

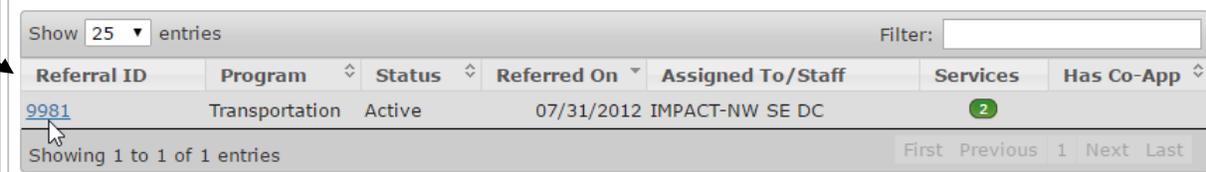
1. From Search>Find Person:



Enter search criteria (name or prime number), click Search, click on last name from search list to open client file, click on Referrals



Click on Referral ID number



Add/View Notes here:



2. From the Contract Deliverables>Public Transportation>Tickets and Passes , click on the 'notes' icon to add or view notes

Premium Rides | Summary | Status History

Event Date	Issued By	Service Code	Qty	Last Assessed	OPI
04/30/2017	Transp Coord	Ticket - Hon Citizen (5M)	1.0	02/14/2017	
04/30/2017	Transp Coord	Ticket - Hon Citizen (5M)	1.0		
04/30/2017	OPI CM	Lift Ticket (5L)	1.0	11/02/2016	X