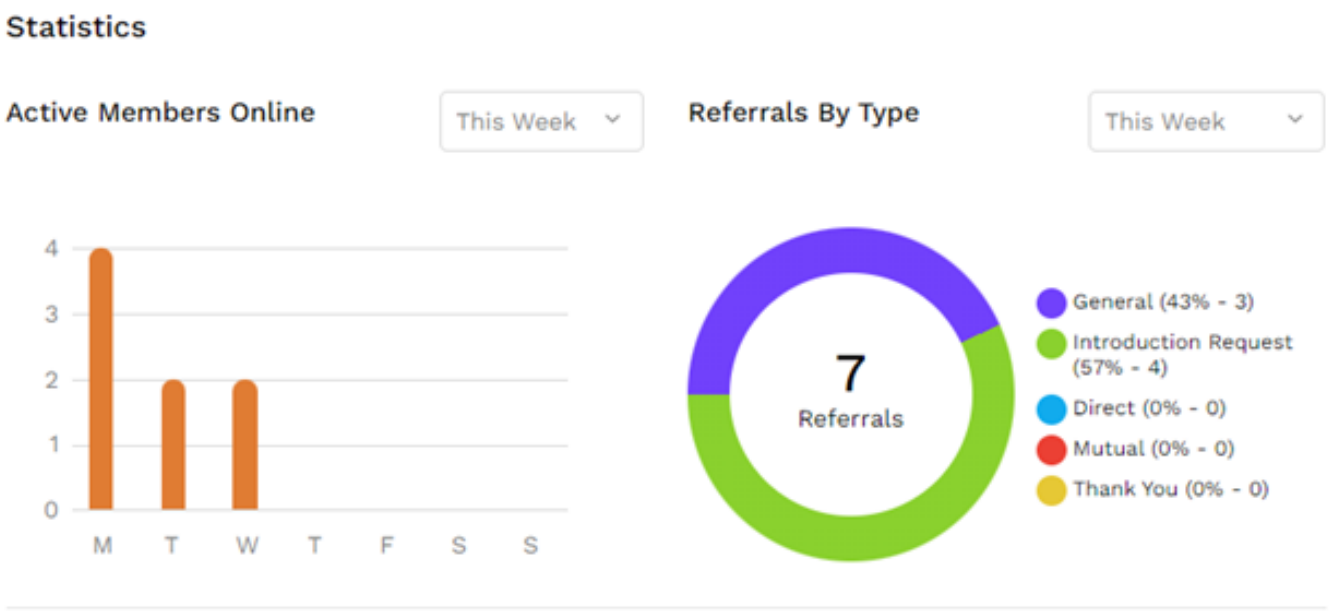
Manage My Referrals

How do I review my organization's overall referrals?

To review your organization’s overall referrals, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Statistics under the Organization Management heading.
3. View statistical data from a different time frame by using the drop-down menu for the Active Members Online and Referrals By Type statistics.



4. Choose to view data from:

a. This Week

b. Last Week

c. 2 Weeks Ago-only for Active Members Online

d. 3 Weeks Ago-only for Active Members Online

e. 4 Weeks Ago-only for Active Members Online

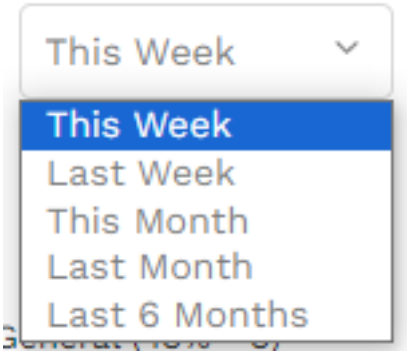
f. This Month–only for Referrals By Type

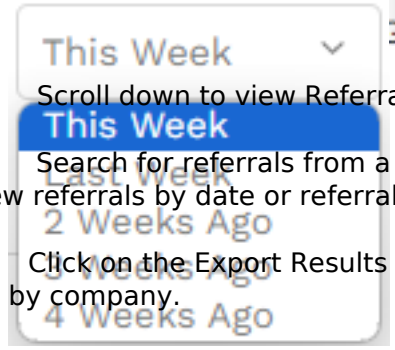
g. Last Month–only for Referrals By Type

h. Last 6 Months–only for Referrals By Type

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URL: https://help.biznomos.com/content/6/30/en/how-do-i-review-my-organization_s-overall-referrals.html

