# BEACON, Verifications, and Visibility

Did you know that you can find verifications in a case file without having to go through every entry in Scanned Document History?

BEACON has a number of functions designed to make viewing verifications easier and more user friendly. Linking documents is an excellent place to start.

When you're verifying an eligibility factors in the Verification Tab:

1) Look for and click on the paperclip icon.
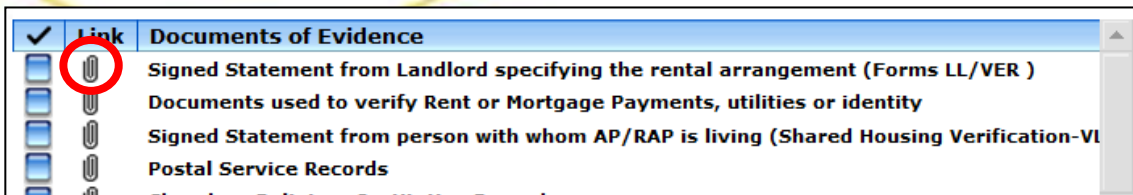
2) Search through the Scanned Document History as you normally would, select your document, and click the Link Scanned Document Verification button
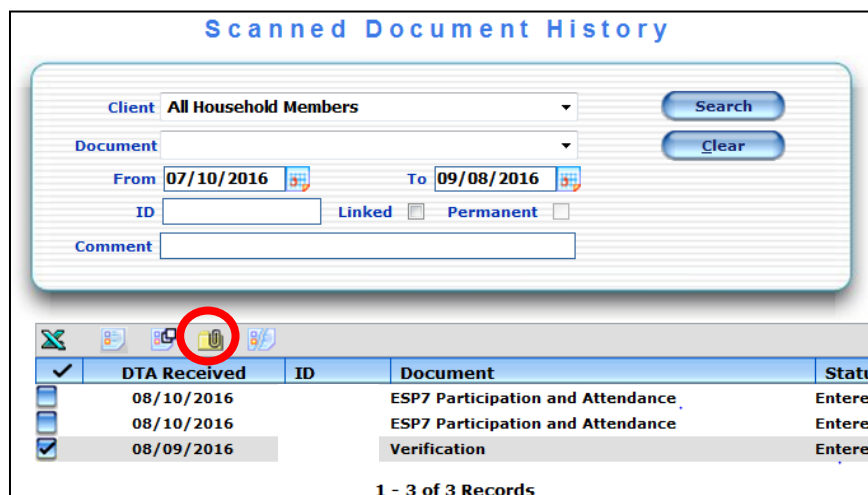
This will attach the document you select to the verification entry for this transaction. This makes it easier for other staff to locate and review the documents that were used in the transaction if needed.

Comments, Comments, Comments

Looking through Scanned Documents for a particular item can be time consuming. How many times have you been looking for a specific document that your client submitted, but all you can find are documents indexed as 'Verification'? Not only is it time consuming to have to open each document and review it hoping it is the one you are looking for, but it can be downright frustrating. Thankfully BEACON is full of ways to help make looking for a specific document easier. The easiest way is to use the Comments function found on the Scanned Document Details page.

Whenever you're reviewing a scanned document, take a minute to make a comment.

In the future this will make finding the document a little easier. When the next case manager searches this client's scanned documents, the comment you made will be included in the Scanned Document search – you just need to remember to scroll all the way to the right!