

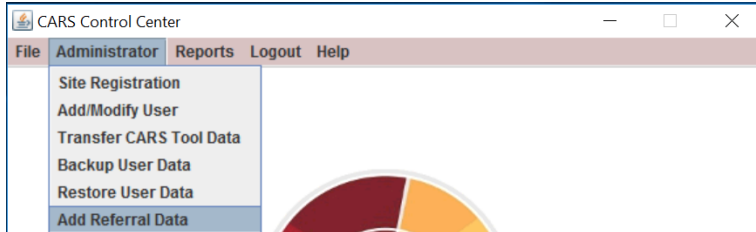
Windows OS/Networked Adding Referral Information



Quick Guide
1/31/2018

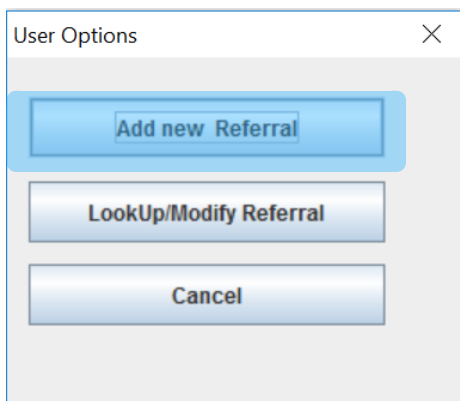
Adding a referral database:

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".



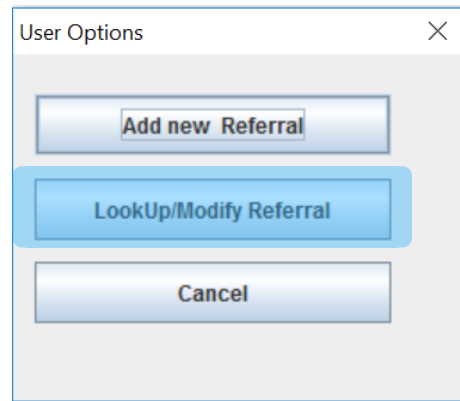
4. Enter the information in the relevant fields and select "Add".

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		

Context Menu: Display/Modify referral, Cancel