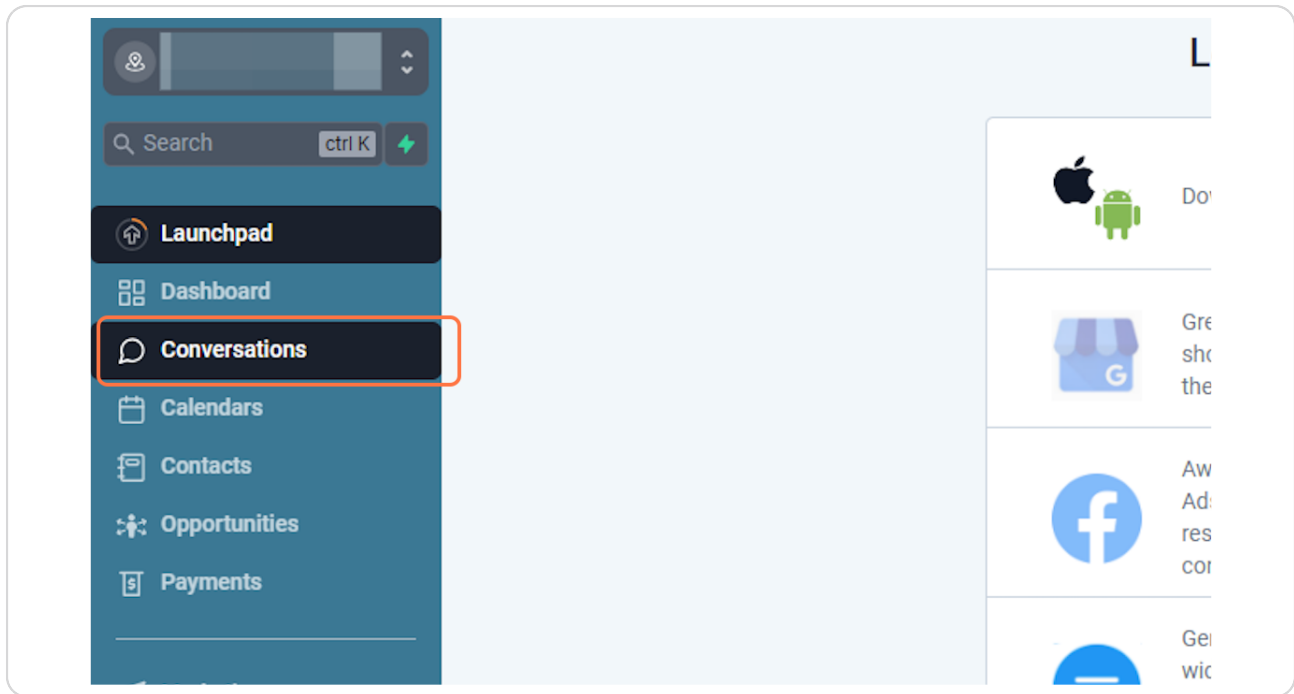


How to Create an Opportunity

Option 1: In the Conversations tab

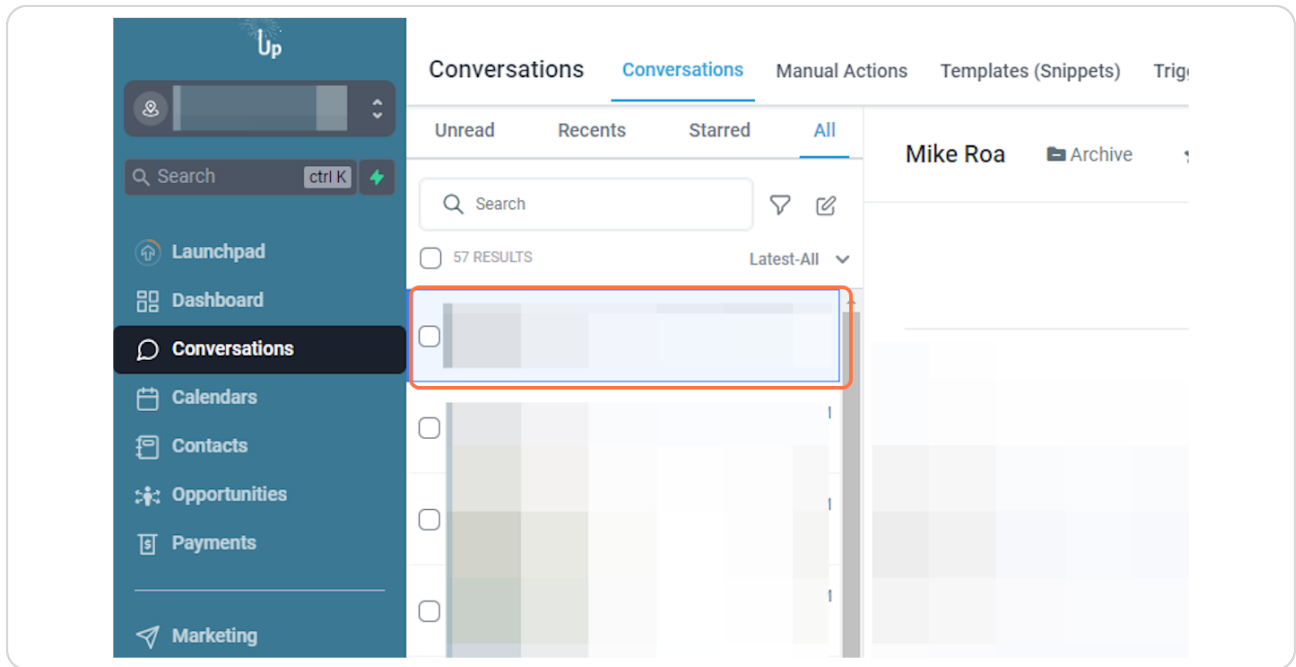
