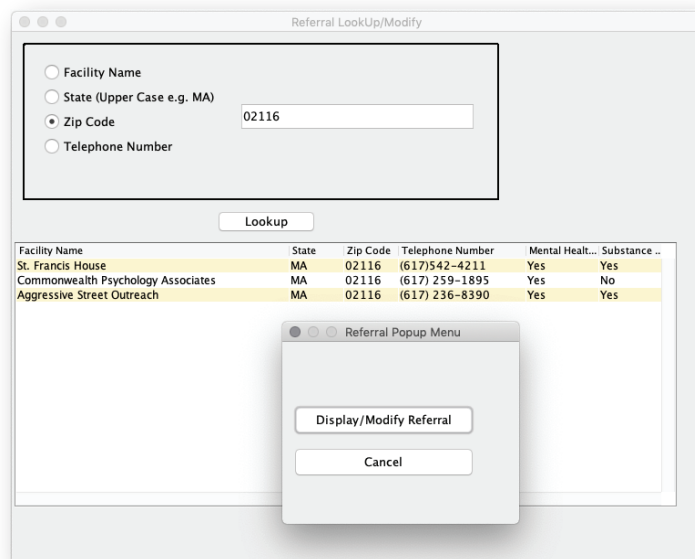By default, the CARS referral database is empty. To generate referrals in CARS reports, the administrator must add referrals to the database. CARS matches clients' zip codes to referral data and gives available treatment referrals within a 50-mile range.

1. In the CARS control center, select **Administrator > Add Referral Data**.

2. If you are not already logged in as the administrator, enter the administrator username and password.

3. Select **Add New Referral**.

4. Enter the information in the relevant fields, then select **Add**.

After adding referrals, the administrator can also look up and modify referrals. To look up and modify a referral:

1. In the CARS control center, select **Administrator > Add Referral Data**.

2. If you are not already logged in as the administrator, enter the administrator username and password.

3. Select **LookUp/Modify Referral**.

4. You can look up a referral by facility name, state, zip code, and telephone number.

5. To modify a referral, right click on the referral site you wish to edit and select **Display/Modify referral**.

6. Input your changes

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