

Adding a Prospect to your Dashboard

The dashboard is the starting point for your prospecting activities. If you are recruiting for multiple offices, you will be able to click in the **Active Office** field and then select the office you are prospecting for. The dashboard is the only place you can make the switch from office to office to another.

To learn more about searching for prospects, please refer to the **Search for a Prospect** job aid.

Once you've entered your search criteria and clicked Search, iProspect will display the agents that meet your criteria.

Results for 29579, 0001 - Florence, SC Save this Search

Export to Excel Export to PDF ?

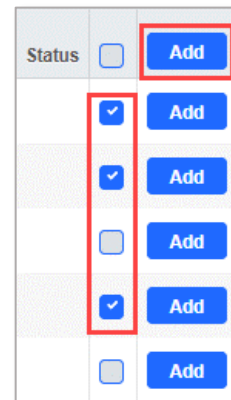
1 2 3 20 items per page 1 - 20 of 54 items

ID	Prospect	Broker (MLS ID)	City	LTM Units	List Sold	ASP	List	Est. GCI	Main ZIP	Phone	E-Mail	Status	<input type="checkbox"/>	Add
CCSC12345	Acton, Marc	Keller Williams (CCSC2322)	Myrtle Beach	2		434	1	23K	29579-Myrtle Beach		m.acton@gmail.com		<input type="checkbox"/>	Add
CCSC65432	Adams, Brad	Queensland Properties (CCSC2461)	Myrtle Beach	49.5	23.5	302	19	389K	29579-Myrtle Beach		brad.adams@yahoo.com	U	<input type="checkbox"/>	View
CCSC13579	Ballard, Manuel	RealLiving Homes (CCSC5959)	Bluffton	4		321	3	33K	29579-Myrtle Beach		ballard@realliving.com		<input type="checkbox"/>	Add
CCSC76543	Cathburt, Beth	Scott Realty Group (CCSC2461)	Myrtle Beach	12	11	459	2	143K	29579-Myrtle Beach		beth.cathburt@gmail.com		<input type="checkbox"/>	Add
CCSC96312	Cavaliere, Antonio	Southern Realty (CCSC2461)		2.5	2.5	511	0	33K	29579-Myrtle Beach		antonio@southernrealty.com		<input type="checkbox"/>	Add
CCSC66442	Cullen, Edward	Bayside Properties (CCSC2461)	Conway	3	2	351	2	27K	29579-Myrtle Beach		ecullen@yahoo.com		<input type="checkbox"/>	Add
CCSC24680	Dennison, Meg	Halloran Group Allentown (CCSC2461)	Myrtle Beach	2	1	392	1	20K	29579-Myrtle Beach		meg@halloran.com		<input type="checkbox"/>	Add
CCSC33115	Ellison, Dave	Keller Williams (CCSC2461)	Pawleys Island	3	2	459		36K	29579-Myrtle		daveell@gmail.com		<input type="checkbox"/>	Add

1. To add a single prospect to your dashboard, click the **Add** button to the far right of the prospects name.

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2. To add multiple prospects at once, click the box in between the status and add columns for every prospect you'd like to add to your list and then click the **Add** button at the top of the column.



3. A confirmation will appear.
Click **Go to Profile** to view the prospect's details.

✔ The prospect has been added. [Go to Profile](#)