Manage My Referrals

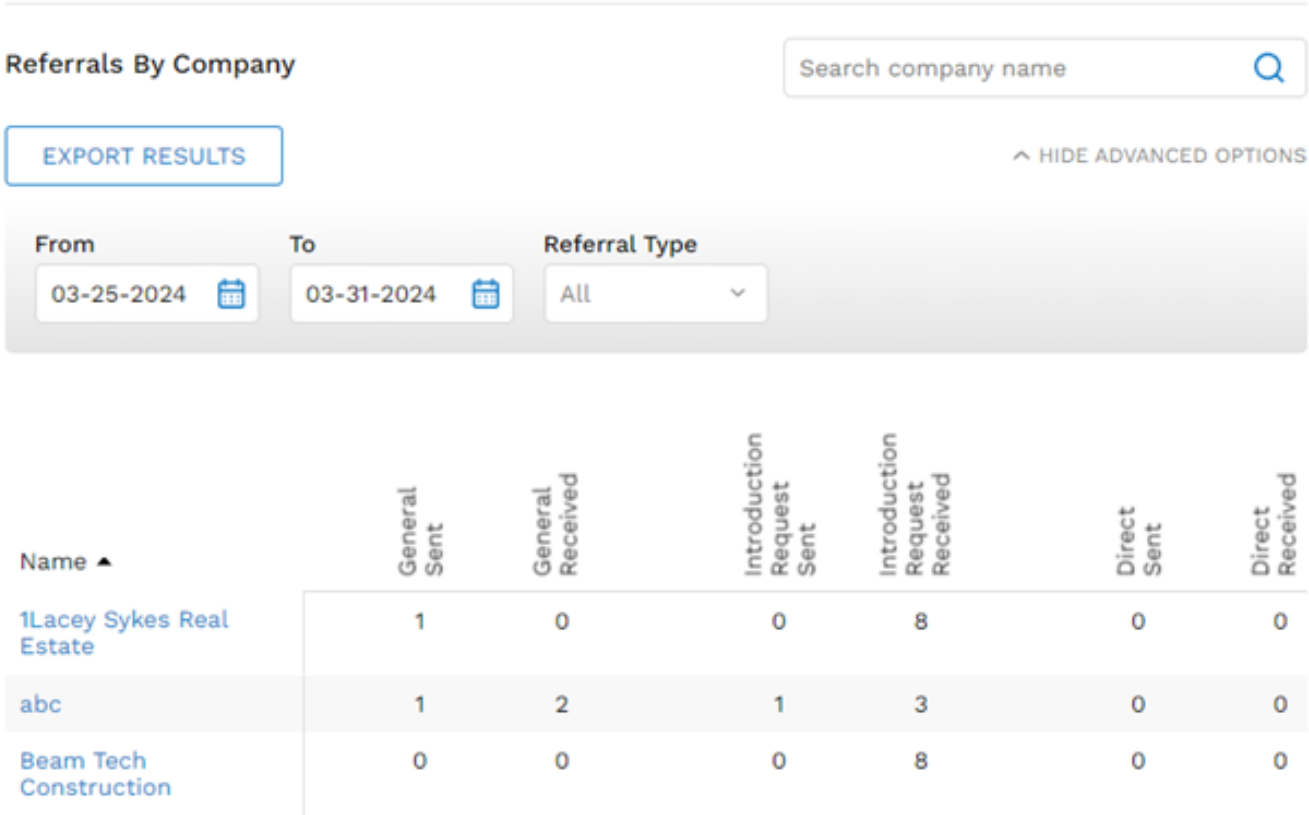




5. Scroll down to view Referrals by Company.

a. Search for referrals from a specific company by using the search bar.
View referrals by date or referral type by expanding the Show Advanced Options arrow.

b. Click on the Export Results button to download a .csv file of your organization's statistical referrals by company.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

Unique solution ID: #1029
Author: n/a
Last update: 2024-06-01 00:36

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