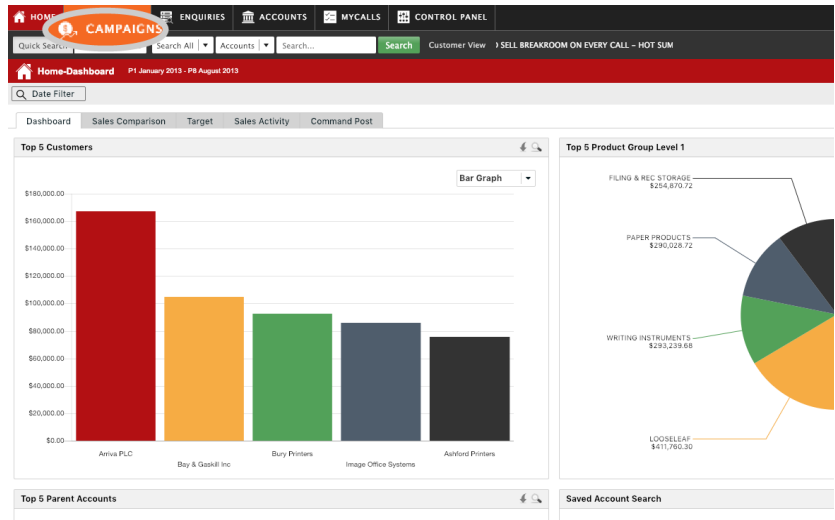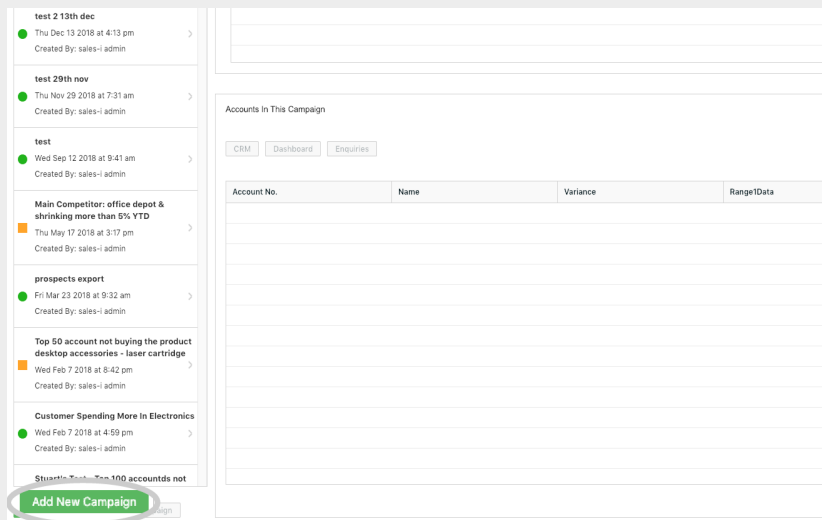# HOW TO...
SEE ALL OF YOUR PROSPECTS ON A MAP

