Path: Vogel – Service/Commissions/Commission Referral/Commission-Referral.exe

**Top of Page**

Sections (left to right)

* Table filters – these values will filter all tables
  + Tech ID (drop list, pulled from all submitted referrals)
  + Refer Too name (drop list, pulled from all submitted referrals)
* Table summary – values reflect the filtered tables and not from all submitted referrals
  + Commission = money to be paid (calculated from visible approve list)
  + Approved = number of approved referrals
  + Lost = number of lost referrals
  + Open = number of open referrals
  + Submitted = Approved + Lost + Open

**Viewable Tables**

* Approved – referrals to be paid
* Lost – referrals lost current month
* Open – all referrals neither approved nor lost
* Closed – all referrals either approved or lost.

Tables can be switched by clicking on the titles above the table headers. In every row of each table, to the very right, is an options button. A click will show an option bar containing an approve, deny, edit button (some tables could exclude buttons). All these buttons will bring you to a submit screen.

**Submit Screen**

The submit screen is the only place to edit the referral. For now, there are only a couple things to edit: the pay out and status. Coming soon, comments. If the approve button on the option was clicked, the status will change to ‘A’ and the user puts the spiff amount in. Pressing deny does the same, except the ‘A’ is a ‘D’ and the spiff amount is 0 (could be >0, doesn’t affect pay out). Edit opens the referral with no modifications. After the desired changes are made, at the bottom right of the screen, the submit button can be clicked. Next to it is a cancel.