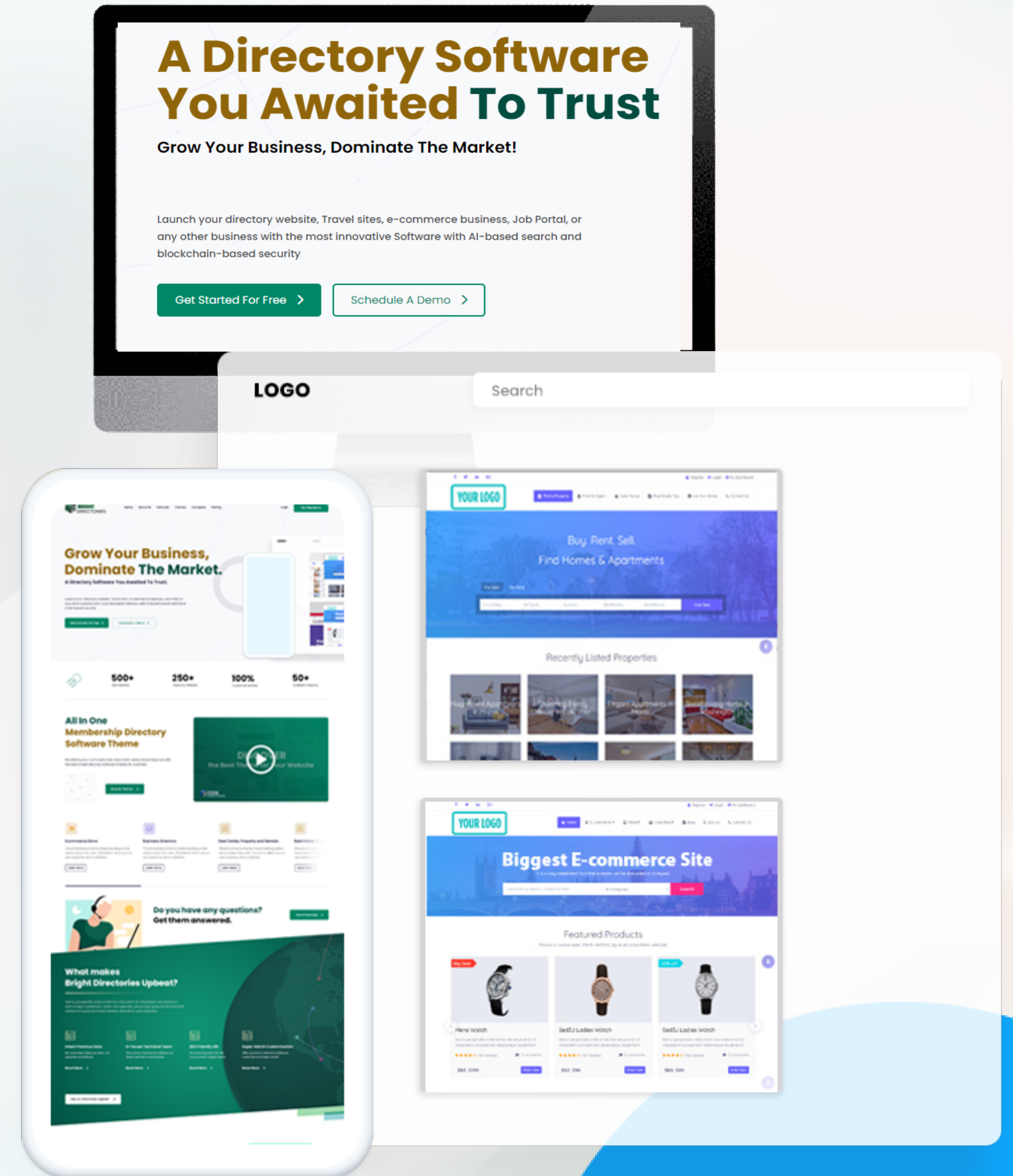




**BRIGHT**  
DIRECTORIES

# Manage Everything About Leads from the Website

[www.brightdirectories.com](http://www.brightdirectories.com)



# Leads



If a member has shown interest in a particular product/service listed on the website and has messaged the person who posted the listing through the website, it becomes a lead.

When you click “Leads”, there is one option – “Manage Leads”.  
Here you can see the details of all the leads and manage each of them.

The screenshot shows the 'Manage Leads' interface. On the left is a 'MENU' sidebar with various navigation options. The 'Leads' section is expanded, and 'Manage Leads' is highlighted. An arrow points from this menu item to the main content area. The main area has a header with 'All Leads' and a 'Bulk Change Status' dropdown. Below is a search bar with fields for 'Keyword /Lea', 'Submitter Email', and 'Lead Status', along with 'Search' and 'Reset' buttons. The main content is a table with two columns: 'Details' and 'Lead Information'. The 'Details' column shows a lead entry for 'LEAD #29' with a submission date of '07-08-2023 10:22:46 AM' and a status of 'Pending'. The 'Lead Information' column shows details for the lead, including the origin page, name, email, and phone number.

