KinderTrack - Intake Referral

- A Press Referral under Intake.
- Enter the appropriate search criteria in the available fields—press **Search** to display the results.



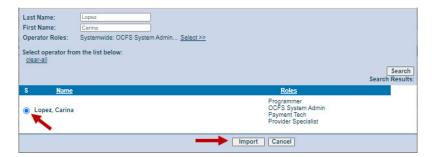
Select the check box of the **Referral** you want to import to and select **Import**.



An **Operator Search** page automatically displays. Enter the appropriate search criteria in the available fields. Press **Search**.

Note: The person selected will be the case worker assigned to the Referral once it has been imported into KinderTrack. The caseworker will then be able to process the Referral.

Select the Operator radio button and press Import.



A message displays saying the Import request was submitted successfully.

Note: Once the Referral has been imported, you can see it under the Alerts section of the **Family** > **Summary** page.