

The Lead Report is a good way to track outstanding and converted leads. Old or converted leads can also be purged from the system using this program. The Report and/or Purge options are:

- Print Sequence - Salesperson, Name, Lead Number, Date
- Range of Dates - First and last lead creation dates
- Print Status - Unprinted, Printed or Both
- Estimate Transferred Status - Transferred or Untransferred or All
- Report or Purge - Report, Purge or Both
- Report Depth - Name only or Name and Address

Lead Report & Purge

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11/04/98

ABC Interiorscaping, Inc.

Lead Report
Salesperson Sequence, All Dates, Printed Only

Lead	Date Entered	Sls psn	Billing Info...	Job Info...	Referred By	Estimate Transfer
000015	10/16/98	001	Charles Smith	Charles Smith	Friend	
000013	10/16/98	005	Tom Williams	Tom Williams	Radio	000109 10/17/98
000023	10/19/98	TRS	Interstate Development, Inc.	Bob Roberts	Mailer	
TOTAL LEADS PRINTED: 3						

Service Request Report & Purge

10:19 AM
06/09/98

ABC Interiorscaping
Service Request Report
For All Dates, For All Jobs, Job Sequence

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Job	Call Placed	Crew	Call Reported	Caller Service Request	Scheduled Service	Actual Service	Resolved?
000005 Sheraton Gwinnett Place 3050 Pleasant Hill Rd.	06/05/98 11:06 AM	RT1	06/05/97 11:08 AM	Hank LeBow Moving to a new office, can plants be moved without a problem?	06/06/98	06/06/98	Y
Duluth, GA 30136 Map Coordinates:	(770) 848-9000						

Total Resolved: 1 Total Unresolved: Total Service Requests: 1

10:19 AM
06/09/98

ABC Interiorscaping
Service Request Report
For All Dates, For All Jobs, Job Sequence

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Job	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Resolv	UnResol	Total
000005						1							1		1
Total:						1							1		1

The Service Request Report is a good way to track outstanding and resolved problems. Old or converted Service Requests can also be purged from the system using this program. The Report and/or Purge options are:

- Print Sequence** - Crew or Job
- Range** - Range of Crew Id's or Job Id's
- Range of Dates** - First and last lead creation dates
- Report Type** - Detail, Summary or Both
- Request Status** - Resolved, Unresolved or Both
- Report or Purge** - Report, Purge or Both