STEP 1

Click on Conversations



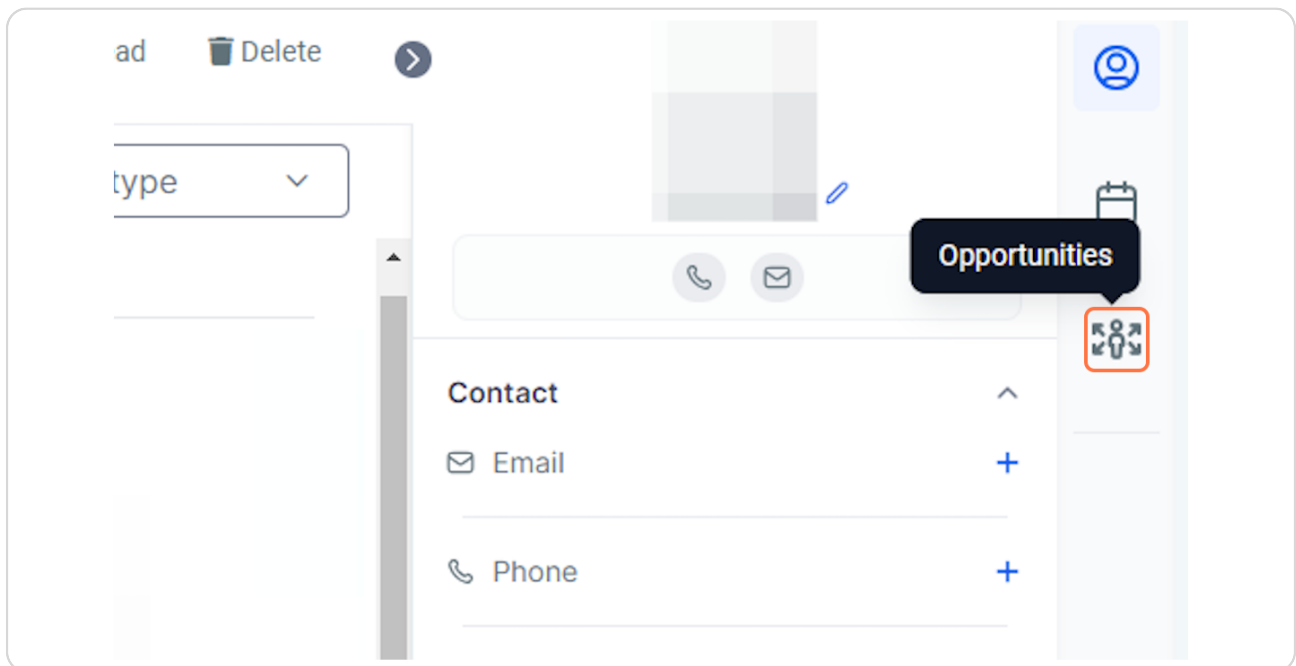
STEP 2

Click on the contact you want to create the Opportunity



