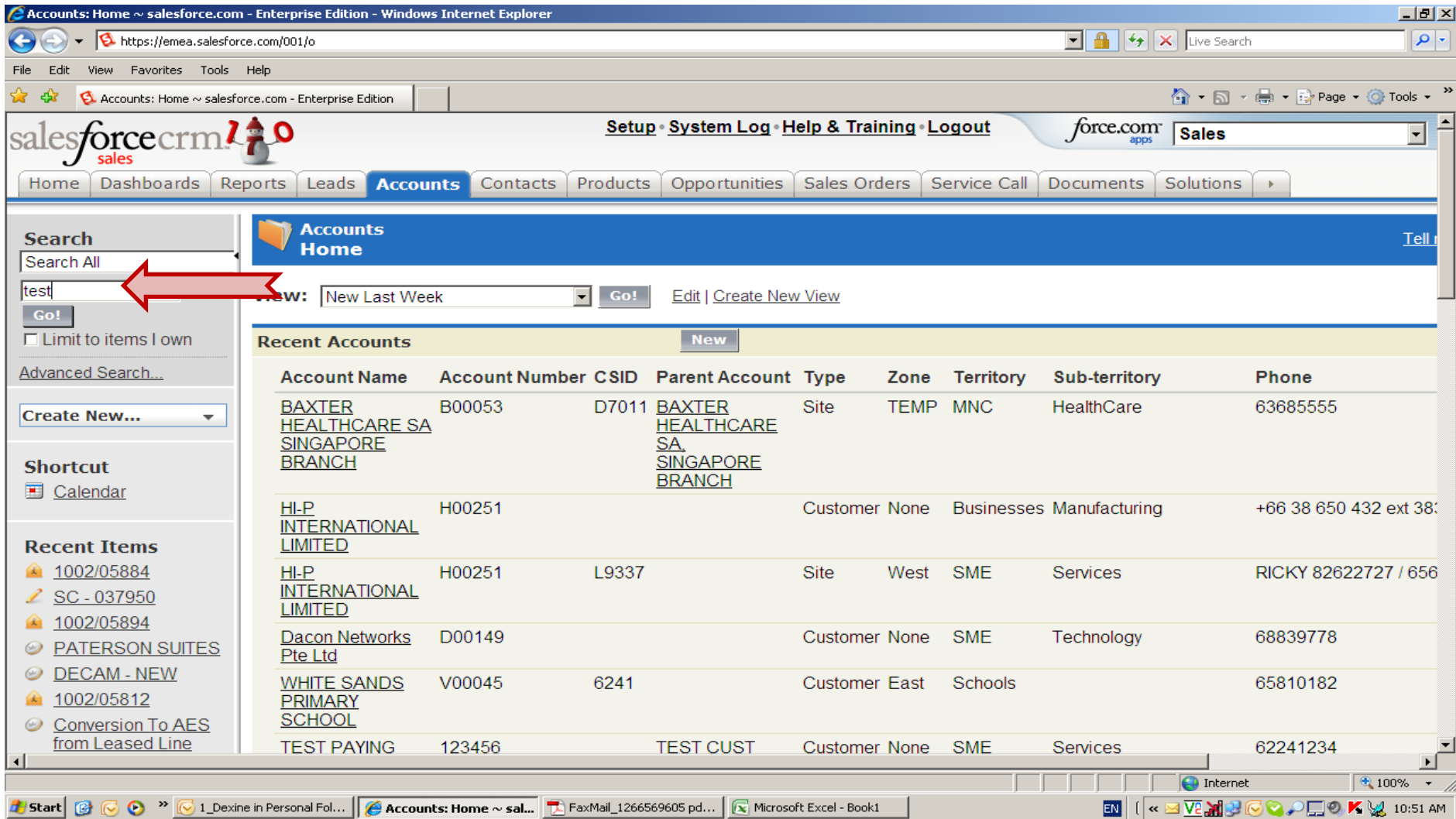


## OPPORTUNITIES - Part 1

1. Search for "Account" first to check and ensure NO duplicate records are created.



The screenshot shows the Salesforce Enterprise Edition interface in a Windows Internet Explorer browser. The address bar displays <https://emea.salesforce.com/001/o>. The page title is "Accounts: Home ~ salesforce.com - Enterprise Edition". The navigation bar includes links for Setup, System Log, Help & Training, and Logout. The main navigation menu has tabs for Home, Dashboards, Reports, Leads, Accounts (selected), Contacts, Products, Opportunities, Sales Orders, Service Call, Documents, and Solutions. The left sidebar contains a Search section with a "Search All" input field, a "Go!" button, and a "Limit to items I own" checkbox. A red arrow points to the "Search All" input field. Below the search section is a "Create New..." dropdown menu. The main content area displays the "Accounts Home" page with a "New" button and a "Filter" dropdown set to "New Last Week". A table titled "Recent Accounts" lists the following data:

