

Viewing a referral

I want to see the details of the referral that has been sent to me.

Viewing a new referral

1. Sign in to West Midlands Placement Portal (WMPP).
2. Click **Referrals** on the navigation bar.
3. Click the **New** tab.
4. Find the referral on the list.
5. Click the link on the referral to view it.
The reference number of the referral, gender and age of the child are shown at the top.
6. Scroll down the page to see all the details.
7. Click **Back to referrals** to return to the referrals list.

The **Respond** panel on the right has 3 buttons.

- **Make an offer:** to make an offer.
- **Send a message:** to send a message to the placements team.
- **Decline referral:** to decline the referral.

The **Referral received** panel shows who sent the referral and when.

Respond

Make an offer

Send a message

Decline referral

Viewing an active referral

1. Sign in to WMPP.
 2. Click **Referrals** on the navigation bar.
 3. On the **Active** tab, find the referral on the list.
 4. Click the link on the referral to view it.
- An active referral has 2 tabs: **Summary** and **Messages**.

- Click the **Summary** tab to see the details of the referral.
- Scroll down the page to see all the details.
- Click on the name of a referral document to download it.
- Click the **Messages** tab to see messages about the referral.
- Scroll down to send a message to the placements team.

< [Back to referrals](#)

URGENT

AB-9876: Female 14y

Remove from saved ★

Summary

Messages

The **Respond** panel is different before and after you have made an offer. The **Respond** panel on the right has 2 buttons.

- **View offer:** to see the offer you have made.
- **Withdraw offer:** to withdraw your offer.

Respond

View offer

Withdraw offer