1. Assign Permanent MR #
	1. Type “Assign Permanent MR#” in the **Search Form** field in the **Forms & Data** widget.
	2. Click on **Assign Permanent MR#** in the drop down menu.



* 1. Search client by typing in their “P” number or Lastname,Firstname.
	2. Click on client in the search results. Then click **Select**.



* 1. Click on **Assign Permanent MR #**.



* 1. Click **Yes** when prompted to “Auto Assign Next ID Number”.



* 1. Then click **Submit**.

