

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

The screenshot shows the Bullhorn Opportunities interface. On the left is a table of opportunities. The 'News Anchor' opportunity is selected, and a detailed view pane is open on the right. The detailed view shows the opportunity's status as 'Qualifying', its location as 'Bristol', and a 'Convert to Job' button. Below this is a 'Snapshot' section with a donut chart showing a 50% probability of win. The snapshot includes the following data:

Field	Value
Status	Qualifying
Days in Status	624 days
Deal Value	\$35,000
Weighted Value	\$17,500
Probability of Win %	50%

You can add close the opportunity, email the contact, and add notes, tasks, and appointments from the blue Action drop-down on the right, and begin the opportunity conversion process by clicking the Convert to Job button.

You can quickly view more details about each opportunity on the list by clicking the binoculars. This preview pane lets you toggle between a snapshot of the opportunity's details (status, probability of win %, deal value, and weighted value), as well as any associated notes or jobs.