Finding a referral

I want to see all the referrals that have been sent to me.

Finding new referrals

1. Sign in to West Midlands Placement Portal (WMPP).
2. Click **Referrals** on the navigation bar.
3. Click the **New** tab.
   A list of all the new referrals is displayed.
4. In the **Filter referrals** panel (**A**), select the filters.
5. Click the **Apply filters** button (**B**) at the top.
   The filters are added to the selected filters. All the filters are applied.

- Click on the cross to remove a filter.
- Click **Clear filters** (**C**) to remove all the filters.

6. Click on the **Sort by** drop-down menu (**D**) at the top of the referrals list.
- Select how to sort the referrals.
7. The referrals are listed. The number of referrals is shown at the top of the list.
8. Click the link on the referral to view it (**E**).

A **Filter referrals** **C**

Selected filters   Clear filters

Male ✕   4-19 years ✕

B Apply filters

Initials, ID or reference

3 referrals (2 unread)   **D** Sort by [Oldest first ▾]

UNREAD

SR: Male 14y **E**

Fostering

Respond by
30 June 2025

Start date
1 September 2025

From: Council on 14/04/25 at 12:29

☆ | Decline referral   **F**

UNREAD	If you have not viewed a referral, it has the unread label.
URGENT	If a start date of the placement is within 72 hours, the referral has the urgent label.

The referrals list shows:
- The initials, gender and age of the child (**E**).
- The placement type.
- Who sent the referral and when.
- The date a response is needed.
- The start date of the placement.

Finding active referrals

1. Sign in to WMPP.
2. Click **Referrals** on the navigation bar.
3. Click the **Active** tab.
   A list of all your active referrals is displayed.
4. In the **Filter referrals** panel, select the filters.
5. Click the **Apply filters** button at the top.
6. Click on the **Sort by** drop-down menu to select how to sort the referrals.
   The number of referrals is shown at the top of the list.
7. Click the link on the referral to view it.

Note: A referral moves to your active list when you have sent a message or made an offer.

NEW MESSAGE	If placements have sent you a message, it has a new message label.
UPDATED	If placements updated the details of a referral, it has an updated label.

Finding archive referrals

1. Sign in to WMPP.
2. Click **Referrals** on the navigation bar.
3. Click the **Archived** tab.
4. In the **Filter referrals** panel, select the filters.
5. Click the **Apply filters** button at the top.
6. Click on the **Sort by** drop-down menu to sort the referrals.
7. Click the link on the referral to view it.

CLOSED	When an offer is accepted, the referral is closed.
UNSUCCESSFUL	If your offer is not accepted, it has the unsuccessful label.
WITHDRAWN	If you have withdrawn your offer, it has the withdrawn label.
DECLINED	If you declined to make an offer, it has the declined label.

Finding successful referrals

1. Sign in to WMPP.
2. Click **Referrals** on the navigation bar.
3. Click the **Successful** tab.
4. In the **Filter referrals** panel, select the filters.
5. Click the **Apply filters** button at the top.
6. Click on the **Sort by** drop-down menu to sort the referrals.
7. Click the link on the referral to view it.

Note: A referral moves to your successful list when your offer is accepted by the placements team.