Account Name	Account Number	C SID	Parent Account	Type	Zone	Territory	Sub-territory	Phone
BAXTER HEALTHCARE SA SINGAPORE BRANCH	B00053	D7011	BAXTER HEALTHCARE SA SINGAPORE BRANCH	Site	TEMP	MNC	HealthCare	63685555
HI-P INTERNATIONAL LIMITED	H00251			Customer	None	Businesses	Manufacturing	+66 38 650 432 ext 38
HI-P INTERNATIONAL LIMITED	H00251	L9337		Site	West	SME	Services	RICKY 82622727 / 656
Dacon Networks Pte Ltd	D00149			Customer	None	SME	Technology	68839778
WHITE SANDS PRIMARY SCHOOL	V00045	6241		Customer	East	Schools		65810182
TEST PAYING	123456		TEST CUST	Customer	None	SME	Services	62241234

The Windows taskbar at the bottom shows the Start button, several open applications (1\_Dexine in Personal Fol..., Accounts: Home ~ sal..., FaxMail\_1266569605 pd..., Microsoft Excel - Book1), and the system clock showing 10:51 AM on 10/2/2010.

2. If the account is not an existing record, create a new "Account" For this new Client.

Account Edit: TEST PAYING ACCT ~ salesforce.com - Enterprise Edition - Windows Internet Explorer

https://emea.salesforce.com/0012000000Iiw05/e?retURL=%2F0012000000Iiw05%3FsrPos%3D1%26srKp%3D001

File Edit View Favorites Tools Help

Opportunity/Pipeline Report ... Account Edit: TEST PAYI...

Account Edit: TEST PAYING ACCT Help for this Page

Account Edit Save Save & New Cancel

Account Information

Account Owner Dexine Hu

Account Name TEST PAYING ACCT

Parent Account

Territory MNC

Sub-territory Technology

Facility Size More than 10,000 sq ft

System Brands Available: LENEL, DMP Selected: AMAG

Type of AES Antenna --None--

Signal Strength -Forward (W)

Signal Strength -Reflected (W)

Type Customer

Type - Other

Account Number

C SID

Customer Type --None--

Zone None

Account Currency SGD - Singapore Dollar

CNY - Chinese Yuan

PHP - Philippine Peso

SGD - Singapore Dollar

USD - U.S. Dollar

Contact Information

Phone 62241234

Fax

Website

Address Information

Billing Street

Billing City

Shipping Street

Shipping City

Copy Billing Address to Shipping Address

Start HikVision in Personal ... Account Edit: TEST... Microsoft Excel - SFD... Quotation: 1002/058... FW: Halliburton SING... TL-Quotation-forGem... EN 12:27 PM

3. Any additional/useful information or meaningful Activity/Event history should also be keyed in.  
Eg. Contact information, Calls/Meetings with Client, Unique system requirements

Account: TEST PAYING ACCT ~ salesforce.com - Enterprise Edition - Windows Internet Explorer

https://emea.salesforce.com/00120000000Iiw05?srPos=1&srKp=001

File Edit View Favorites Tools Help

Opportunity/Pipeline Report ... Account: TEST PAYING ACCT

**Open Activities** [New Task](#) [New Event](#) [Open Activities Help](#)

Action	Subject	Name	Related To	Task	Due Date	Status	Priority	Assigned To
<a href="#">Edit</a>   <a href="#">Cls</a>	Follow up	Contact Test	TEST PAYING ACCT	✓	01/04/2010	Not Started	High	Dexine Hu

**Activity History** [Log A Call](#) [Mail Merge](#) [Send An Email](#) [View All](#) [Activity History Help](#)

Action	Subject	Name	Related To	Task	Due Date	Assigned To	Last Modified Date/Time
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Call</a>		Contact Test	TEST PAYING ACCT	✓	24/02/2010	Dexine Hu	24/02/2010 13:02

**Contacts** [New Contact](#) [Merge Contacts](#) [Contacts Help](#)

Action	Contact Name	Title	Email	Phone
<a href="#">Edit</a>   <a href="#">Del</a>	A/C DEPT			
<a href="#">Edit</a>   <a href="#">Del</a>	Contact Test		test@email.sg	61234567

**Contact Roles** [New](#) [Contact Roles Help](#)

No records to display

**Partners** [New](#) [Partners Help](#)

Action	Partner	Opportunity	Role
<a href="#">Del</a>	TKK FACILITIES MANAGEMENT &		Contractor

**Notes & Attachments** [New Note](#) [Attach File](#) [View All](#) [Notes & Attachments Help](#)

Action	Type	Title	Related To	Last Modified	Created By
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">View</a>	Attachment	waterproof striker_1.pdf	CCTV system for Building 1 Levels 10-20	05/02/2010 19:40	Dexine Hu

Start | Inbox - Microsoft Outlook | Account: TEST PAYIN... | Microsoft Excel - SFDC N... | Windows Media Player | Internet | 100% | 2:41 PM