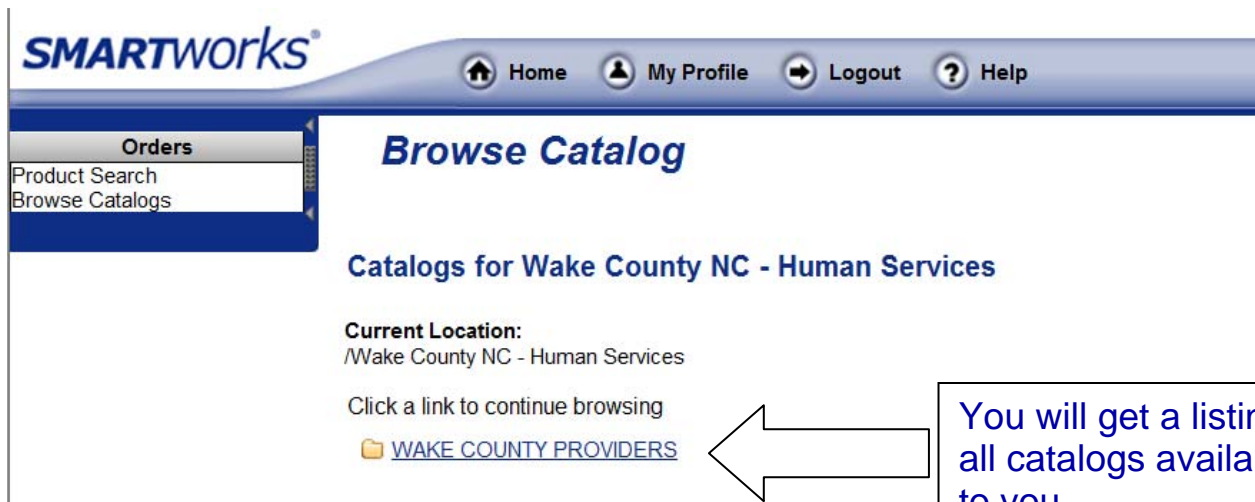
You will be brought to your home page –



Click on **ORDERS** and the box will expand to:



To **BROWSE** through the forms click on **Browse Catalogs**:



You will get a listing of all catalogs available to you.

# SMARTworks 6.0 Instructions

Once you click on the Catalog Name, the list of available forms will be shown. Forms are listed in Form Number sequence.

**Orders**  
Product Search  
Browse Catalogs









## Browse Catalog

**Products for WAKE COUNTY PROVIDERS**

**Current Location:**  
/Wake County NC - Human Services/WAKE COUNTY PROVIDERS

Note: You must click 'Add to Shopping Cart' to save your Order Quantity changes. To checkout, click on the 'Proceed to Checkout' button.

Displaying products 1 - 20 of 48  
Page: [1](#) [2](#) [3](#)

Order Quantity	Product ID	Description	Unit of Issue
	DMA-5045	CERTIFICATION NEED FOR INSTITUTIONAL CARE UNDER 21	1/EA
	DMA-5063	HEALTH CHECK / NC HEALTH CHOICE FOR CHILDREN APPLI	1/EA
	DMA-5063S	HEALTH CHECK / NC HEALTH CHOICE FOR CHILDREN APPLI	1/EA
	DMH 1-73-00	REGIONAL REFERRAL ADMISSION TO STATE PSYCHIATRIC HOSPITAL	1/EA
	DSS-1837	INTERSTATE COMPACT ON PLACEMENT OF CHILDREN REQUEST	1/EA
	DSS-1837I	INTERSTATE COMPACT ON PLACEMENT OF CHILDREN REQUEST INSTRUCTIONS	1/EA
	HS-1416	SERVICE PLAN FOR NON-ENHANCED SERVICES	1/EA
	HS-1792	DD ADULT ELIG CHECKLIST	N/A

Click here to go to the **NEXT** page of forms (If applicable)

Select the form you want to view by clicking on the printer icon.

# SMARTworks 6.0 Instructions

The form will open in a NEW tab.

Close the Tab  
to close form  
and return to  
form listing

ICPC 100A  
REV. 8/2001

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST **Please type**

TO: [Redacted] FROM: N.C. Division of Social Services  
325 N. Salisbury Street, 2409 Mail Service Center  
Raleigh, North Carolina 27603-2409

**SECTION I - IDENTIFYING DATA**

Notice is given of intent to place - Name of Child: [Redacted]		Ethnicity: Hispanic Origin: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to determine/unknown	
Social Security Number: [Redacted]	ICWA Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander	
Sex: [Redacted]	Date of Birth: [Redacted]	Title IV-E determination: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	
Name of Mother: [Redacted]		Name of Father: [Redacted]	
Name of Agency or Person Responsible for Planning for Child: [Redacted]		Phone: [Redacted]	
Address: [Redacted]			

Type into any fillable fields

Once you close the form you will be back at the listing of forms and you can select another form

# SMARTworks 6.0 Instructions

To **SEARCH** for a form by Product ID or Product Name:

Click on **Product Search**

SMARTworks® Home My Profile Logout Help

Orders  
Product Search  
Browse Catalogs

**Product Search**

Look In:  
Catalogs  
WAKE COUNTY PROVIDERS

For Products, Where:  
Product ID  
Starts With  
Contains  
Matches Exactly  
Combined

Search Options >>

Search Cancel

Select your search criteria

If you know any part of the **number**- select **Product ID**,

If you know any part of the **name** select **Product Description**

# SMARTworks 6.0 Instructions

## ***IMPORTANT!!!***

If the form does not open you may have “Pop up Blocker” enabled.  
To disable Pop up blocker:

- You should see a red circle with a line through it somewhere on your toolbar.
- Right Click on that red circle and you should get a list of options.
- Choose the option that says “Always allow pop ups from this site.....”

Now you should be able to click on the printer icon and the form should open)

If you are now able to open HS-1416 (a PDF form) but unable to open HS-3019(a MS Word form) then your internet security settings are prohibiting you from downloading the form.

**Please have your technical support personnel change the security setting to “enable downloads” in the Internet Options / Security Settings**

**Wake County Personnel are unable to assist you changing the Security settings on non-county equipment.**