Details	Lead Information
<input type="checkbox"/> LEAD #29 <span>Action</span>	<b>Origin Page</b> <a href="http://www.brightdirectories.com/demo/classifieds/sports-car">http://www.brightdirectories.com/demo/classifieds/sports-car</a>
<b>Submitted</b> 07-08-2023 10:22:46 AM	<b>Name</b> Satyaranjan Mohanty
<b>Lead Status</b> Pending	<b>Email</b> satyaranjan2606@gmail.com
	<b>Phone Number</b> 07377073494



Let's start from the top. To search for a particular lead, you can use any of the 3 mediums -

- Enter Keyword/Lead.
- Enter the Submitted Email -  
The person who has shown interest in the product/service and submitted the email.
- Lead Status - Choose from the 6 lead status type.

Then click the "Search" button beside it and you will get the particular lead you are looking for.

A screenshot of a search interface. At the top left, the text 'Search By' is displayed. Below it are three input fields: 'Keyword /Lead', 'Submitter Email', and 'Lead Status'. The 'Lead Status' field is a dropdown menu that is currently open, showing a list of six options: 'Lead Status' (highlighted in blue), 'Pending', 'Matched', 'Followup', 'Sold Out', and 'Bad Leads'. To the right of the input fields are two buttons: a blue 'Search' button with a magnifying glass icon and a red 'Reset' button with a circular arrow icon.

# \*Bulk Change Status\*

Bulk Change Status

Now let's come to the lead list – Here you can see the lead details on the left with the “Action” menu and some basic lead information on the right.

On the right, you can see some basic information about the lead such as:  
origin page – real-time view of the product/service listing  
Along with the name, email, and phone number of the member who has posted the listing.

<input type="checkbox"/>	Details	Lead Information
<input type="checkbox"/>	<p><b>LEAD #29</b> <input type="button" value="Action"/></p> <p><b>Submitted</b> 07-08-2023 10:22:46 AM</p> <p><b>Lead Status</b> Pending <input type="button" value="v"/></p>	<p><b>Origin Page</b> <a href="http://www.brightdirectories.com/demo/classifieds/sports-car">http://www.brightdirectories.com/demo/classifieds/sports-car</a></p> <p><b>Name</b> Satyaranjan Mohanty</p> <p><b>Email</b> satyaranjan2606@gmail.com</p> <p><b>Phone Number</b> 07377073494</p>


On the left, you can see the serial number of the lead, the date and time it was submitted, and the status of the lead, which as the Admin you can change among these 7 options – pending, matched, follow up, sold out, etc.



It also has an “Action” menu that consists of 4 options-

- Match Lead
- Edit Lead
- Email Submitter
- Delete

<b>LEAD #29</b>	<b>Action</b> ▾
<b>Submitted</b>	07-08-2023 10:22:46 AM
<b>Lead Status</b>	Pending ▾
	<b>Change Lead Status</b>
	Pending
	Matched
	Followup
	Sold Out
	Closed
	Bad Leads
	Delete



