

User Guide 27 Referrals Directory - Referral Authority

Purpose of this User Guide

The purpose of this guide is to provide direction for referral authorities to maintain their details in the Referral Directory in SPEAR.

Who should read this guide?

Primary audience: **Referral authorities**

For information: **Local Government Authorities** and **Referral Directory Administrator**

Introduction

The Referral Directory provides a state-wide centrally accessed source of referral authority contact details.

27.1 Who will maintain details?

A person will be nominated from each referral authority to maintain the details of their organisation or site. This person will be a Local Administrator for their organisation or site.

27.2 What details are to be maintained?

When your organisation first registers with SPEAR, the organisation profile will be set up by the SPEAR administrator based on the information provided on the registration form. You are responsible for any changes to these details in SPEAR. This may include sites (or other departments) within your organisation.

27.3 Where do I maintain the details?

To edit the list of referral authorities from the profile page for your organisation you need to complete the following steps:

1. Login to SPEAR
2. Change role to 'Administrator'
3. Select – 'Create/Manage Organisations, Sites and Users'
4. Highlight your referral authority name in the list (sites may be listed as well)
5. Select the 'edit' button.

This will display the profile page for the organisation or site selected.

27.4 How do I maintain the details?

To change the 'Preferred Contact Person's Name' you need to complete the following steps:

1. Select the setting – 'Preferred Contact Person for Referral'
2. From the drop-down list select the name of the appropriate person
3. Select the 'update' button to save your changes.

NOTE: You can select the 'cancel' button any time before you update to remove any changes you have made. But once you have selected the 'update' button the changes are not reversible.

27.5 When do I need to make changes?

You will only need to make changes when your organisation or site details change.