

How to Inactivate Leads in SalesAutomation

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Dealer created a case asking how to inactivate a lead because the proposal assigned from it had been marked as sold and they no longer wanted the lead to appear on their Leads Listing View. Follow these steps to inactivate a lead.

1. Log into Sales Automation and then click on Leads and then Listing View

1. Click the trash can to the tight of the lead in question

1. Note: If you are on a smaller screen (such as a laptop you) and you are in the leads listing view, you will see a scroll bar directly above the items per page, scroll this to the right and you will see the trash can

