Resetting the cache deletes Netsmart documentation stored on the iPad. After submitting documentation, the cache should be deleted a few times a week to improve efficiency of the iPad. Recommendation is to reset the cache at the start of each day.

How to reset the Cache

STEP 1:   Review and ensure that there are **no Open Charts**.

- If there are **Open Charts**, documentation will be lost if a cache reset is performed before all documentation is submitted.

STEP 2:   Log out of **Netsmart** using either of the following ways:

- Tap the button on the keyboard with the six squares (above the #4) to view all open applications.

        OR

- Place finger in the middle of the bottom edge of the screen, swiping up to the middle of the screen then hold for a second.

    o   Place finger on the blue box for **HomeCare** and swipe it off the screen.

STEP 3:   Tap **Settings** on the home screen of the iPad.

STEP 4:   Scroll down the column within settings (left side of screen), then select **HomeCare**.

STEP 5:   Under **Instruments**, locate **Reset Cache** and slide the button to activate the cache reset.
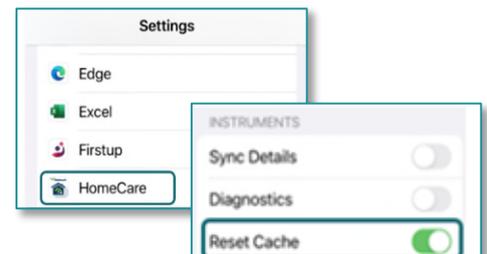
STEP 6:   When the Netsmart app is opened the **Cache Reset** notification displays. Tap **OK**.

- When logging into Netsmart, the cache is cleared and the system will automatically return **Reset Cache** to **off** under Settings.

- If the iPad is set up to use a fingerprint as the password, a message will appear. Tap **OK**.

- If the **Cache Reset** notification does not appear, log out of Netsmart then start the process over.