

The lead list displays all of the leads in your corporation or department and allows you to search for leads based on specific criteria you define. You can personalize different lead list layouts by choosing the columns to display. You can also save column layouts with filter criteria to load again later. You access the lead list by clicking the Leads icon in the Bullhorn Menu.

The screenshot shows the Bullhorn Leads interface. On the left is a list of leads with columns for Name, Status, and Title. The lead for Jon Harrison is selected. On the right is a detailed view for Jon Harrison, showing a 'Lead Aging' table and a 'Convert' button. A blue arrow points from the 'Convert' button to a text box on the right. Another blue arrow points from the binocular icon in the lead list to a text box at the bottom.

Lead status	Days spent in stage
New Lead	less than 1 day
Qualifying	less than 1 day
Converted	Converted on 12/5/2014
<b>Total</b>	<b>64 days</b>

You can add new notes, tasks, appointments, and add the lead to tearsheets and distribution lists from the blue Action drop-down on the right, and begin the lead conversion process by clicking the Convert button.

You can quickly view more details about each lead on the list by clicking the binoculars. This preview pane lets you toggle between an overview of the lead's details (aging, title, company), as well as any associated notes, records, or opportunities.