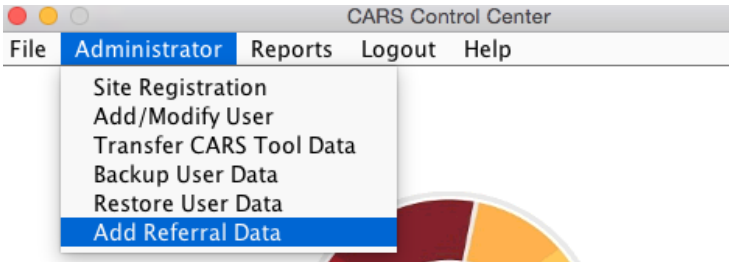


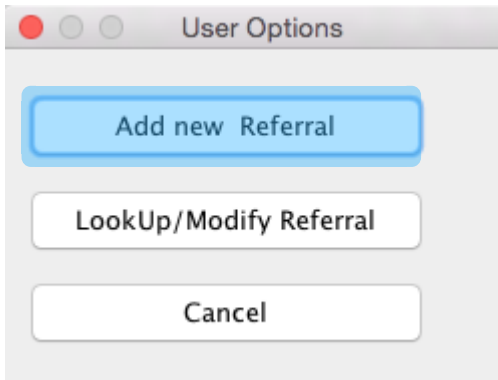


Adding a referral database:

1. On the **primary networked computer**, go to the Administrator tab and select "Add Referral Data".



2. Sign in with the administrator username and password.
3. Select "Add new Referral".



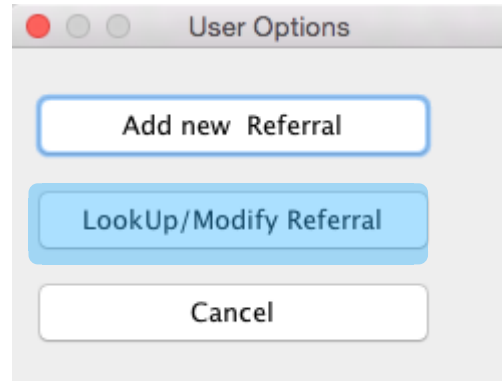
4. Enter the information in the relevant fields and select "Add".

Facility/Site Name: _____
 Organization Name (if different from Facility/Site): _____
 Address 1: _____
 Address 2: _____
 City: _____
 State: _____
 Zip Code: _____
 Telephone Number: () - _____
 Website: _____
 Public Transportation: Yes No
 Transportation Instructions: _____
 Offers Mental Health Treatment: Yes No

Buttons: Add, Cancel

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.

Facility Name	State	Zip Code	Telephone Number	Mental Health...	Substance ..
test	MA	02155	(555)555-5555		

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

Facility Name	State	Zip Code	Telephone Number	Mental Health...	Substance ..
test	MA	02155	(555)555-5555		