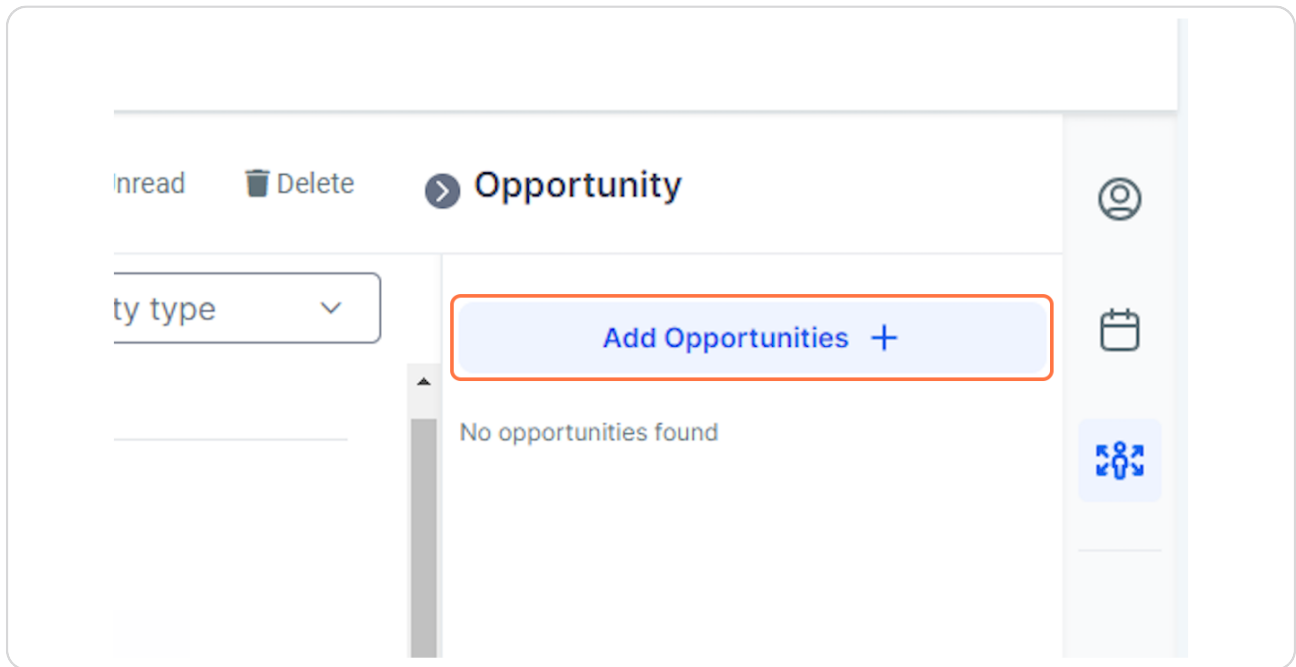
STEP 3

Click on Opportunities



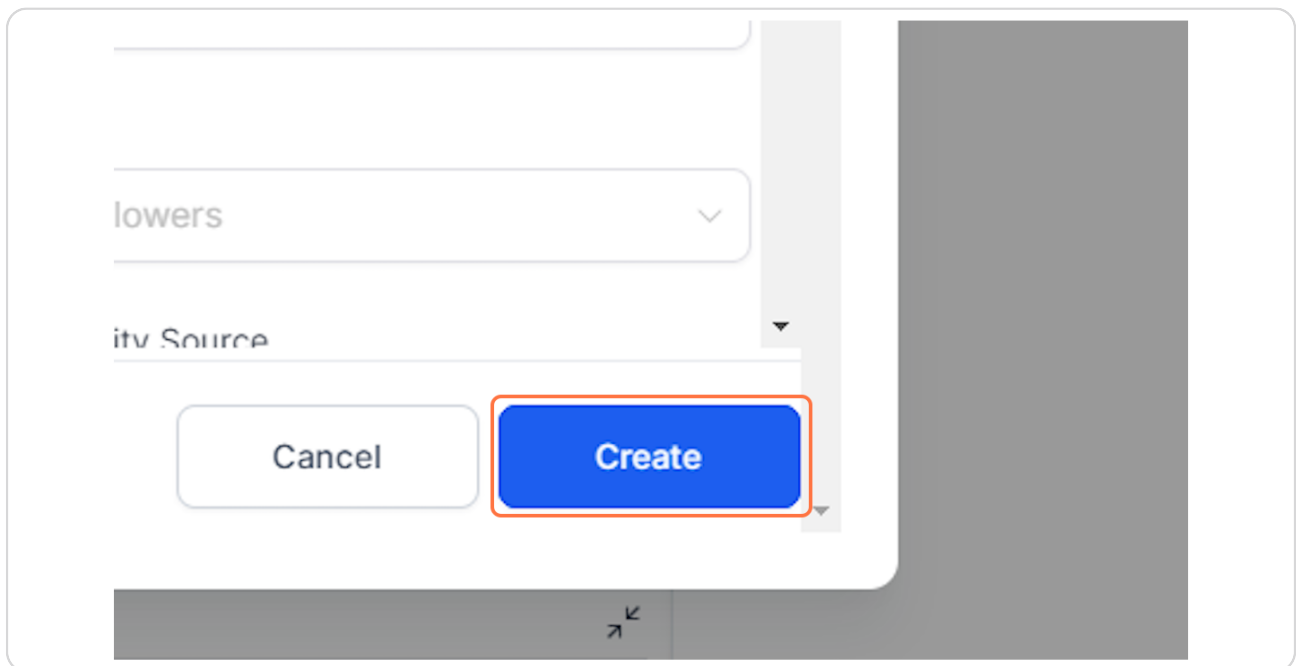
STEP 4

