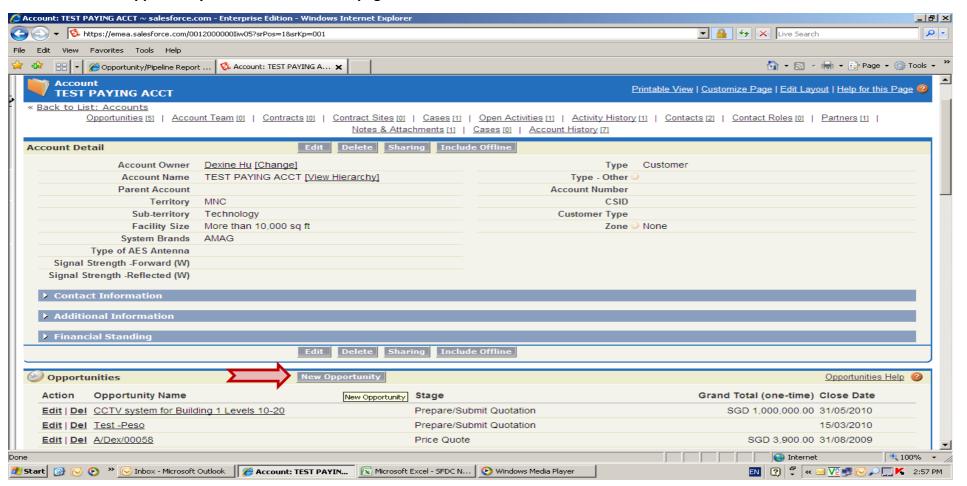
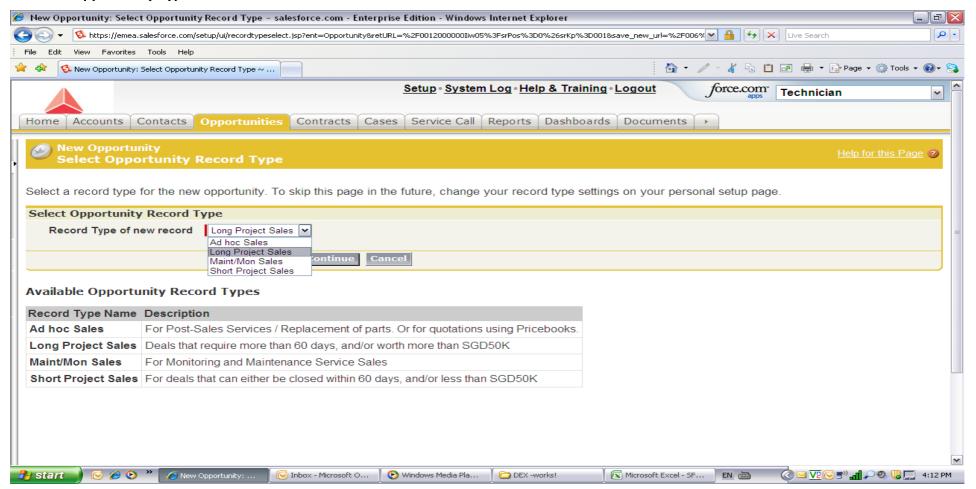
## **OPPORTUNITIES - Part 2**

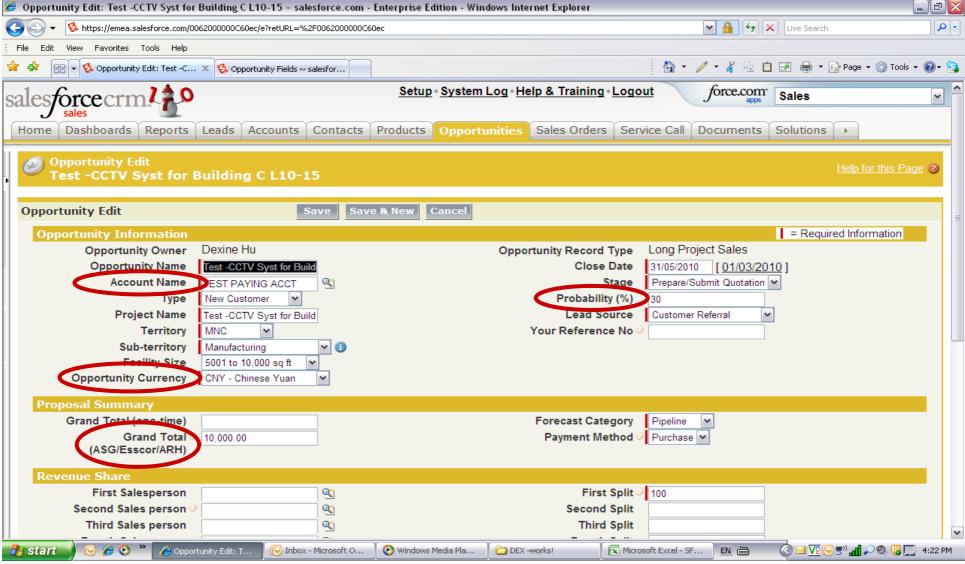
1. Click on "New Opportunity" under same Account page.



## 2. Select Opportunity Type



## 3. Fill up the fields as follows and click "Save":



Important fields to note:

- a. "Opportunity Name" should be meaningful in stating what system(s) are required, or even specific installation site/location
- b. "Opportunity Currency" Choose from picklist values of CNY/MYR/PHP/SGD/USD for the currency the Opp is quoted in
- c. "Probability%" Need to indicate and update Probability% (Opp greater or equals to 50% goes into your Sales Pipeline)
- d. Free-text in the Grand Total sum (after discounts and taxes included) into the "Grand Total(ASG/Esscor/ARH)" field.

4. Click on "Attach File" to upload PDF format of your quotation/proposal. Click "Done" to complete.

