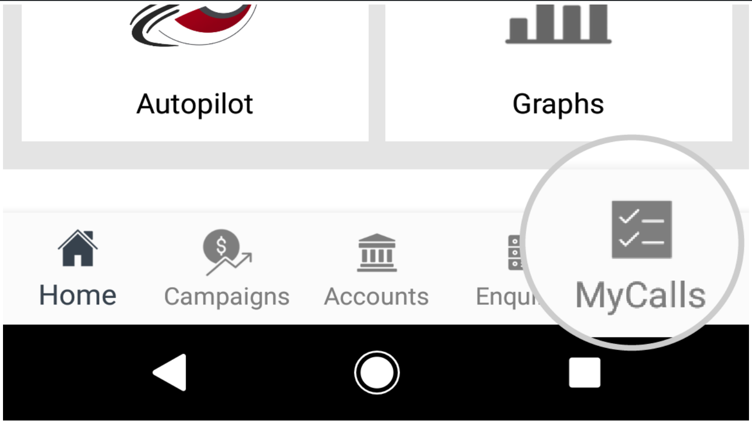
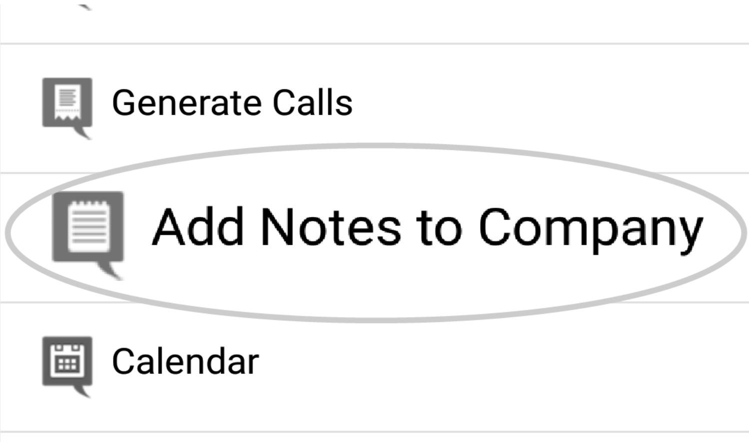
GETTING STARTED WITH MYCALLS ON YOUR ANDROID DEVICE

Using MyCalls on your sales-i Android app allows you to plan your appointments whilst on the move. It enables you to spend less time on pre-call prep and post-call follow up, meaning you have more time to spend on selling!

01 From the bottom navigation menu, tap **MyCalls**.



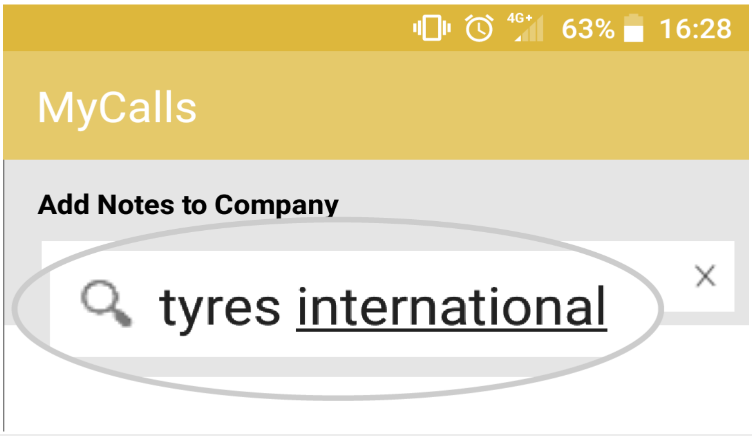


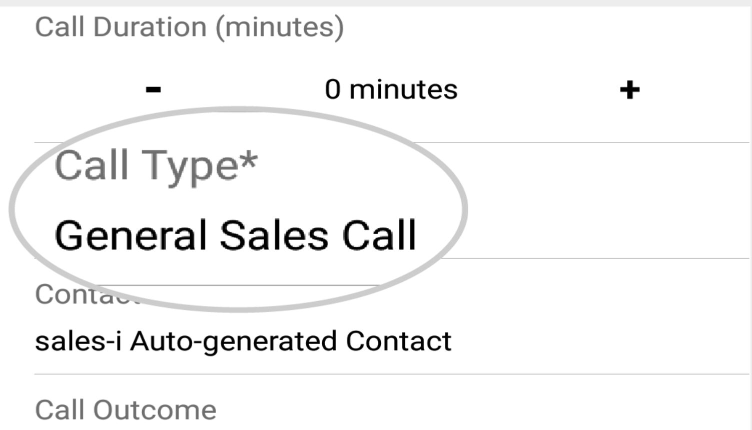
02 Tap **Add Notes to Company** to search for an existing account.

*Accounts need to pre-exist prior to booking an interaction.

03 Search for your customer or prospect by full / partial account name or via the account number.

Tap on the account from the results list to add a note against them.

