

Network — Sent CILs Log

Overview

The **Sent CILs Log** tracks every CIL (Client Information Letter) you've sent to a developer from within a lead. It gives you a complete record of which leads were shared with which developers, by whom, and when.

How to Send a CIL to a Developer

1. Open the **lead** you want to send to a developer.
2. Click the **Send** button on the lead.

LEAD : (NETWORK) CODE : 530

CALL LOGS ASSIGNMENT SEND UPDATE LEAD INFO MOVE TO TRASH

Company name

Company Type

Job title

Budget

Name network

Mobile 2010966274

Mobile 2

Whatsapp number

Landline

Email XRNX09841Q@nomail.com.net

Unit Type

Select Tag UPDATE TAG

3. The **Send Leads Via Emails** screen opens.
4. Fill in the following:

Field	Description
Select Developer	Choose the developer company to send this lead to.
Another Developer Email	Add extra developer emails if needed — separated by commas.
CC	Add CC recipients — separated by commas.
Copy	Check to send a copy to yourself.
Select Fields	Choose which lead data fields to include in the email (e.g., Agent Name, Agent Mobile, lead name, mobile, email, Lead ID, etc.). Each field has a checkbox — check it to include it.

5. Click **Send** to submit.

SEND LEADS VIA EMAILS

Select Developer

Another Developer Email

CC

copy

Select Fields

Agent Name

Agent Mobile

form_field_job_title

form_field_company_type

form_field_company_name

form_field_budget

title

form_field_request_title

name

form_field_mobile_2

form_field_whatsapp_number

country code

mobile

Once sent, the CIL appears in the **Sent CILs Log** tab.

The Sent CILs Log List

Column	Description
Date/Time	When the CIL was sent.
Developer Name / Recipients Emails	The developer and the email addresses it was sent to.
Lead Name	The name of the lead that was sent.
Country Code	The lead's country code.
Lead Mobile	The lead's mobile number.
Lead Email	The lead's email address.
Lead ID	The marketing Lead ID attached to the lead.
User (Sender)	The CRM user who sent the CIL.
Reminder	Button to set a follow-up reminder for this CIL.

SENT CILS LOG								
Date/Time	Developer name / Recipients Emails	lead Name	Country Code	Lead Mobile	Lead Email	LeadID	User (Sender)	Reminder
2026-07-05 01:42 PM	- Roza Devoipments (Ahmed@Roza.Devoipments.com)	network	Egypt (2)	201096658774	XRNk09841Q@nomail.com.net	test.network	Admin	SET REMINDER
2026-07-05 01:41 PM	- Roza Devoipments (Ahmed@Roza.Devoipments.com)	network	Egypt (2)	201096658774	XRNk09841Q@nomail.com.net	test.network	Admin	SET REMINDER

Setting a Reminder

Click **Set Reminder** on any CIL entry to schedule a follow-up. A popup appears where you set:

- **Date** — the reminder date.
- **Time** — the reminder time.

Set Cil Reminder Time

SET

CLOSE

Click **Set** to save the reminder.

Available Filters

Filter	Description
Developer Name	Filter by developer company.
Recipient Email	Filter by the email the CIL was sent to.
Date	Filter by sent date (From / To).
User	Filter by the CRM user who sent the CIL.
Leads ID	Filter by marketing Lead ID.
Projects	Filter by project.
Broker Projects	Filter by broker project.

Created 2026-07-05 13:12:12 UTC by Admin
Updated 2026-07-05 13:13:19 UTC by Admin