CREATING A NEW CLIENT

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		Yes	No	Comments
1.	Click on the New Client button.			
2.	The New Client Wizard is displayed. Type the personal information of the client. The only required fields are First Name and Last Name.			
3.	If the system finds an existing client with the same or similar name as the one we are entering, the system will identify it and display the following message:			
4.	Click on the name of the Company that the client will be associated to and click on Next.			
5.	Click on the Location the client will be admitted to and click on Next.			
6.	Click on the Admission Type and click on Next.			
7.	This is the last screen of the Wizard. You may click on < Previous to revise what you have entered. To finish the wizard click on Finish.			