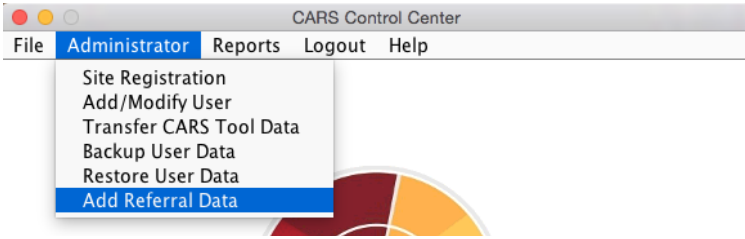


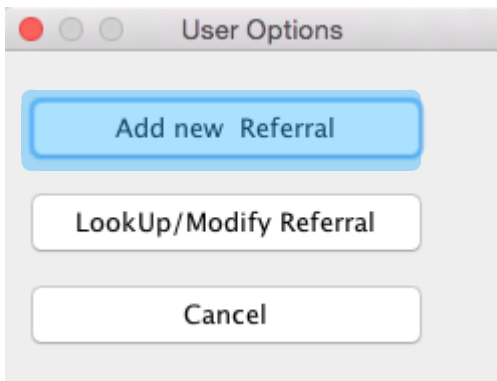
Adding a referral database:

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

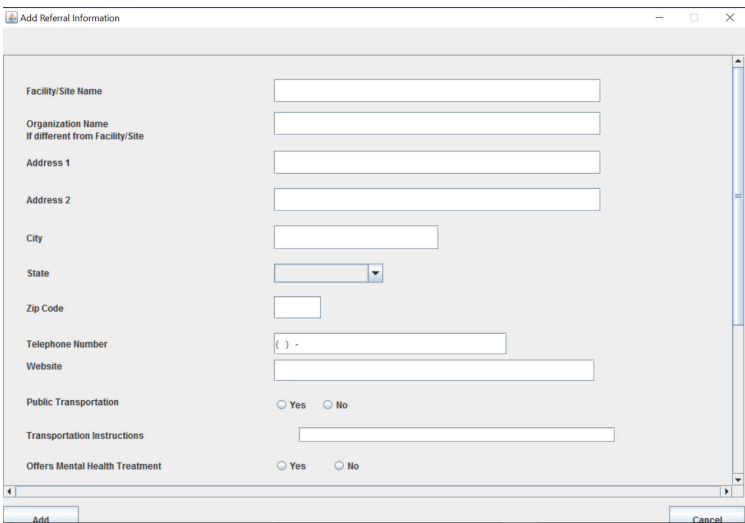


2. Sign in with the administrator username and password.

3. Select "Add new Referral".

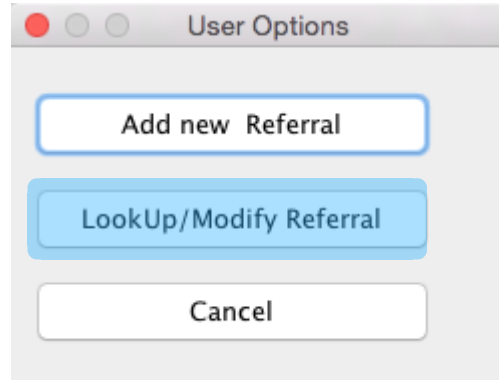


4. Enter the information in the relevant fields and select "Add".

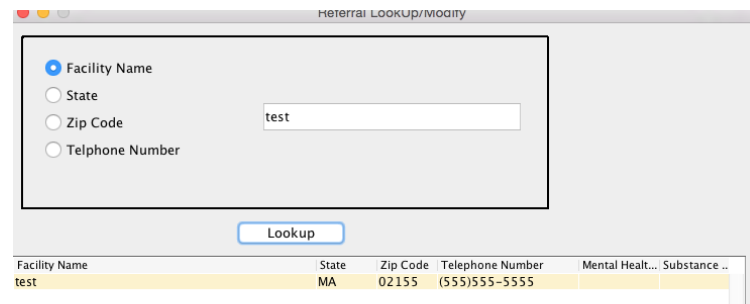


Looking up and modifying referrals:

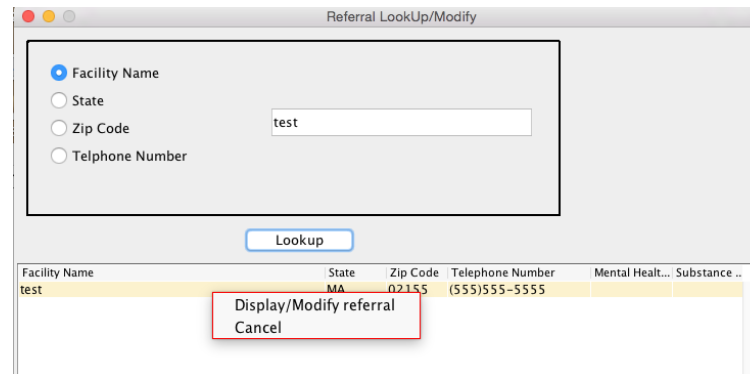
1. Under "Add Referral Data", select "LookUp/Modify Referral".



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



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.