Convert Lead
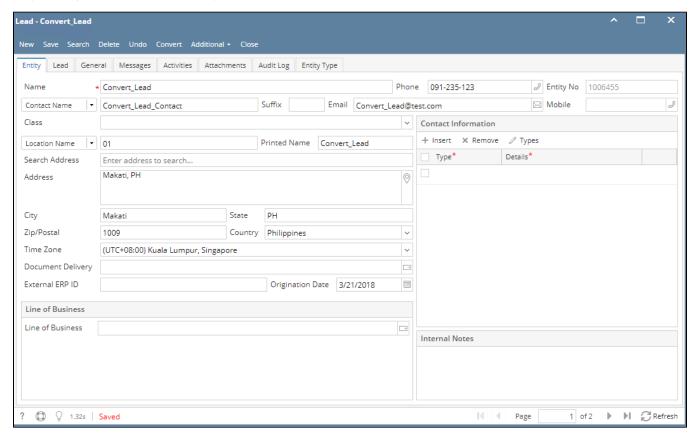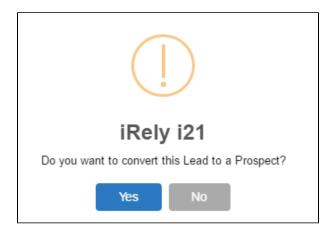
1. From **CRM** module, click **Leads**. Leads screen will appear.

2. Open Lead you want to convert into a Prospect.

3. To convert the lead, click **Convert** button.

4. Click **Yes** to proceed.

5. Once converted, check the Entity type. It should be Prospect.

6. To check the converted entity, go to Sales Entities screen.