

Saving a referral to your saved list

I want to find a referral quickly.

Adding a referral to saved

1. Sign in to West Midlands Placement Portal (WMP).
2. Click **Referrals** on the navigation bar.
3. Use the filters to find the referral.

There are two ways to add a referral to saved.

Either:

- On the referral list, click on the add to saved button (star).

The referral is added to saved.

The add to saved button (star outline) changes to the remove from saved button (coloured star).

Or:

- Click on the link to view the referral.
- Click the **Save referral** button at the top of the page.

The referral is added to saved.

The **Save referral** button changes to the **Remove from Saved** button.



Note: You can save new, active, successful and archived referrals.

UNREAD

SR: Male 14y

Fostering

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

Respond by

30 June 2025

Start date

1 September 2025

☆ Decline referral

< Back to referrals

URGENT

AB-9876: Female 14y

Save referral ☆

Summary

Messages

Removing a referral from saved

Either:

1. View the saved referrals list.
2. On the referral, click the remove from saved button (star).

The referral is removed from saved.

Or:

1. View the saved referrals list.
2. Click on the referral.
3. Click the **Remove from saved** button.

The referral is removed from saved. The **Removed from saved** button changes to the **Save referral** button.

Viewing the saved referrals

1. Click **Referrals** on the navigation bar.
2. In the **Filter referrals** panel select **Saved** in the **Status** section.
3. Click the **Apply filters** button at the top. The list is filtered to show only saved referrals.