**Top 25 Proposals Lookup**

**How do I see just my Top 25 proposals?**

1. Click on the binoculars to open the Lookups screen.
2. In the top “Lookups” section, under “Choose a template,” pick Prospect – Proposal.
3. In the second section, “Proposal Lookup,” under Type, choose Top 25.
4. Under the “Active” criteria, change “All” to “Active.”
5. In the third section, “Assignment Lookup,” under “Assign Status,” choose “Active.”
7. Hit “Search” near the top of the page.
8. The Lookup Results screen appears. At the top it says “Items 1 to 4 of xx,” telling you how many proposals you have in your top 25.
9. Use the VCR buttons to scroll through the results. You can open a record by clicking the (...) next to the name.
10. To export the list to Excel, click “Export Form” under Actions.

Questions? Concerns?
Contact Prospect Management at tracking@uw.edu