

10 EASY STEPS TO MAKE THE MOST OF SPRINGFOUR

1. LOGIN ANYTIME YOU ARE TALKING TO A CUSTOMER.

Visit www.s4desktop.com or www.springfourpro.com.

2. ENTER ZIP CODE

 Enter your customer's zip code.

3. CHOOSE FROM THE CATEGORY MENU.

 Category info button gives a summary of what you will find in the category.

4. FIND RESULTS.

 The results show the closest resources within 35 miles of the zip code, then statewide and national resources. You will see the organization name, a summary, and the distance information. Click "refer service" for more information including contact info, description, phone number, click-able website and more.

5. USE THE REFERRAL SUMMARY.

 When you click refer, the resource is automatically added to the Referral Summary. The Referral Summary is like a "shopping cart" of information,. **You can select resources from multiple categories without re-entering the zip code.**

To "check out" do one of the following:

PRINT and hand the information to your client.

COPY into a document or an email.

EMAIL directly to your client - you can send an email to multiple people (including yourself!) just by including a comma between addresses.

READ the resources over the phone.

6. REFER TOP 3.

 A quick way to get the closest 3 resources into the referral summary. Just click the button and open the referral summary to view.

7. GIVE FEEDBACK.

 The feedback button next to each listing can be used to let us know if there is an issue with a resource, for example the organization has moved or no longer offers the service listed. Click on the button and fill out a quick form to alert us immediately.

8. USE IN SPANISH.

 Bilingual staff simply use the pink toggle to change the menu to Spanish. Organizations offering information in Spanish show "Español" in red. Your client will receive short descriptions in Spanish when you email the referrals.

9. SUGGEST A RESOURCE.

 Don't see what you are looking for? Have an idea for an organization or service to add? Email us at resources@springfour.com (or follow the link at the bottom of the homepage).

10. CONTACT US.

 Questions or comments? Contact support@springfour.com.