macOS Standalone Adding Referrals

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:

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Quick Guide

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

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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**.

Facility Name State (Upper Case e.g. MA) Zip Code Telephone Number	02116				
	Lookup				
Facility Name it. Francis House	State MA	Zip Code 02116	Telephone Number (617)542-4211	Mental H Yes	ealt Substance Yes
Commonwealth Psychology Associates	MA	02116	(617) 259-1895	Yes	Yes
Aggressive Street Outreach	MA	02116	(617) 239-1893	Yes	Yes
	Referral Popup Menu Display/Modify Referral				
		Canc	el		

6. Input your changes

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