
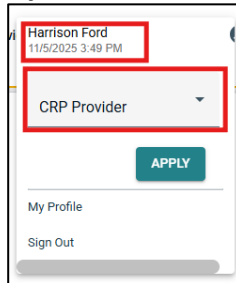
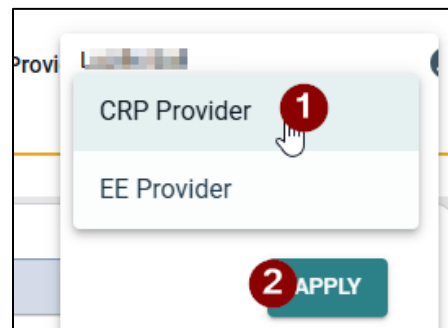
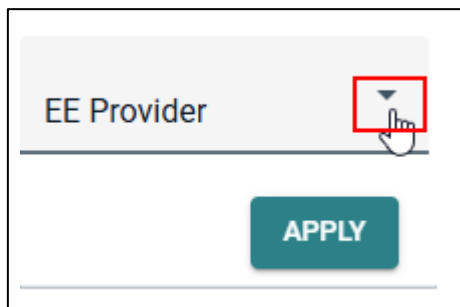



Finding a list of all clients:

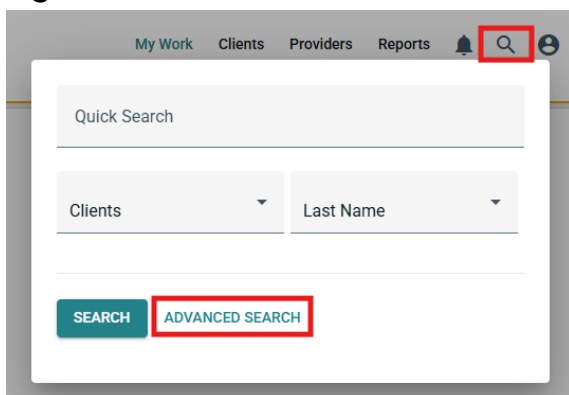
1. Login to Madison.
2. Click the User Profile icon  in the top right-hand corner of the screen to ensure you see “CRP Provider” and your name.



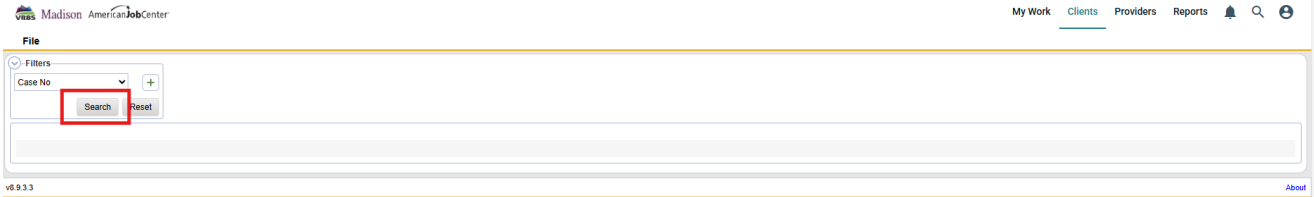
If you do not see “CRP Provider,” it is likely that you see “EE Provider”. Click the dropdown and choose “CRP Provider” then click the “Apply” button to set your choice.



3. Now that you are in “CRP Provider” role. Click the search icon  in the top right-hand corner of the screen then click “Advanced Search.”



4. This brings you to a new page. Click “Search” and a list of 15 of your total clients will appear.



Once you conduct a search and the results are displayed, there will be a line telling you the total number of clients you have. If you want to display more clients on this page than 15, move to the “Records per page” box at the bottom, enter the desired number and press Enter to reload the page.

The screenshot displays a table of client records. At the top left, a message states: '-65 Clients Advanced Search record(s) returned - now viewing 1 through 15'. A red callout box points to this message with the text: 'This tells you how many total clients you have. For this example, there are 65 total clients listed.' Below the table, a 'Records per page' dropdown is set to '15'. A red callout box points to this dropdown with the text: 'This is telling you that 15 of 65 clients are listed above. To see all 65, delete the "15" type in "65" and hit "Enter" on your keyboard. All 65 clients will appear on this page.' A third callout box points to the 'Last Name' column header with the text: 'Click here to organize your client list in alphabetical order.'

Case No	Last Name	First Name	Preferred Name	SSN	DOB	Status
10691	J.	J		171-54-7214	10/25/1971	Inactive
11433	H.	J		397-86-1272	10/26/1980	Active
11885	S	L		419-04-2951	12/21/1969	Active
12031	Q	D		448-86-9981	09/16/1974	Active
12048	V.	T		516-37-6423	01/25/2002	Active
12556	H.	J		516-33-3021	06/16/1998	Inactive
13070	T	J		516-37-8843	05/03/2002	Active
13935	E	M	Dale	522-37-8258	06/09/1967	Active
14016	K	J.		516-19-7469	08/05/1986	Active
14184	KI	D.		516-41-8623	04/14/2005	Active
14313	D.	K		516-43-8258	07/25/2006	Active
14532	D	C		613-39-0400	05/15/2003	Active
14691	S	M.		771-40-9087	06/22/2005	Active
14717	B	Bl.		516-39-6008	07/31/2003	Active
15317	M	A		516-35-2361	02/09/2000	Active