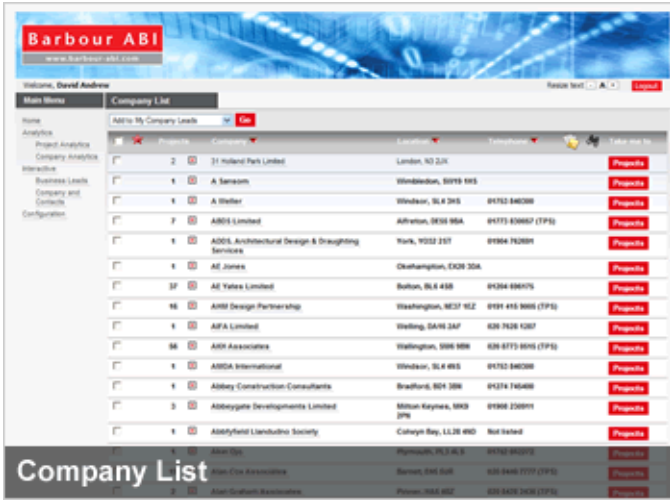








Company List



This page can be seen any time a user is viewing a list of companies. It allows a user to sort and browse through the results of a search and to perform actions on the companies listed such as adding a Watch, Mail Merging or adding to your leads list. Each company has a set of icons which may be displayed:

- 
View My Company Leads (0) **Star:** My Company Leads (indicates a company you are interested in – or a favourite)
- 
+/-: Collapsible section which shows all projects for the selected company that fall within the users subscription.
- 
Notes: Indicator for notes created by you, others or you and others (icon changes each time)
- 
Binoculars: Watch
- 
Calendar: Indicator that a diary event has been created for a company
- 
£ Sign: Indicator that an opportunity has been created for a company

The following actions can be performed on the selected ticked projects:

- Add to My Company Leads
- Add a Watch
- Print
- Extract
- Extract Projects
- Mail merge
- Mark as phoned (today)
- Mark as mailed (today)
- Mark as read
- Archive
- Remove from My Company Leads
- Remove most recent mailed mark
- Remove most recent phoned mark
- Remove Watch
- Mark as unread
- Clear all selections
- Show Selected Companies

Selection ticks will disappear when the user logs out or goes to a different service (e.g. Analytics or Projects Plus).