



Knowledgebase > SalesPad > CRM > CRM Prospect

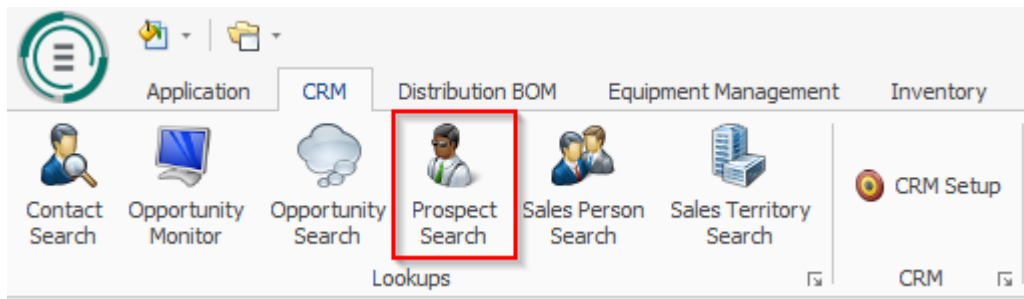
CRM Prospect

Megan De Freitas - 2025-06-11 - CRM

Overview

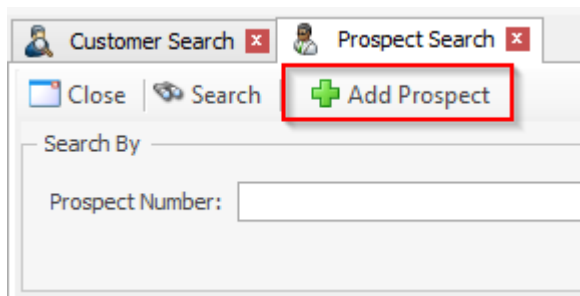
The CRM Prospect functionality in SalesPad Desktop allows you to easily manage your database of prospective customers. Keeping a database of prospective customers allows your salespeople to monitor them more efficiently and effectively.

To get started, click the **Prospect Search** button in the CRM tab.

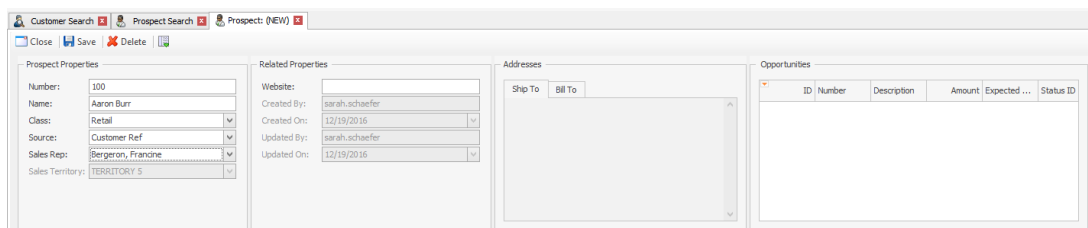


Create and edit a Prospect

To create a new prospect, click the **Add Prospect** button in the upper left-hand corner of the Prospect Search tab.



The Prospect (NEW) tab will open. Fill out the information fields in the top portion of this tab.



For more information on Prospect Class and Source setup, please reference our [CRM Setup](#)

documentation.

The bottom portion of the Prospect (NEW) tab contains tabs for entering contacts, opportunities, interactions, user fields, and resources pertinent to this prospect.

Contacts	Opportunities	Interactions	User Fields	Resources
Refresh: Add Delete Edit Copy New Email				
Interaction Type	Contact Person	To Email		

Search for a Prospect

To search for an existing prospect, type your search criteria into the Prospect Number field and click the **Search** button in the upper left-hand corner of the Prospect Search tab, or hit the **Enter** key.

Application CRM Distribution BOM Equipment Management Inventory

Contact Search Opportunity Monitor Opportunity Search Prospect Search Sales Person Search Sales Territory Search CRM Setup

Lookups CRM

Customer Search x Prospect Search x Prospect: (NEW) x

Close Search Add Prospect

Search By

Prospect Number: 100

To display only search results that begin with your search criteria, or to allow historical prospect search results to display, check the corresponding box in the Search Options field to the right of the Prospect Number field.

Search Options

☒ Match Beginning

☒ Search Historical

Security and Settings

CRM Prospect Class - Allows a user to view and edit CRM Prospect Classes

CRM Prospect Source - Allows a user to view and edit CRM Prospect Sources