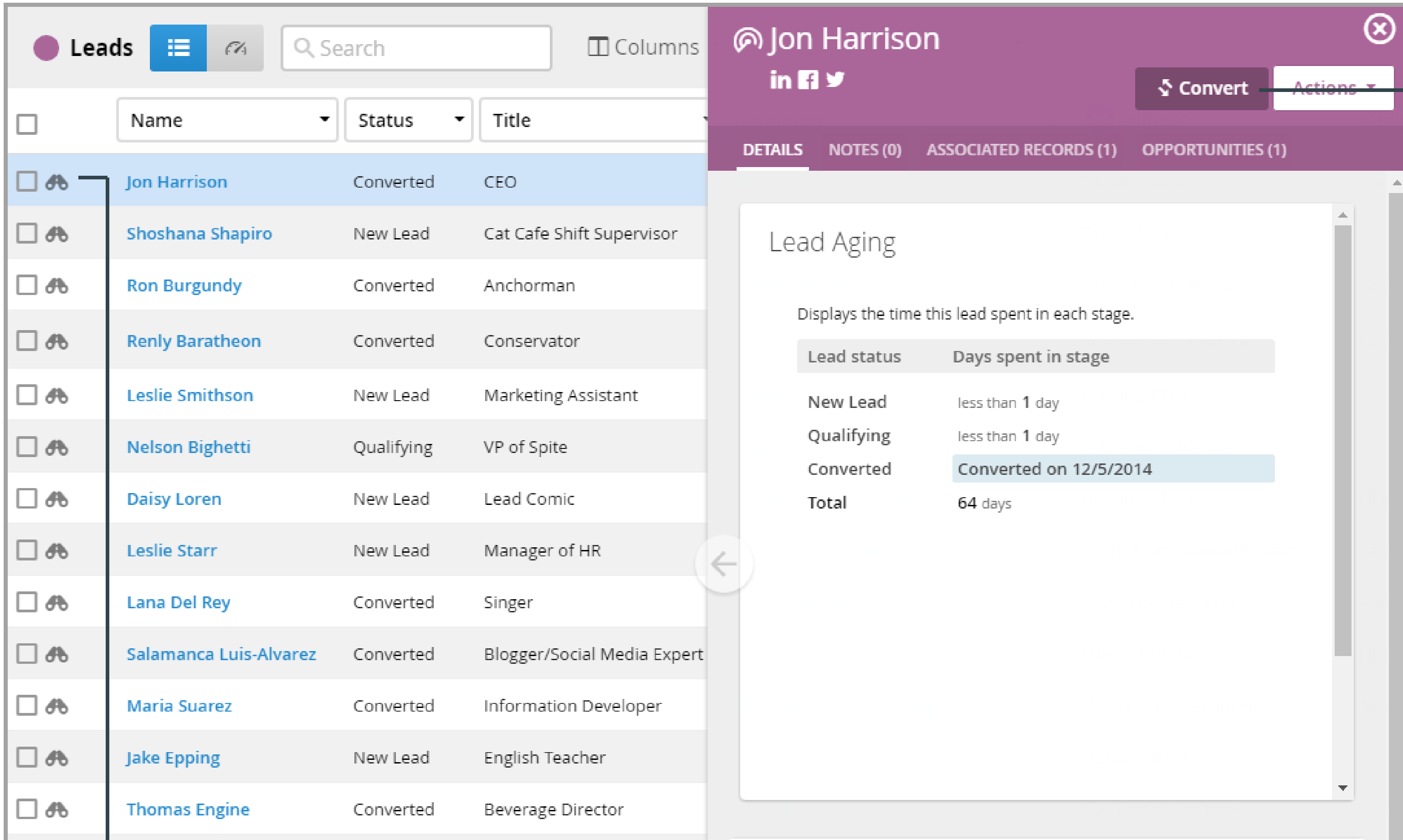
The lead list displays all of the leads in your corporation or department and allows you to search for leads based on specific criteria you define. You can personalize different lead list layouts by choosing the columns to display. You can also save column layouts with filter criteria to load again later.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



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.