

Filtering your List based on your last communication and Stage

1. Open the Follow-up Boss website - <https://app.followupboss.com/login>
2. Log-in on your account
 - Enter your Username
 - Enter your Password
3. Once you are log-in on your FUB account, you can see on the web page toolbar:
 - People
 - Inbox
 - Tasks
 - Calendar
 - Deals
 - Reporting
 - Admin
4. Click **PEOPLE** on the Web page menu bar.
5. Under **PEOPLE**, there are smart lists on your **SUB MENU BAR**.
6. Select on the **SMARTLIST** that you want to have a filter. Click on i.e. **NURTURE ACTIVE** tab.
7. On the right hand-side of the page, **ADD FILTER**.
8. Select the **LAST COMMUNICATION** and set it to **14 days**.
9. Then Select the **LAST VISIT** and set it to **14 days**.
10. Lastly, Select the **STAGES** and **INCLUDE** the **A-HOT, B-WARM and C-COLD**.