

# Manage Deals

This article applies to:

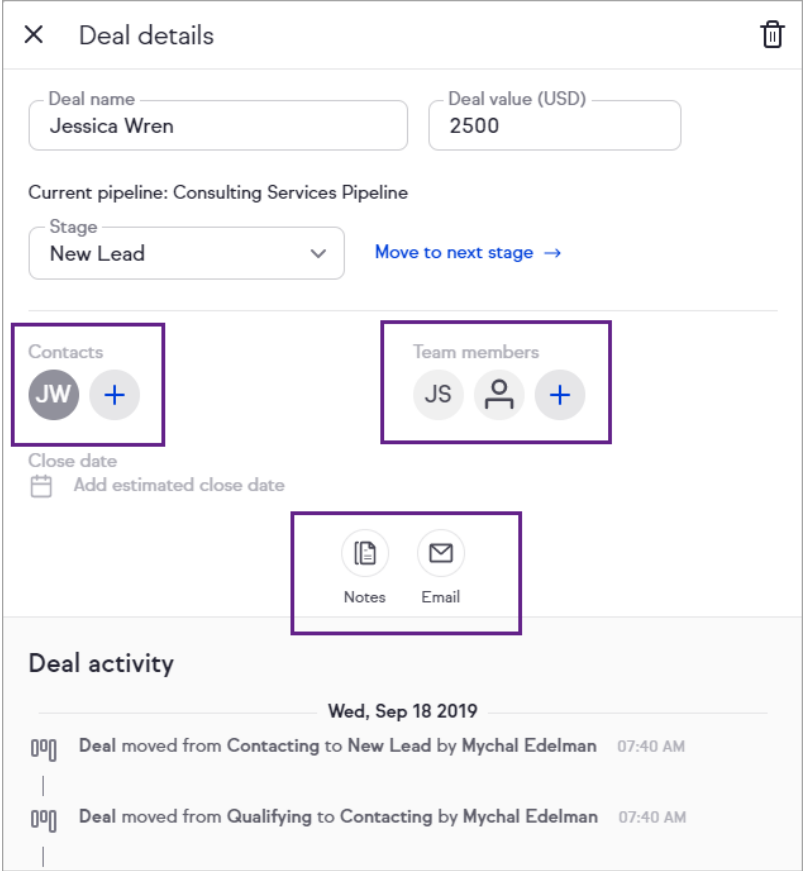
[Pro](#)

[Max](#)

1. [Edit Deal Details](#)
2. [Delete a Deal](#)
3. [Move a Deal](#)
4. [Close a Deal](#)
5. [FAQ](#)

## Edit Deal Details

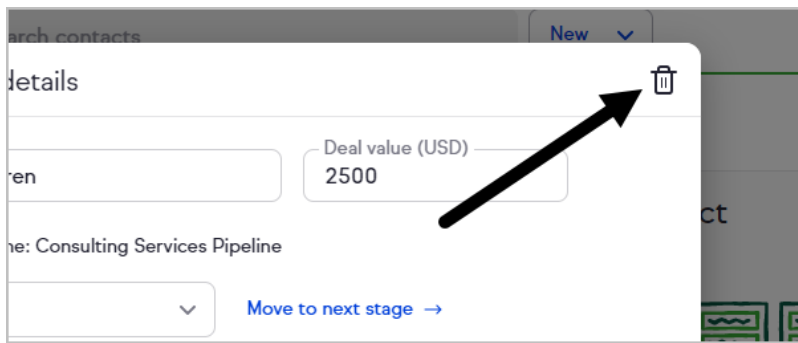
Click on a deal to add notes, send emails, manage the contacts, and manage team members attached to the deal.



The screenshot shows the 'Deal details' interface. At the top, there is a close button (X) and a trash can icon. Below this, there are two input fields: 'Deal name' with the value 'Jessica Wren' and 'Deal value (USD)' with the value '2500'. Underneath, it shows 'Current pipeline: Consulting Services Pipeline' and a 'Stage' dropdown menu set to 'New Lead', with a 'Move to next stage →' button. There are three purple boxes highlighting specific areas: one around the 'Contacts' section (showing 'JW' and a plus sign), one around the 'Team members' section (showing 'JS', a person icon, and a plus sign), and one around the 'Notes' and 'Email' icons. Below these is a 'Close date' section with a calendar icon and the text 'Add estimated close date'. At the bottom, there is a 'Deal activity' section with a date separator 'Wed, Sep 18 2019' and two activity entries: 'Deal moved from Contacting to New Lead by Mychal Edelman 07:40 AM' and 'Deal moved from Qualifying to Contacting by Mychal Edelman 07:40 AM'.

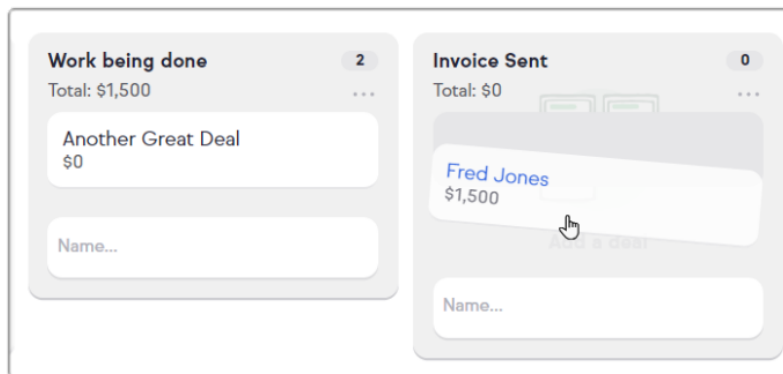
## Delete a Deal

Click the trash can button to delete a deal.



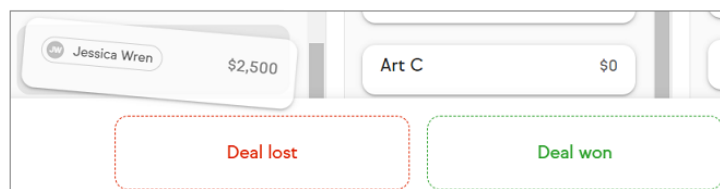
## Move a Deal

Click on a deal and drag it over to another stage.

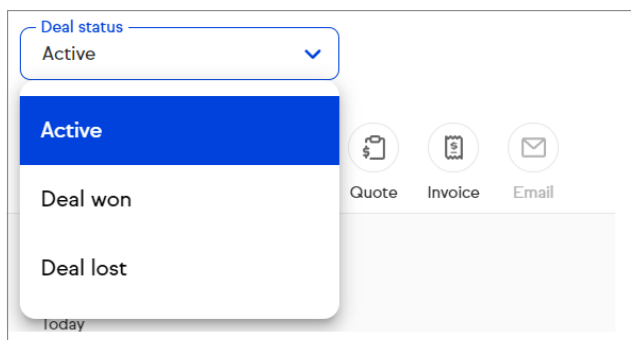


## Close a Deal

Deals can be closed from within the Pipeline by clicking and dragging the deal into either a Won or Lost stage.



Or you can close a deal from within the Deal record itself by modifying the Status dropdown.



## FAQ

**Can deals be exported?**

At this time, deals cannot be exported on the front-end or through our database team.

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