Click on Add Opportunities



STEP 5

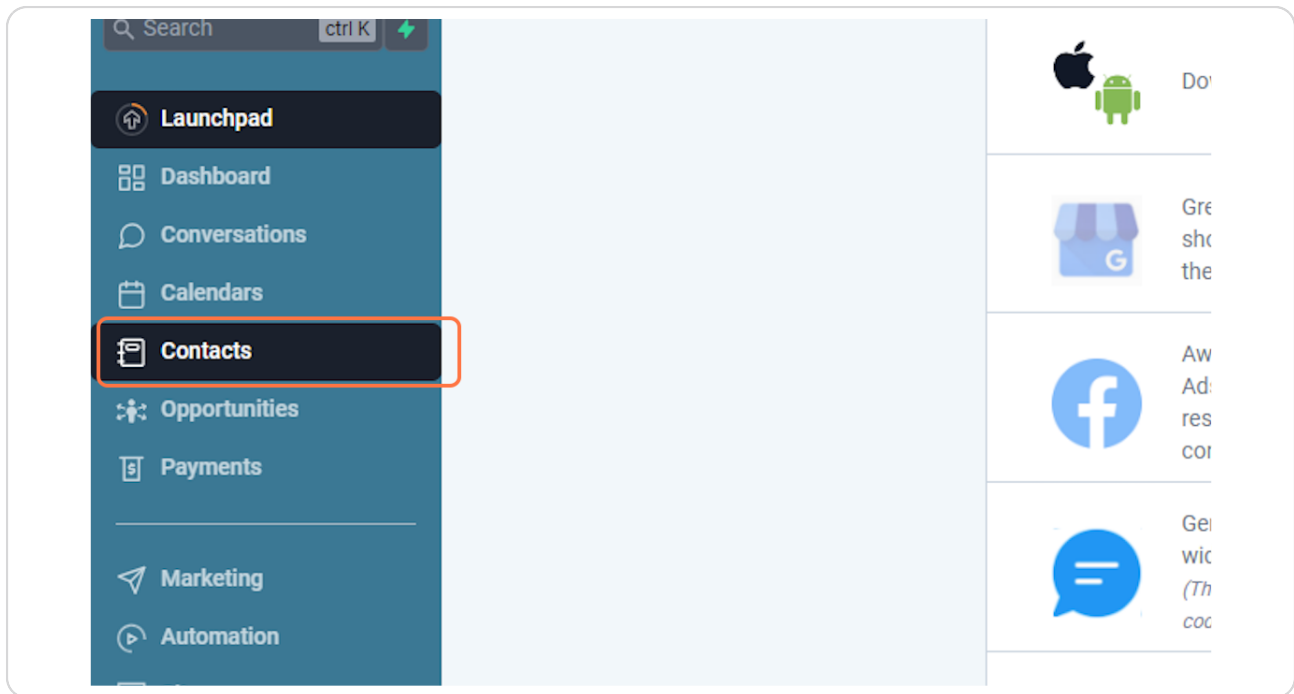
Add informations and Click Create



Option 2: In the Contacts tab

