

# 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.

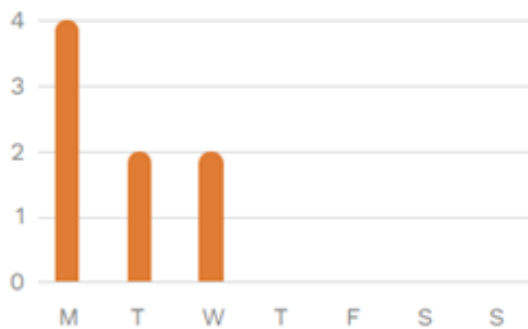
### Statistics

Active Members Online

This Week ▾

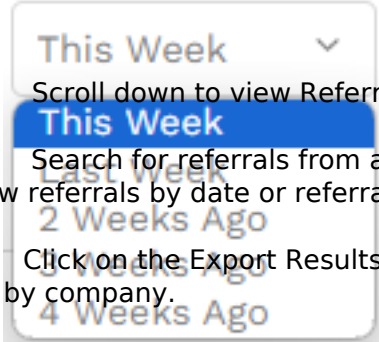
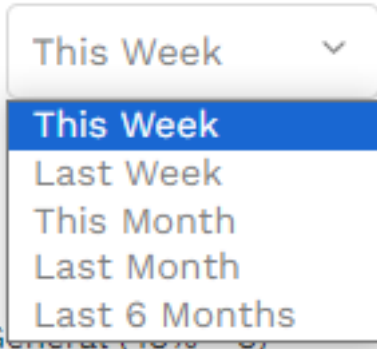
Referrals By Type

This Week ▾



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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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.

**Referrals By Company** Search company name

[EXPORT RESULTS](#) ^ HIDE ADVANCED OPTIONS

From: 03-25-2024  To: 03-31-2024  Referral Type: All

Name ▲	General Sent	General Received	Introduction Request Sent	Introduction Request Received	Direct Sent	Direct Received
1Lacey Sykes Real Estate	1	0	0	8	0	0
abc	1	2	1	3	0	0
Beam Tech Construction	0	0	0	8	0	0

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