

**To Delete and Expire Leads:**

1. You can delete the lead in Available Leads as long as they have not been assigned. I believe most yours were not assigned. Edit each lead, scroll to bottom of screen and delete. You may be asked "Are you Sure", click Delete.
2. You can expire them by editing the lead and adding 0 or 1 to the Expire Day Exclusive and Expire Day Non Exclusive fields.

**Make sure you click Save.**

You need to edit each lead to do the above 2 steps.

**NOTE:** Adding 0 moves the lead immediately to expired leads; adding 1 will move it to expired lead the next day. You can also put in a number prior to the date it was entered.

**Enter 0 in the Expire Day Exclusive field and Expire Day Non Exclusive field. This expires the lead immediately.**

**OR**

**Enter 1 in the same fields to expire the lead the next day.**

Proof	Yes	
Total Bids	1	
Lead Type	Internal Live Lead Transfer	
Lead Category	MMG - Live Lead Transfer	
Increase Day Exclusive		Increase Day Non Exclusive
Expire Day Exclusive	0	Expire Day Non Exclusive
Increase Amount Exclusive		Increase Amount Non Exclusive

Cancel Save Delete

**To Change an Expire Lead back to an Available Lead:**

1. You can also change an expired lead back to available lead if you decide to assign it to someone by change the days the creation date. For example, if the lead was created into the Expire Day Exclusive fields. This will put the leads where it can be assigned to an affiliate.

**For example if lead was created on 1/22/07, enter 35 in Expire Day Exclusive and Expire Day Non Exclusive Filed to return Expired Lead back to Available Leads.**

**Make sure you click Save.**

You need to edit each Expired Lead to make to it back to Available Leads. You can get the creation date from the list of your expired leads.

Lead Id	Survey	Lead Type	Lead Category	Publisher	Requester	Assignments	Create Date	
194830	MMG Survey	Internal Live Lead Transfer	MMG - Live Lead Transfer	Dale Kimball	ELRICK	0	11/27/2006 12:20:14 PM	Edit
224486	General Survey	External Live Lead Transfer	External Live Lead Transfer	Darnell Beal	king	0	2/22/2007 2:44:09 PM	Edit

**Creation Date**

**Moving Expired Leads to Bad Leads:**

1. The option to move leads to bad leads is being worked on; it is not quite working yet. You only need to expire them; making them bad really does not matter.

Proof	<input type="text" value="Yes"/>		
Total Bids	<input type="text" value="1"/>		
Lead Type	<input type="text" value="Internal Live Lead Transfer"/>		
Lead Category	<input type="text" value="MMG - Live Lead Transfer"/>		
Increase Day Exclusive	<input type="text"/>	Increase Day Non Exclusive	<input type="text"/>
Expire Day Exclusive	<input type="text" value="35"/>	Expire Day Non Exclusive	<input type="text" value="35"/>
Increase Amount Exclusive	<input type="text"/>	Increase Amount Non Exclusive	<input type="text"/>