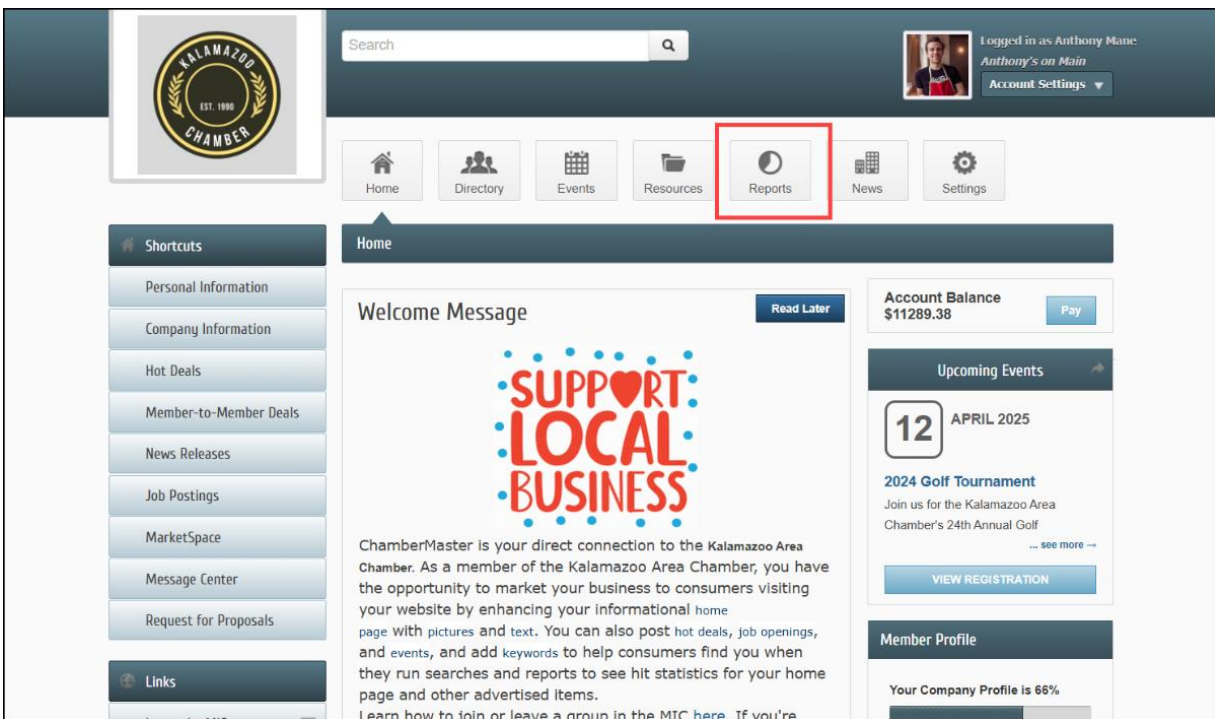
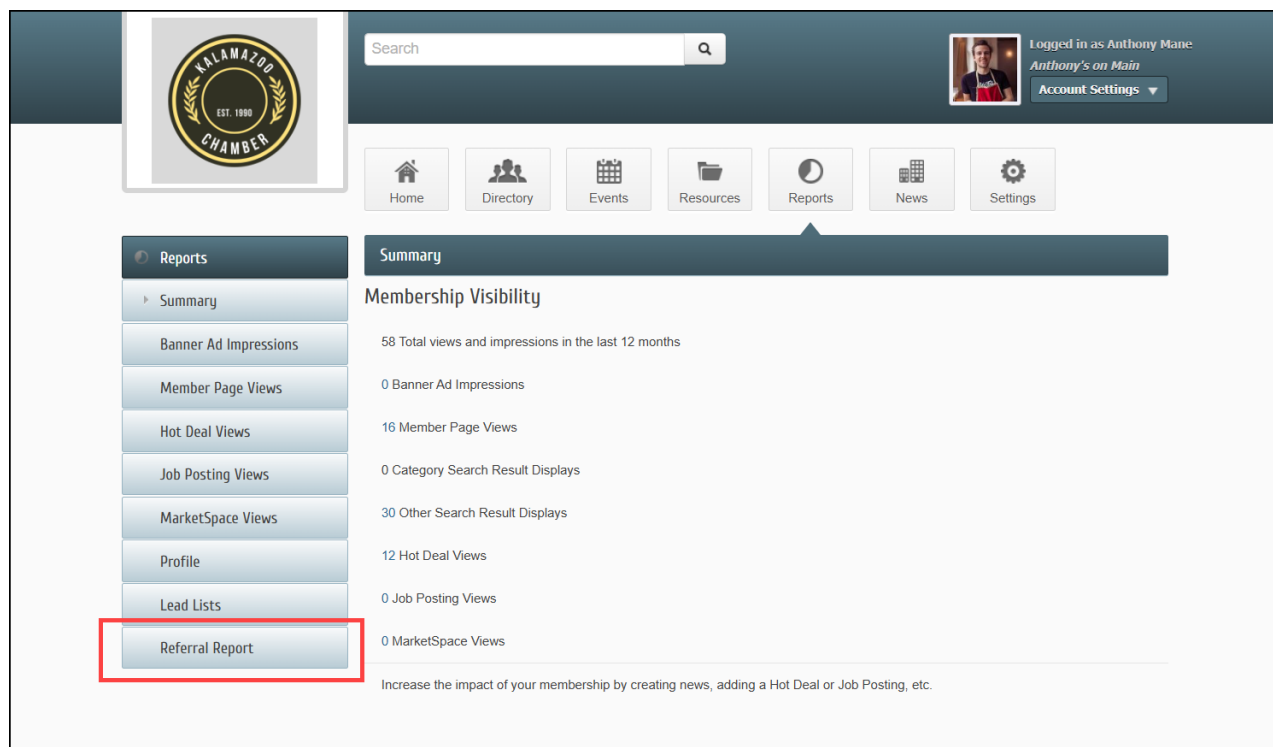


