How can I create a Lead List?

If you want to create a lead list you should do the following actions:

Please go to the Lead List section (click on the tab located in the top).

The button **Create new list** is located in the right part of your screen.

If you click on the **Create new list** button the system will automatically redirect you to the page with your Untitled new list.

There are some search filters (company name, title, industry, type of contact information revealed) with the help of which you can filter profiles of needed people previously added by you to the list.

It is possible to add profiles to lead lists both from the internal database of SignalHire and from Chrome extension.

To add profiles from the internal database, open the People tab and click on the needed profile to open it up in the right part of your screen.

To add the person to your lead list click on the **Add to list** button located just under the Contact details section.

Also, you can add several selected profiles at a time with the help of bulk actions. To do so, click on the checkboxes located in the upper left corners of profiles to select them.

Afterwards, choose the **Add to list** action from bulk actions options.

To add person directly from SignalHire Chrome extension, click on the SH icon and choose the **Add to Lead List** option from the Export this profile section.