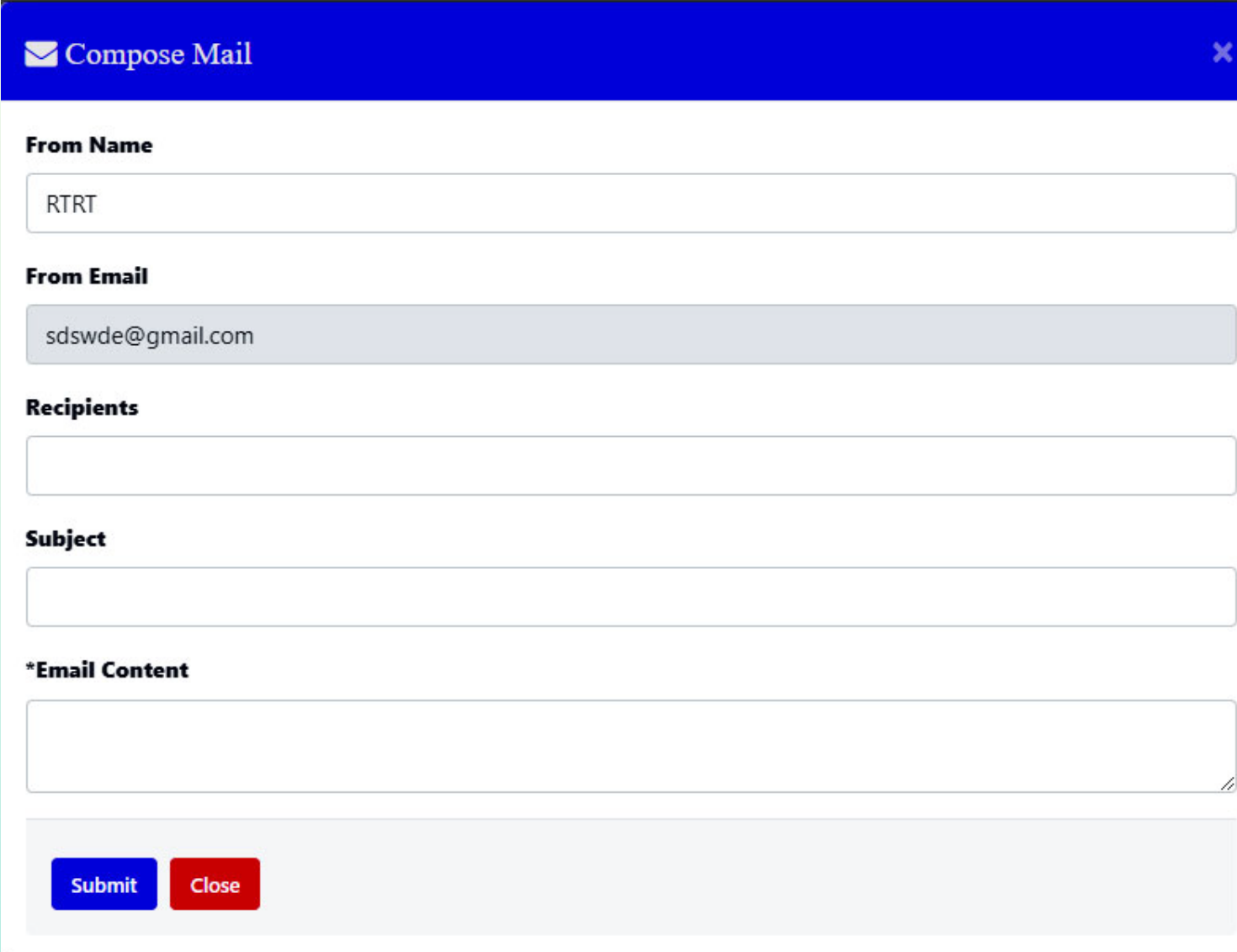
Match Lead
Edit Lead
Email Submitter
Delete

→ Delete - On clicking this option, you will permanently delete the record and details of the lead.

# \*Email Submitter\*

(With this option, you can email the lead or the person who has shown interest in the listing as the main Admin.)

- When you click this option, a dialogue box will appear with a pre-integrated name and email ID of the recipient (i.e. the lead).
- You have to enter the subject of the email and the content of the email in their respective areas and then click "Submit".
- Your email has now been sent to the lead or submitter.)



The screenshot shows a 'Compose Mail' dialog box with the following fields:

- From Name:** RTRT
- From Email:** sdswe@gmail.com
- Recipients:** (empty field)
- Subject:** (empty field)
- \*Email Content:** (empty text area)

At the bottom, there are two buttons: 'Submit' (blue) and 'Close' (red).

The Admin Panel has "From Name and From Email", which needs to be changed to "To Name and To Email"

# Edit Lead

Here you can edit the details of the lead or the message sent by the member who is interested in the product/services/listing.

On clicking it, you can edit the following areas:

- Name
- Email
- Phone number
- Message

After you have done the necessary editing, click "Save" to complete.

Dashboard / [Edit Lead](#)  
[« Back](#)

**EDIT LEAD**

**Enter Your Name**

**Enter Your Email**

Enter Your Phone Number

**Message**

**Save**

# \*Match Lead\*

Now comes the most important part of managing leads. In this option, you can suggest a particular lead to other members with similar requirements.

Dashboard / Manage Lead / Match Lead


Top Level Category  Sub Level Category  Name or Company  City

LEAD #32 / LEAD INFORMATION Action

Submitted Date:	08-08-2023 06:06:14 AM
Origin Page:	<a href="http://www.brightdirectories.com/demo/jobs/frontend-developer">http://www.brightdirectories.com/demo/jobs/frontend-developer</a>
Connect with more members:	No
IP Address:	
Lead Status	
Total Matched	0/4

Name:	Satyanjan Mohanty
Email:	satyanjan2606@gmail.com
Phone Number:	8596031514
Location:	Rahama
Select Option:	
Message	xy

SUGGESTED MATCHES (4)

Member Info	 <b>Gary Sckeldrin</b> <input type="button" value="Select Action"/>
User	#12
Member Status	<span>Active</span>
Location	San Francisco CA 94103
Top-Category	Healthcare
Sub Categories	Diet and Nutritional

MATCHED MEMBERS (0)

<input type="checkbox"/>	Member	Recent Matches
No Data Found		



# Contact Us

**Call Us: 503-928-5984**

**Email Us: [support@brightdirectories.com](mailto:support@brightdirectories.com)**

**Web: [www.brightdirectories.com](http://www.brightdirectories.com)**

**Reach us if you need technical support:**

**<https://support.brightdirectories.com/>**

