

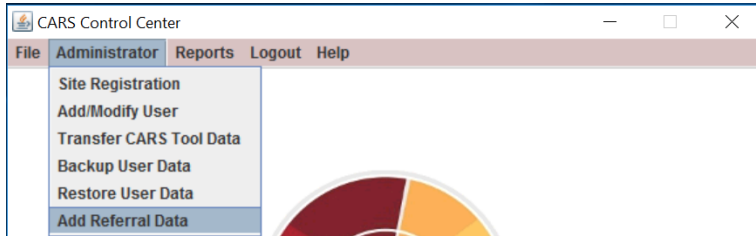
Windows OS/Standalone Adding Referral Information



Quick Guide
1/31/2018

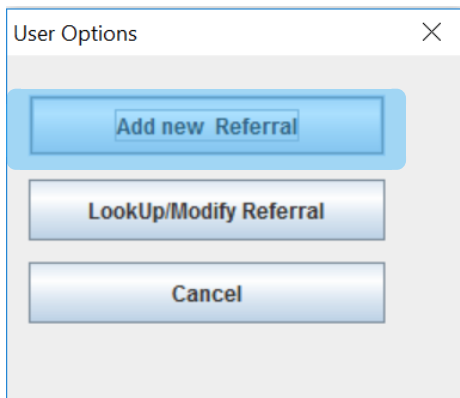
Adding a referral database:

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



2. Sign in with the administrator username and password.

3. Select "Add new Referral".

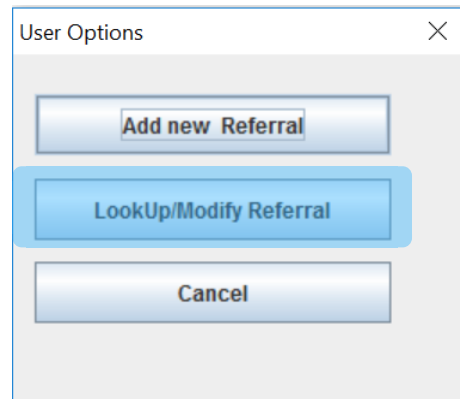


4. Enter the information in the relevant fields and select "Add".

Facility/Site Name	<input type="text"/>
Organization Name If different from Facility/Site	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Telephone Number	<input type="text"/>
Website	<input type="text"/>
Public Transportation	<input type="radio"/> Yes <input type="radio"/> No
Transportation Instructions	<input type="text"/>
Offers Mental Health Treatment	<input type="radio"/> Yes <input type="radio"/> No

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		

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