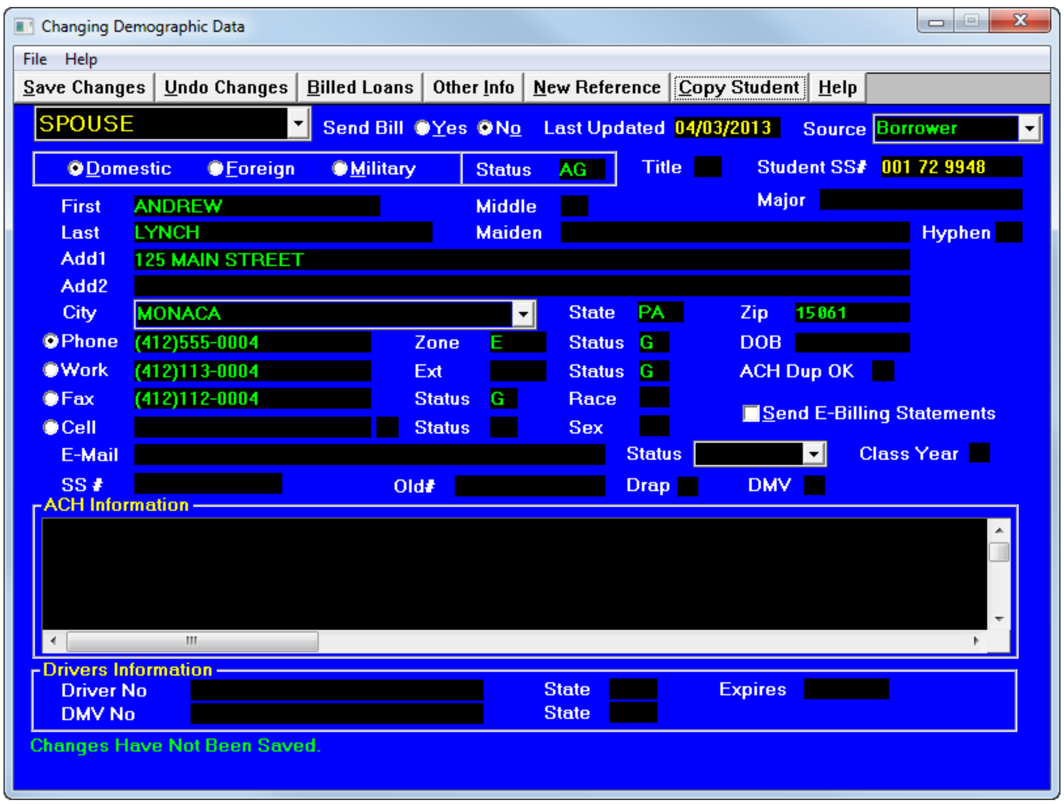
Maintaining References

In addition to tracking borrower demographic information, SAL is also able to house information about references that are provided by a borrower. References can be added and/or modified at any time.

Entering a New Reference

Step 1:	From the Primary Window, click the **Name** Action Tab.
Step 2:	Click the **New Reference** button.
Step 3:	Complete the desired fields. If the reference's address is the same as the student's, click the **Copy Student** button to copy the student's address into the form.
Step 4:	Select a **Source** from the drop-down in the top right corner of the screen.
Step 5:	Click the **Save Changes** button.



Modifying a Reference

Step 1:	From the Primary Window, click the **Name** Action Tab.
Step 2:	Double-click the reference that needs to be updated.
Step 3:	Edit the form as desired.
Step 4:	In the top right corner of the screen, select a **Source** from the drop-down.
Step 5:	Click the **Save Changes** button.