You can use the Campaigns feature in sales-i to locate your prospects on a map, powered by Google Maps.
This can be beneficial when planning visits to see if there are any other prospects in the area that you could see.
Please Note: Only Power Users can create Campaigns, but they can be set up to be viewable by other users as well.
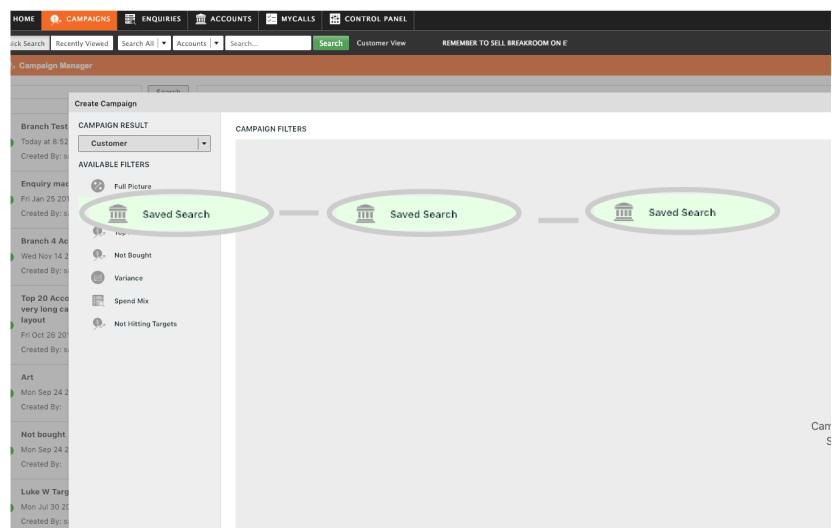
01 Click **Campaigns** from the menu at the top of the screen.
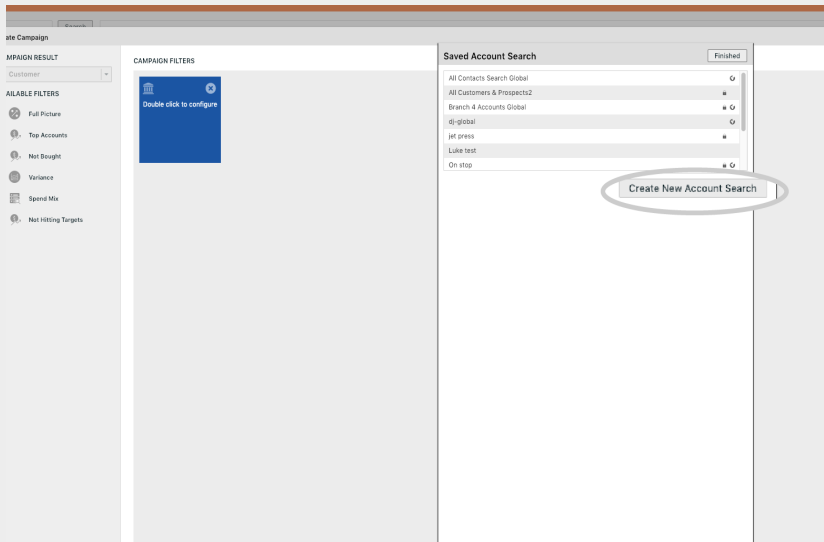

02 Click the green **Add New Campaign** button, in the bottom left of the screen

03 Select **Saved Search** from the Available Filters list. Click and drag it into the center of the window.
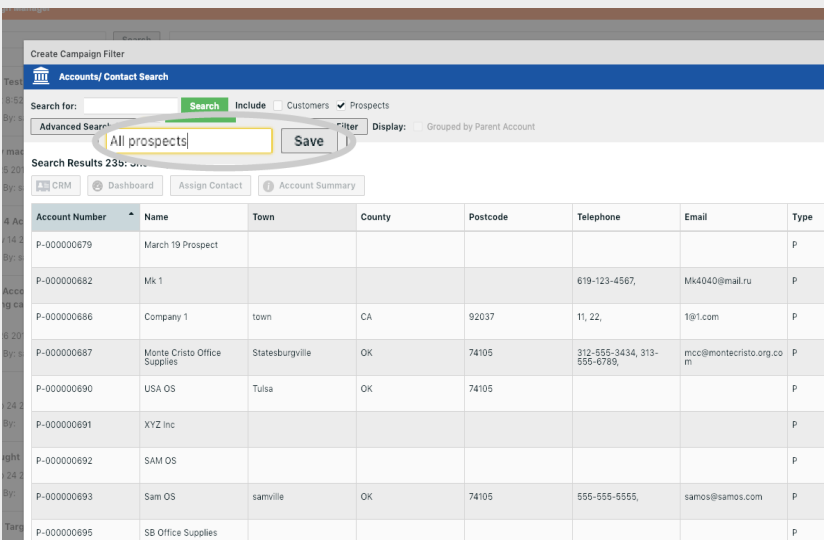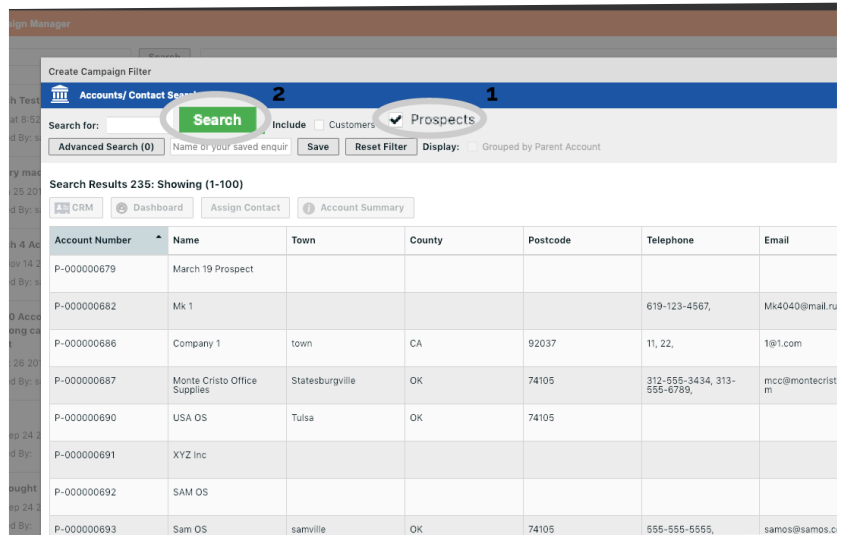
04 Click on **Create New Account Search**.

