

# Quick Start Guide

## Emailing a Referral



# 1

Complete all the referral form fields and click on the 'Submit' button.

If the referral form needs to be submitted via email, the 'Details Confirmation' window will open.

# 2

# 3

Enter the necessary details and click on the 'Confirm' button to launch your email service. Note: The 'Confirm' button will remain inactive until a document is attached.

Send the email through your email service.

# 4

# 5

In Aios, acknowledge that the referral has been sent by clicking on the 'Confirm Submission' button. This will mark the form as completed in the 'Referral Management' section.

A notification will appear, confirming that the submission of the referral form is now completed.

# 6