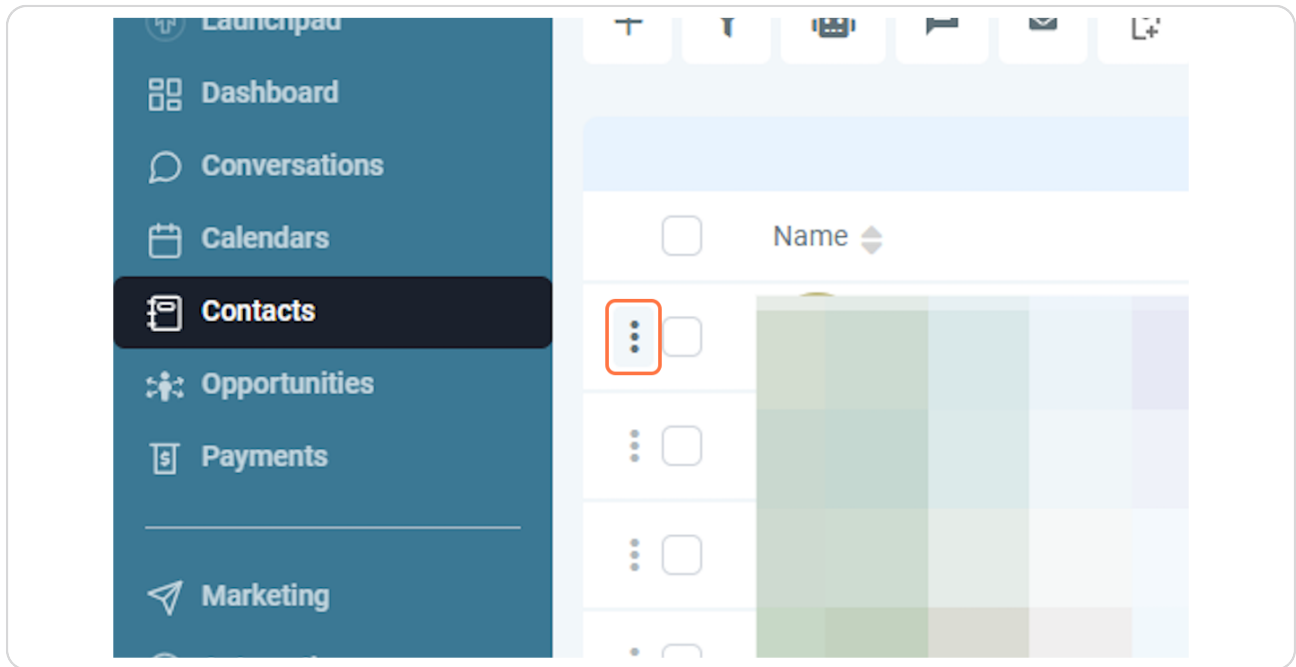
STEP 6

Click on Contacts



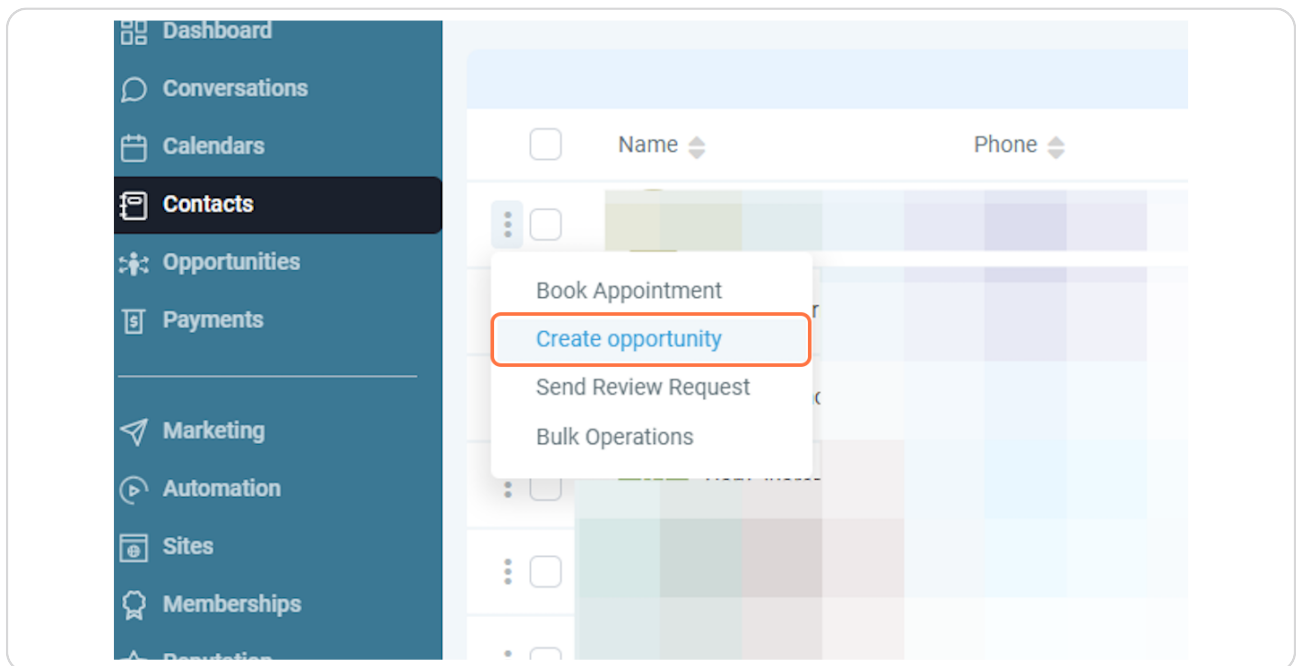
STEP 7

Click on Menu besides the contact you want to add to Opportunities



STEP 8

Click on Create opportunity



STEP 9

Add informations and Click Create

