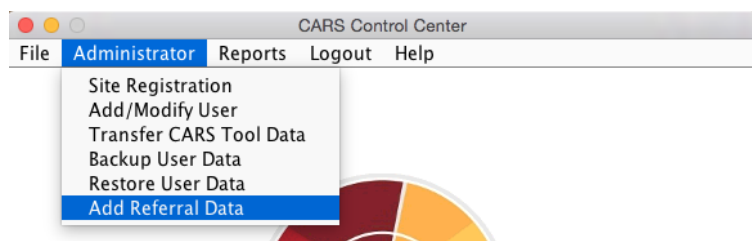




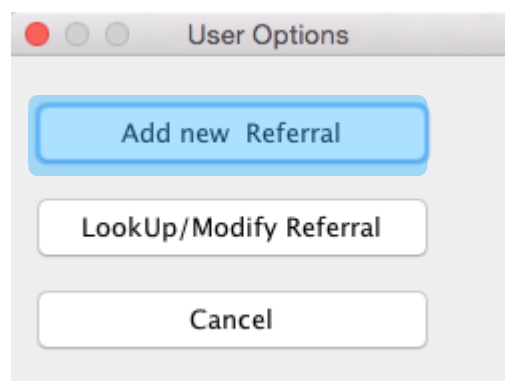
## Adding a referral database:

1. In the Administrator tab, select "Add Referral Data".



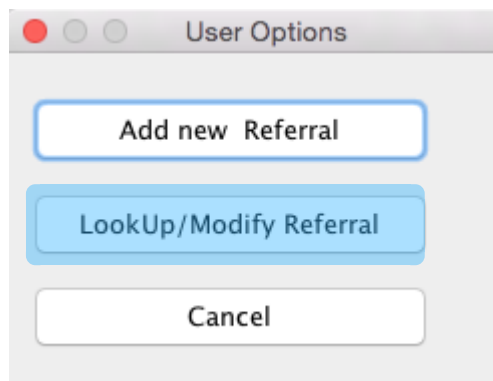
2. Sign in with the administrator username (admin) and password (carsadmin).

3. Select "Add new Referral".

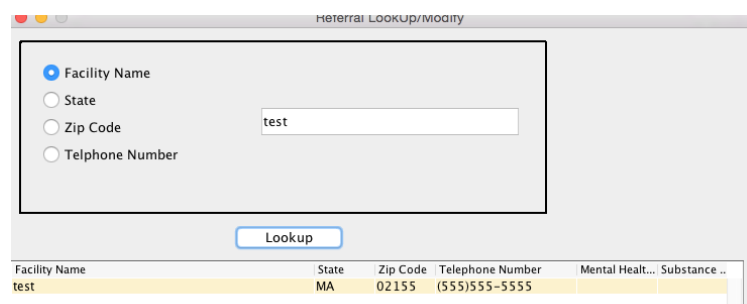


## Looking up and modifying referrals:

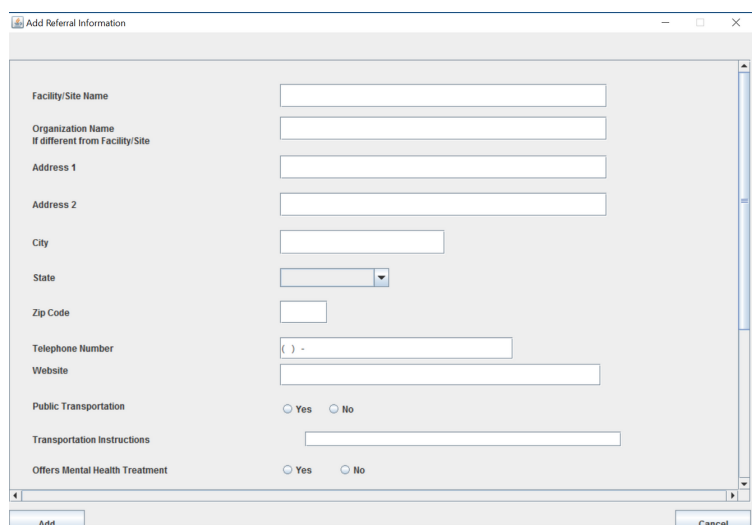
1. Under "Add Referral Data", select "LookUp/Modify Referral".



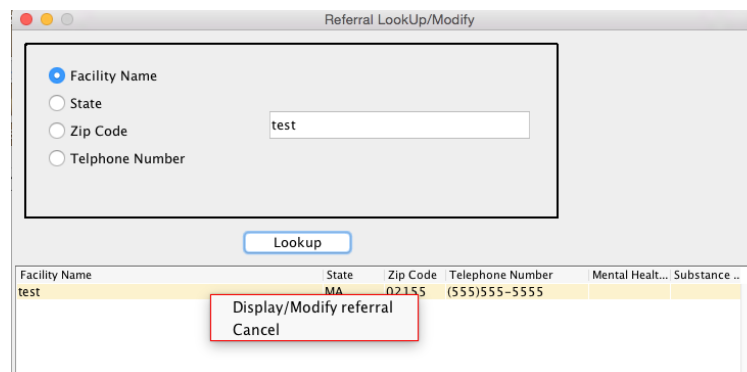
2. Here, you will have the option to look up a referral by its facility name, state, zip code, or telephone number.



4. Enter the information in the relevant fields and select "Add".



3. To modify a referral, right-click the referral site you wish to edit and select "Display/Modify referral". Input your changes.



4. Repeat these steps for every computer that is running CARS.