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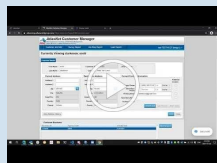
Reminder: Updating Lead Status in ACM

As we wrap up another month, here's a friendly reminder to update the status of your leads in ACM. Keeping your records up to date is essential for:

- **Accurate booking ratios** – Ensuring your performance is properly reflected.
- **Fair lead distribution** – Your booking ratio directly impacts how leads are assigned.
- **Effective tracking** – A booked lead will only count towards your ratio once its status is updated correctly

Please take a moment to review our training guides below. Refer to the “**How to Update Your ACM Status**” document for step-by-step instructions.

How to Update Your ACM Status



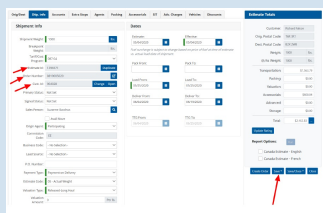
Click the button below to familiarize yourself with the step by step process on *how to use AtlasNet Customer Manager (ACM)*.

[How to Use ACM](#)



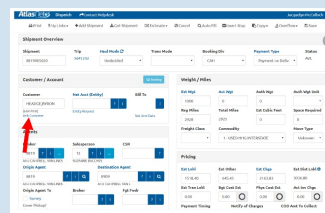
Click the button below to view the *Navigating ACM: A Guide to the HubSpot Transition PowerPoint PDF*

[PowerPoint PDF](#)



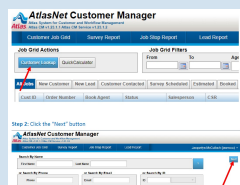
Click the button below to learn how to link a customer (lead) to the estimate **before booking**.

[How to Link Customer - Before Booking](#)

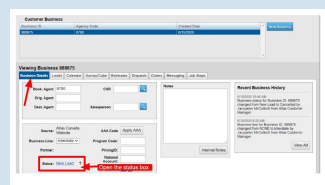


Click the button below to learn how to link a customer (lead) to the registration **after booking**.

[How to Link Customer - After Booking](#)



Click the button below to see the step-by-step process of adding a customer to ACM.



Click the button below to see how to cancel leads and clean up your job grid in ACM.

How to Add a New
Customer

How to Cancel &
Clean Up Leads

Questions?

If you have any questions please don't hesitate to reach out to one of the contacts below:

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