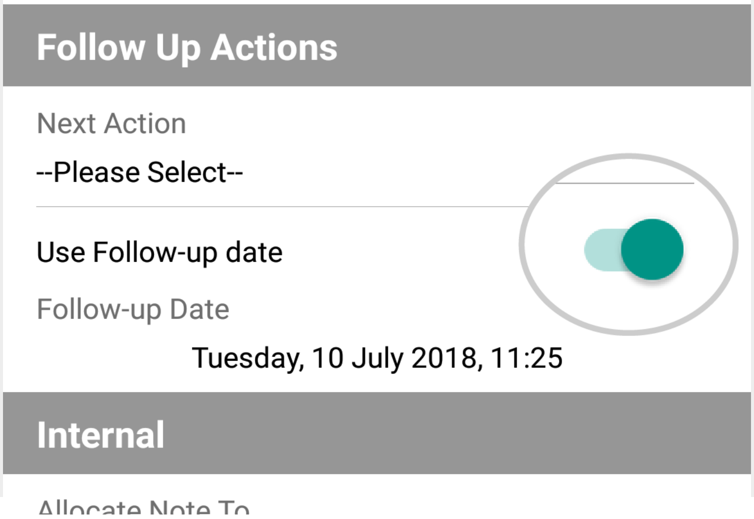


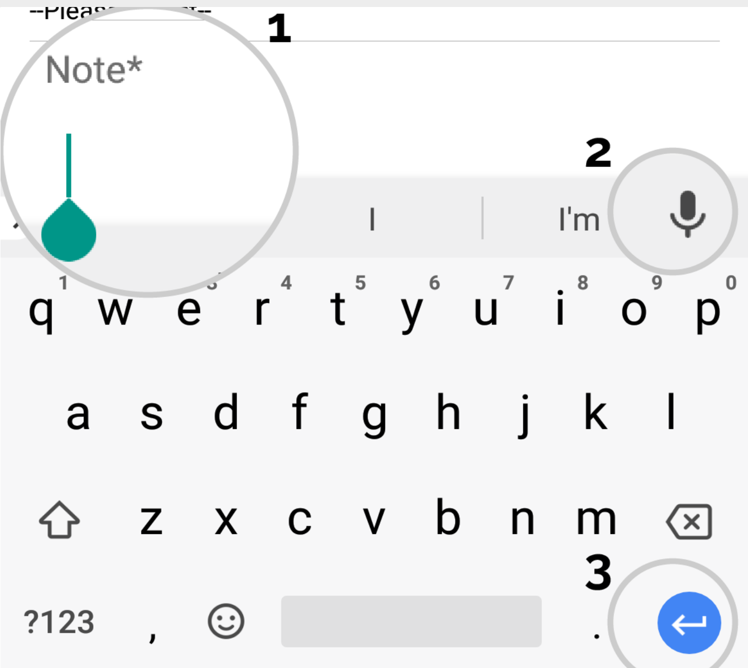


04 Use the Call Type drop down list to select the overview of the meeting you are going to have with this account, i.e. Account Visit, Sales Call, Meeting.

***Please note:** These can be customized to suit your needs by the Power User of your system.

05 You will now need to tap the Follow-up call time & date selector box to schedule the next interaction with this account.



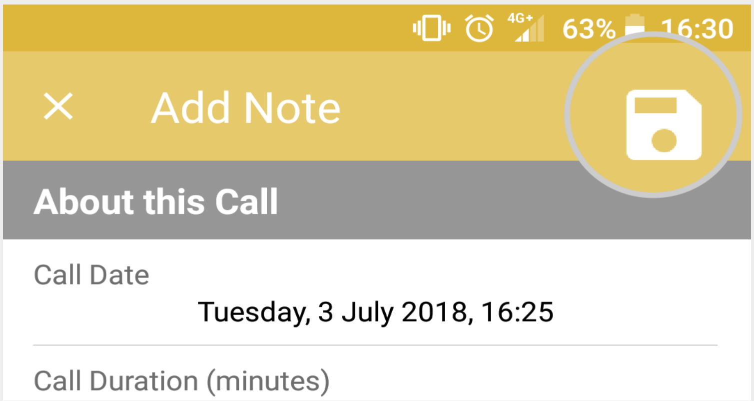


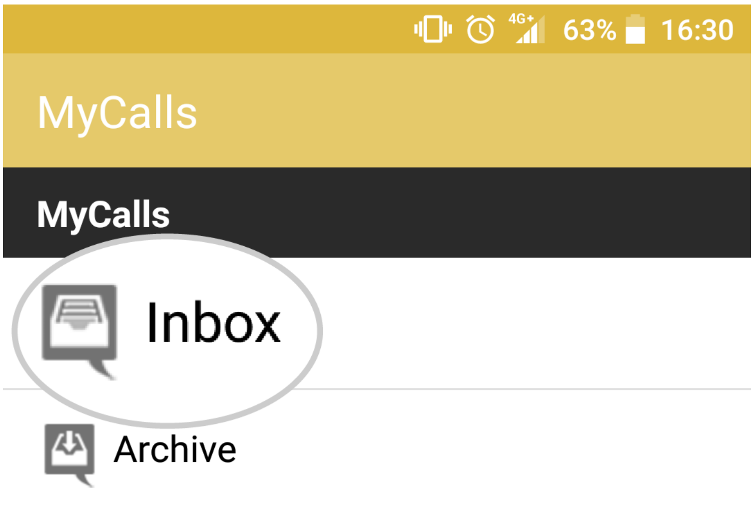
06 Tap **Note** to type in the details of your call.

You can also tap the mic icon to dictate your notes using Google Voice Typing.

When you're done, tap your keyboards save icon to to save the text.

07 When you are ready, tap the save icon in the top right hand corner.





08 Tap Inbox to view your planned interactions. You can also view your planned calls as a Calendar to see calls on a specific date.