Referral Report for Your Members

1. In the **Member Information Center (MIC)**, select **Reports**.



2. Select **Referral Report**.



3. Use the **Filter Options** to find the referral and select **Apply Filter**.

The screenshot shows the Kalamazoo Chamber website interface. The top navigation bar includes a search bar, a user profile for Anthony Mane, and a list of menu items: Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar shows a list of reports, with 'Referral Report' selected. The main content area is titled 'Referral Report' and contains a 'Filter Options' section. This section includes a dropdown for 'Lead Source' (set to 'All Lead Sources'), a text field for 'Consumer Name', a date field for 'Request Date' (set to '1/14/2025'), and checkboxes for 'Use Today's Date' and 'Use Date Range'. Below the filters are 'Apply Filter' and 'Clear Filters' buttons. A note states: '*Referrals without a Source identified come from The Amazing Kalamazoo Area Chamber'. Below the filters is a table titled 'Referrals' with columns: Action, Source, Referral Date, Consumer Name, Contact Pref, and Contact Info. The table currently shows 'No referrals were found using the specified filter criteria.'

4. In the list of referrals, select **view message** for more details.

The screenshot shows the Kalamazoo Chamber website interface, similar to the previous one, but with the 'Referrals' table populated. The 'Filter Options' section now includes a 'From Date' field (set to '1/1/2024') and a 'Thru Date' field (set to '1/14/2025'). The 'Use Date Range' checkbox is checked. The 'Referrals' table has columns: Action, Source, Referral Date, Consumer Name, Contact Pref, and Contact Info. The first row is highlighted, and the 'view message' link in the 'Action' column is circled in red. Below the table are links for 'Print', 'Print Detailed Listing', and 'Download Listing'.

Action	Source	Referral Date	Consumer Name	Contact Pref	Contact Info
view message	The Amazing Kalamazoo Area Chamber	2/7/2024	Jay Walker	Unknown	
view message	Office Drop-In	4/2/2024	Brock Lee	Email	brock@mailinator.com
view message	Office Drop-In	4/3/2024		Unknown	
view message	Customer Took Brochure	5/8/2024	Claire Annette Reed	Unknown	
view message	Office Drop-In	8/5/2024	Nick O'Thyme	Unknown	
view message	Office Drop-In	9/9/2024	Miles A. Head	Unknown	
view message	Office Drop-In	11/6/2024	Barb E. Dahl	Email	barb@mailinator.com
view message	Social Media	12/5/2024	Brighton Early	Unknown	
view message	Social Media	1/8/2025	Barb E. Dahl	Email	barbie@mailinator.com

5. The pop-up window will include details recorded by your organization, including the date and time the referral was created.



Search



Logged in as Anthony Mane
Anthony's on Main
[Account Settings](#)

Home

Directory

Events

Resources

Reports

News

Settings

Reports

Referral Report

Filter Options

Summary

Banner Ad

Member

Hot Deal

Job Post

MarketS

Profile

Lead List

Referral

Customer Referral from Kalamazoo Area Chamber

The Kalamazoo Area Chamber was pleased to refer your business to a customer. More information about the customers request and contact information can be found below.

Potential Customer

Name: Brock Lee

Company: Brock's Grocery Store

Source:Office Drop-In

Phone:(123) 456-7890

Email:brock@mailinator.com

Contact Pref.Email

Address:123 First Street

Kalamazoo, MI 49006

United States

Referral generated Tue, April 02, 2024 9:17:35 PM

This email was sent on behalf of the Kalamazoo Area Chamber 1903 W. Michigan Ave. Kalamazoo, MI 49008. To unsubscribe click [here](#). If you have questions or comments concerning this email or services in general, please contact us by email at kalamazoochamberinfo@mailinator.com.

Done

view message

Customer Took Brochure

5/8/2024

Claire Annette Reed

Unknown

view message

Office Drop-In

8/5/2024

Nick O'Thyme

Unknown

view message

Office Drop-In

9/9/2024

Miles A. Head

Unknown