

## My Fresh Prospects CRM | Printing Labels Guide

### Arrive Monday – Friday by 10a EST (extremely time sensitive)

**STEP 1** – Look for the Fresh Prospects icon located on the top left side of your screen and click on it. This will pull up your list of Fresh Prospects for the day.

**STEP 2** – On the right side midway down the page, you will notice a drop down menu, select ‘Print Labels (Active).’

**STEP 3** – Under ‘Choose Format’ select the labels 5160 Standard.

**STEP 4** – At the confirmation window ‘PLEASE BE PATIENT WHILE YOUR LABELS ARE PRINTING. PLEASE ALLOW UP TO 90 SECONDS.’ Select the green ‘Print’ button.

**STEP 5** – Your Browser will redirect in approximately 5 seconds and render a document with your Fresh Prospects in the selected label format.

**STEP 6** – Go to your chosen printer and replace the paper with how many sheets you have pages of labels.

**STEP 7** – Once your page(s) of labels appear, select ‘Print’ from your dropdown menu. (This varies depending on browser and operating system.)

**IMPORTANT** – Due to FCRA guidelines, Daily Fresh Prospects will be rerouted to the inactive tab at midnight the day of print.

**NOTE** – Infinite mode allows you to scroll continuously to view all leads in a campaign. Alternatively, you may use our date range selection tool by clicking the blue clock on the far right side and then selecting today's and tomorrow's date.

**IMPORTANT** – Daily active leads will be rerouted to the inactive tab in your account at midnight EST.