05 Uncheck the **Customers** box.

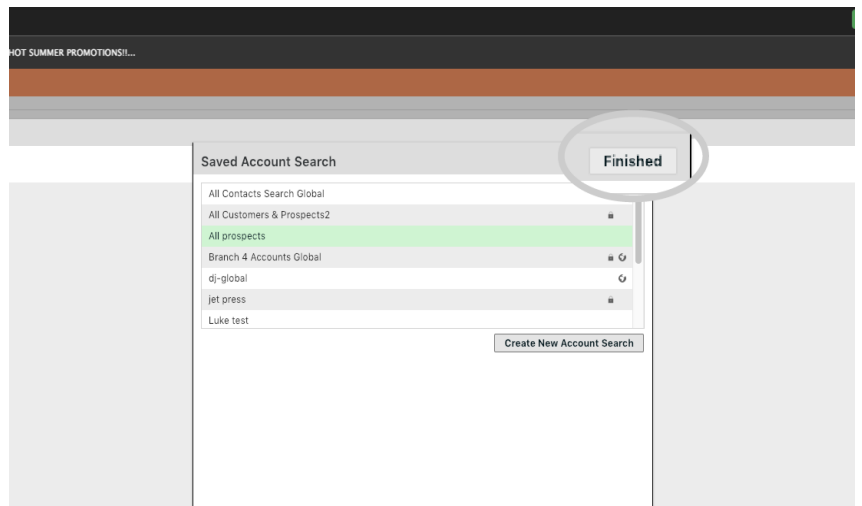Check the **Prospects** box and leave the **Search for:** box empty.

Click the green **Search** button.
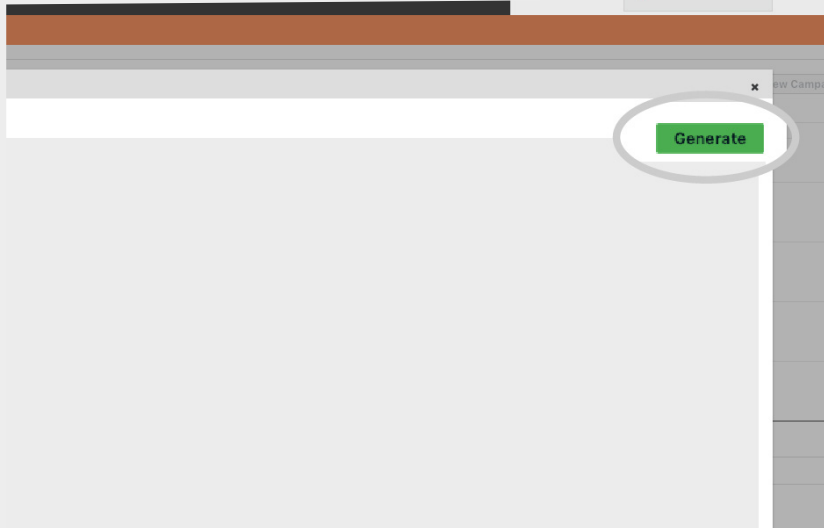
sales-i will now list all of your prospects.

06 Enter a name for your list of Prospects in the box that says "**Name of your saved enquiry**". Then click the **Save** button directly to the right of that box.

07 Find the search that you created in the list. Click on it so that it is highlighted in green, then click the **Finished** button in the top left of the window.

