Manage My Referrals

How do I manage my referrals in Biznomos?

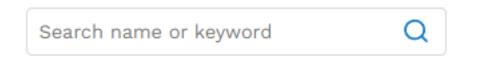
To manage your referrals in Biznomos, follow these steps:

- 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.

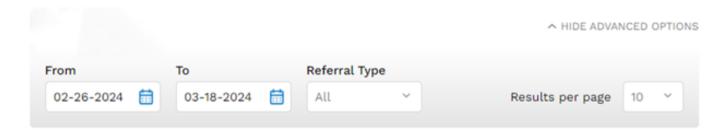
My Referrals



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



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



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



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Referral < GO BACK

Date	03/18/2024
From	Sofia Reilly
То	Carlee Simon
Referral Type	General
Add to public sheet?	✓
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? <u>Contact Biznomos Support</u> online or call toll-free at <u>1-800-232-3989</u> for additional help.

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