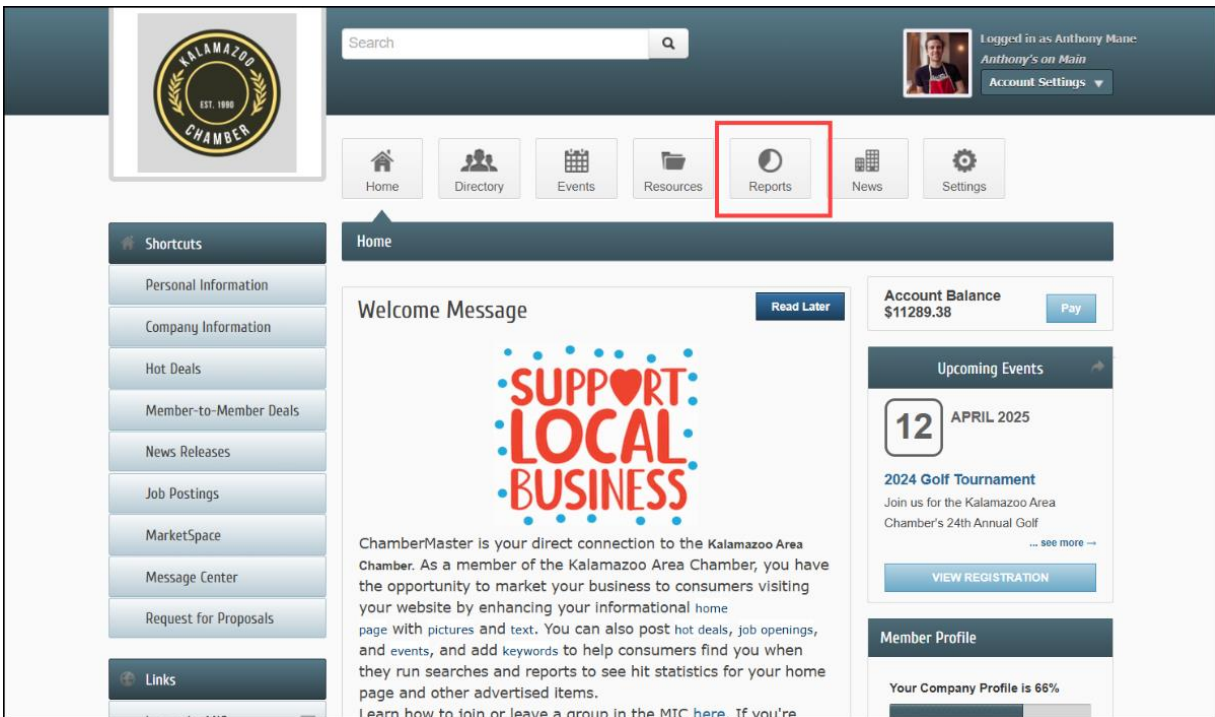
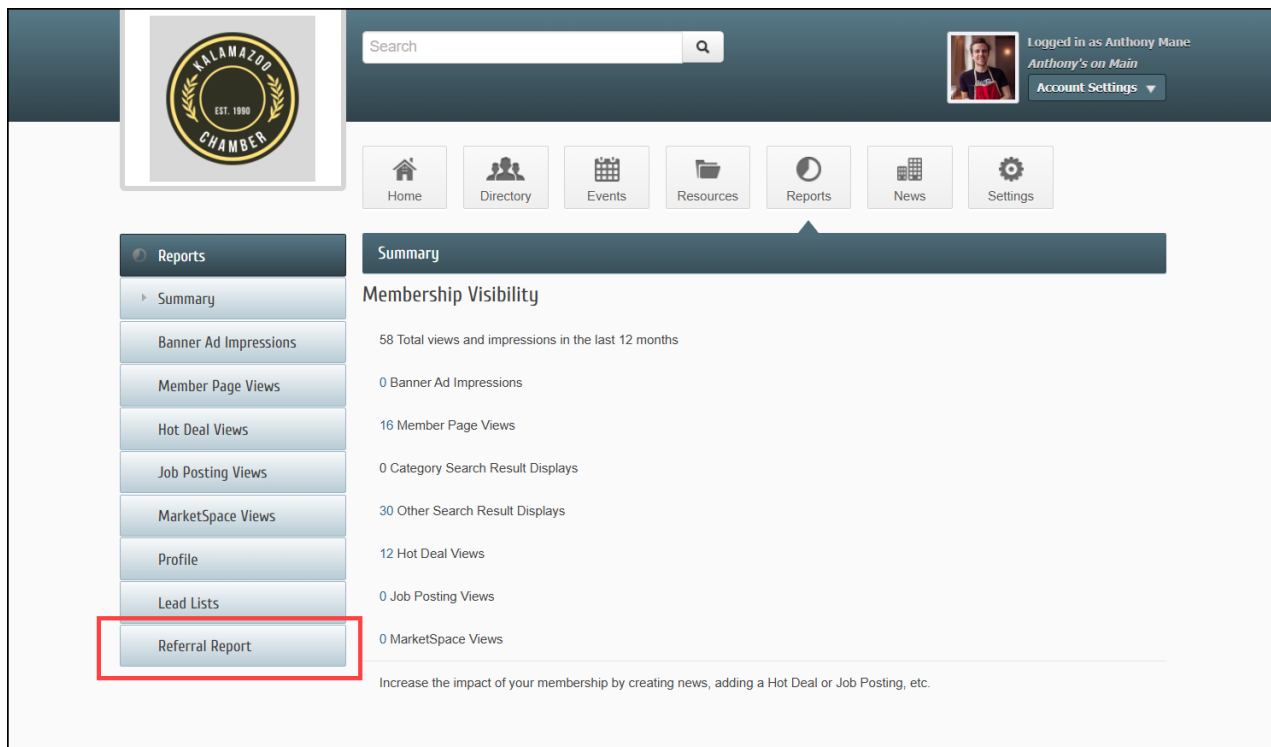


Referral Report for Your Members

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 menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a 'Reports' menu with options like Summary, Banner Ad Impressions, Member Page Views, Hot Deal Views, Job Posting Views, MarketSpace Views, Profile, Lead Lists, and Referral Report. The main content area is titled 'Referral Report' and features a 'Filter Options' section highlighted with a red border. This section includes a 'Lead Source' dropdown menu set to 'All Lead Sources', a 'Consumer Name' input field, a 'Request Date' field with '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 header for 'Referrals' with columns: Action, Source, Referral Date, Consumer Name, Contact Pref, and Contact Info. The table content shows 'No referrals were found using the specified filter criteria.'

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

This screenshot shows the same website interface as the previous one, but with the 'Filter Options' section updated. The 'Lead Source' dropdown is still 'All Lead Sources', but the 'Request Date' field is now '1/1/2024' and the 'Thru Date' field is '1/14/2025'. The 'Use Date Range' checkbox is now checked. The 'Referrals' table below contains several rows of data. The first row's 'Action' column, which contains the text 'view message', is highlighted with a red box. The table also includes 'Print', 'Print Detailed Listing', and 'Download Listing' buttons at the top right.

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

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

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	Contact Pref: Email
Company: Brock's Grocery Store	Address: 123 First Street
Source: Office Drop-In	Kalamazoo, MI 49006
Phone: (123) 456-7890	United States
Email: brock@mailinator.com	

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