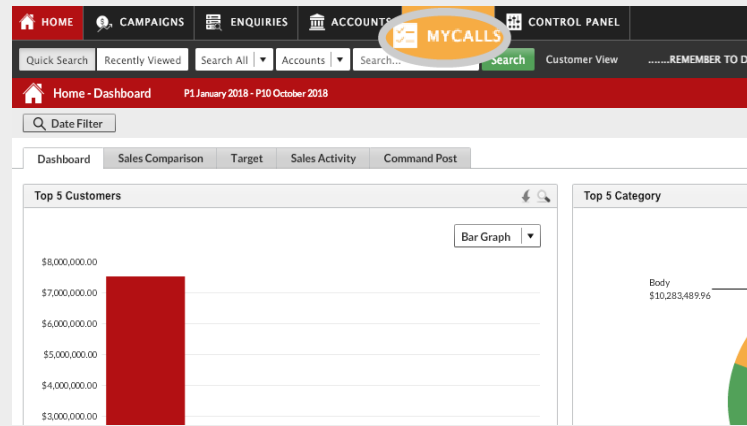


# HOW TO ARCHIVE A CALL - DESKTOP

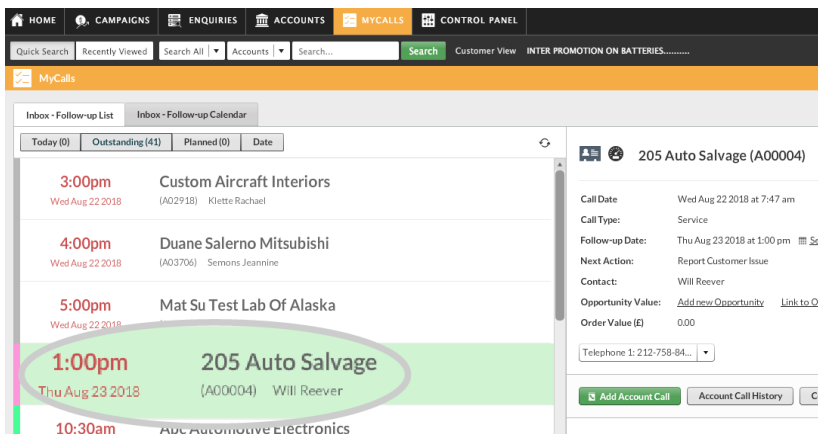
This article will detail how to Archive your calls in MyCalls. You can use this to organize your diary, and to keep calls from piling up in the Outstanding tab once you have completed them.

**01** Log in to sales-i and click the **MyCalls** tab at the top of the page

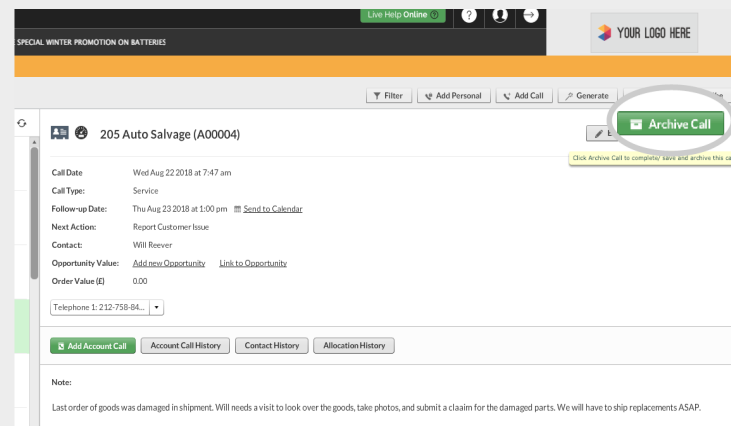


**02** Select the call you want to Archive. If it's a call you had today click the **Today** tab, if it's a call from a previous day, click the **Outstanding** tab.

Once you select the appropriate tab to find the call you would like to Archive, highlight the call by clicking on it.



**03** Select the green **Archive Call** button on the right side of the screen to Archive the call.



**04** To view your archived calls. Select the **Filter** option.

In the Filter window, select **Archive** then click on **Apply Filter**.

sales-i will now display your archived calls.