08 Click the green **Generate** button in the top left of the window to create the campaign.
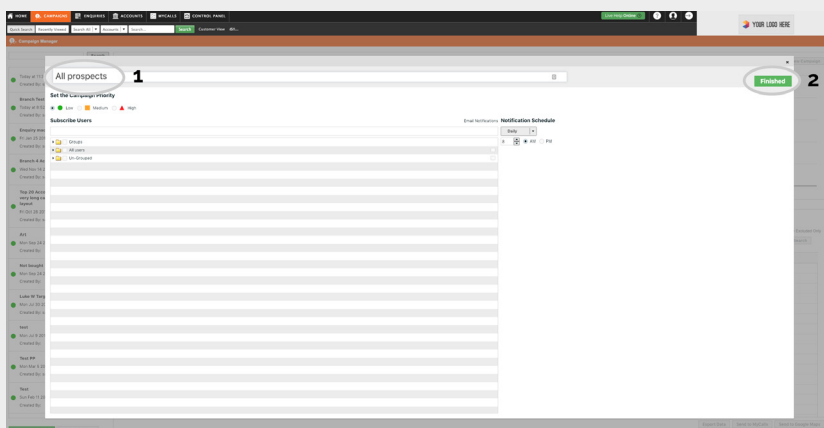

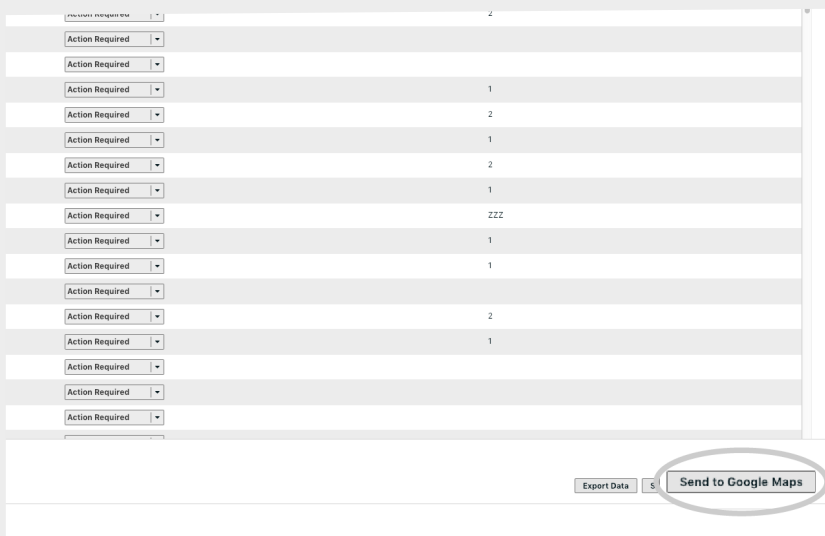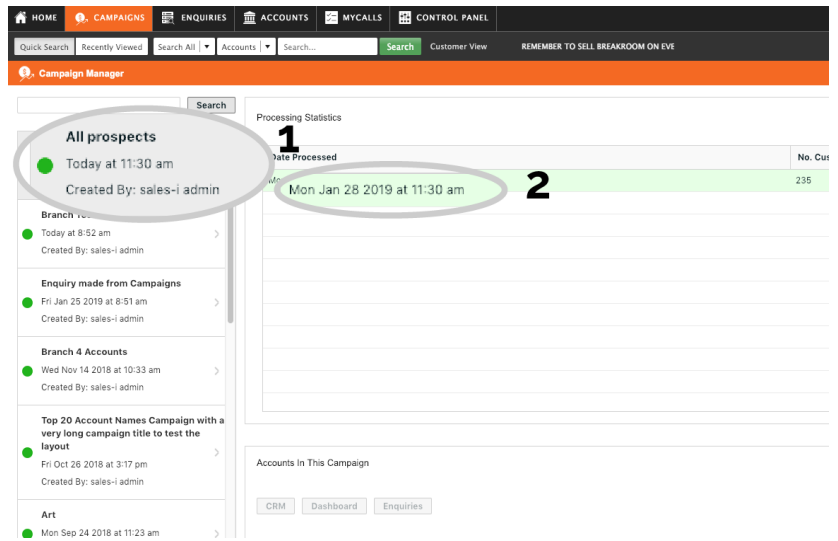**09** sales-i will then ask you if you are sure the criteria is correct, click **Yes**.

10 Enter a name for the campaign in the bar across the top of the window.

Next, select the green **Finished** button in the upper right corner of the current window.

11 Select your new campaign from the list on the left and then select the most recent process under **Date Processed**.

12 Select **Send to Google Maps** in the bottom right of the window.

This will generate the map with all accounts from the campaign plotted on it.

13 It may take a minute or two for the locations to be plotted on the map, but all locations will appear automatically.