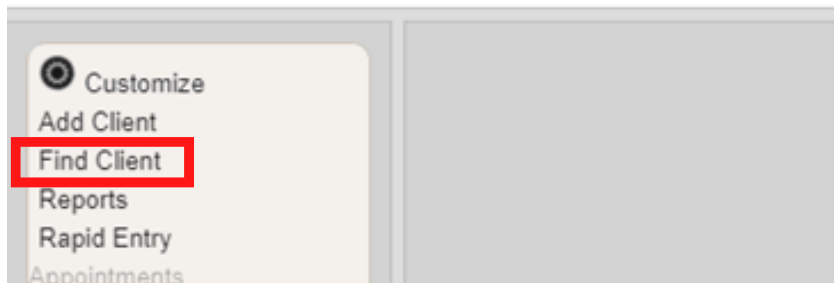
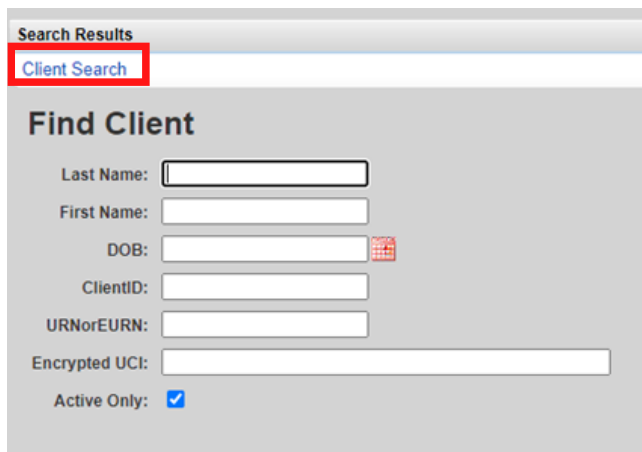


HOW TO FIND A CLIENT

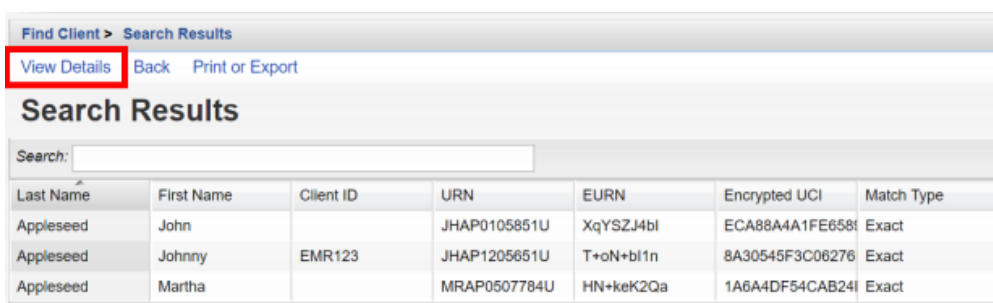
01 To search for a client, select **Find Client** from the main menu.



02 Enter search text into any of the fields and press **Client Search**.



03 A list of matches to your search appears. Select the correct name from the list and click **View Details**.



04 After clicking **View Details**, the Demographics screen will appear.