

# Delete Lead

1. From **CRM** module, click **Leads**. Leads screen will appear.
2. Open Lead you want to delete.

Lead - Delete Lead

New Save Search Delete Undo Convert Additional Close

Entity Lead General Messages Activities Attachments Audit Log Entity Type

Name \* Delete Lead Phone Entity No 1006454

Contact Name Delete Lead Suffix Email Mobile

Class

Location Name Delete Lead Printed Name Delete Lead

Search Address Enter address to search...

Address

City State

Zip/Postal Country United States

Time Zone

Document Delivery

External ERP ID Origination Date 3/21/2018

Line of Business

Line of Business

Contact Information

+ Insert X Remove Types

Type\* Details\*

Internal Notes

? 1.32s Saved Page 1 of 1 Refresh

3. To delete the Lead, click **Delete** button.

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Are you sure you want to delete this record?

Yes No

4. Click **Yes** to proceed.