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

Find Person				
Last Name: test	First Name: case	Nickname/	Alias:	
SSN:	Prime#:	A	lt ID:	
Date of Birth: 🕕 🕕				
Search Clear				
Show 25 🔹 entries				
ast Name * First Name *	MI [‡] Nickname/Alias [‡]	Date of Birth $\hat{\circ}$ SSN	♀ Prime# ♀	Alt ID 🗘 Gender 🔇
CASE				
Person Detail Demographics	Contact Info Case W	orkers Insurance	Financials Re	ferrals

Click on Referral ID number

Show 25 T entries				Filter:	Filter:					
Referral ID Program 🗘 State		Status	Ŷ	Referred On * Assigned To/Staff		5	Services		Has Co-App 🗘	
1981 Transportation Active 07/31/2012 IMPACT-NW SE DC				IMPACT-NW SE DC		2				
Showing 1 to 1 of 1	1 entries					First	Previous	1	Next	Last

Add/View Notes here:

Multnomah County	UCR	
Search 🔻 Person Referral	Contract Deliverables v Contract Payment Management v Reports v	
Edit Program Referral		
Transportation	Referral Status: Active Referral ID: 9916	

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

Premi	um Rides Su	mmary Status Hist	ory						
*	Event Date	Issued By	Service Code	♀ Qty	÷	Last Assessed	Ŷ	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 🖹 A	dd / View	Notes			
	04/30/2017	OPI CM	Lift Ticket (5L)	1.0 🔳		11/02/2016		Х	