

# Manage My Referrals

## How do I manage my referrals in Biznomos?

To manage your referrals in Biznomos, follow these steps:

1. Go to the My Referrals tab at the top.
2. View your outgoing referrals by switching to the Outgoing button under My Referrals from the default Incoming button.
  - a. If you have an Admin Biznomos account, you will not only see your incoming and outgoing referrals, you will also see everyone's incoming referrals here.

## My Referrals

Incoming

Outgoing

3. Search for a specific referral with the search bar.

Search name or keyword



4. Filter results by the From date, the To date, or the Referral Type by clicking on the Advanced Options arrow.

^ HIDE ADVANCED OPTIONS

From

02-26-2024



To

03-18-2024



Referral Type

All



Results per page

10



5. View more details on a specific referral by clicking on the blue arrow.

Date ▾

To

Type

Details

03/18/2024

Carlee Simon

General

My friend, Justin, is looking for a construction company to help with one of their client's...



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Referral

[← GO BACK](#)

Date	03/18/2024
From	<a href="#">Sofia Reilly</a>
To	<a href="#">Carlee Simon</a>
Referral Type	General
Add to public sheet?	<input checked="" type="checkbox"/>
Contact Name	Justin Baker
Company Name	Baker and Sons Landscaping
Details	My friend, Justin, is looking for a construction company to help with one of their client's backyard remodel projects. Think you can help?

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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