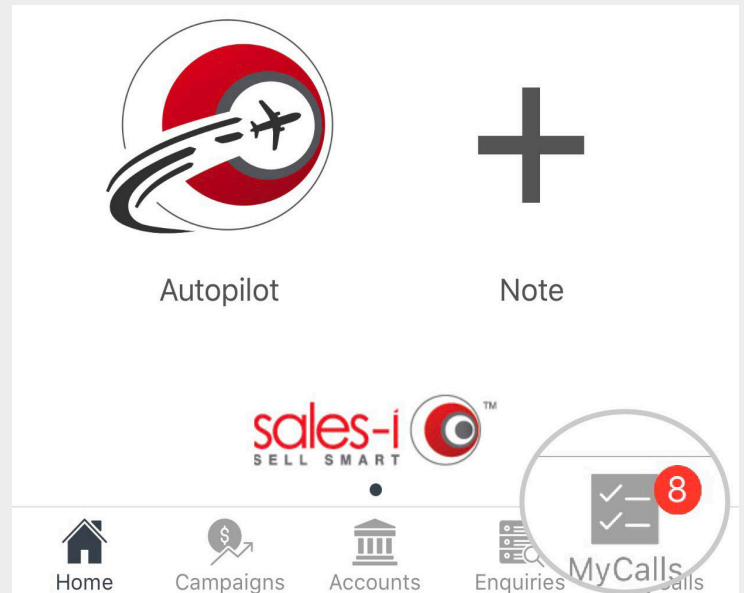


HOW TO ARCHIVE A CALL - APPLE





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 tap the **MyCalls** tab at the bottom right of the page.



MyCalls

Inbox

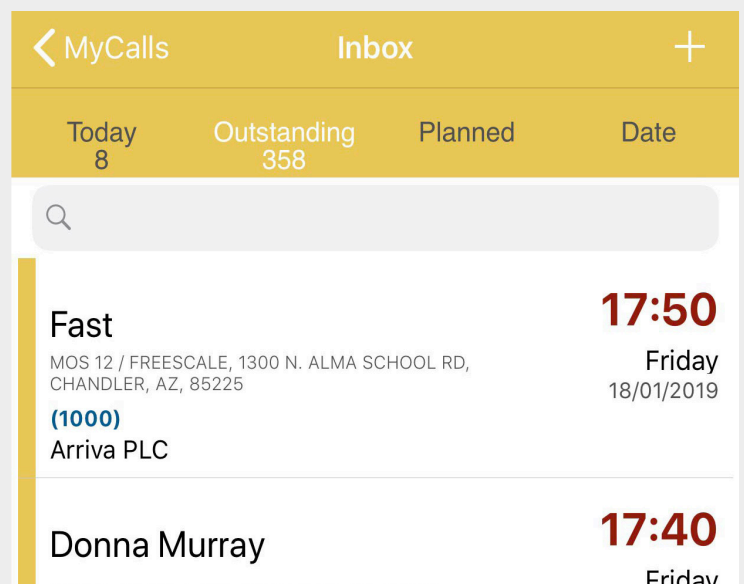
-  Archive
-  Calendar (Active Calls)
-  Add Note
-  Generate Calls

02 Select the **Inbox** option.

03 Next, Select the call you want to Archive.

If it's a call you had today tap the **Today** tab, if it's a call from a previous day, tap the **Outstanding** tab.

To select a call, tap on it.



View Account

Add account call

Archive call

Account call history - 0

Loading call history, please wait...



Home



Campaigns



Accounts



Enquiries



MyCalls

04 Touch the blue **Archive Call** button.

You will then be asked 'Would you like to archive this note.' Tap **Archive Call** to confirm.

Your call has now been archived.

05 To see a list of your archived calls.

First, tap the **< MyCalls** back arrow to go back to the MyCalls menu.

MyCalls		Inbox	+
Today	Outstanding	Planned	Date
7	357		
Fast			
MOS 12 / FREESCALE, 1300 N. ALMA SCHOOL RD, CHANDLER, AZ, 85225			
(1000)			
Arriva PLC			
			17:50
			Friday
			18/01/2019
Donna Murray			
1230 S. AKIMEL LANE, CHANDLER, AZ, 85226			
(1107)			
Johnston Manufacturing Group			
			17:40
			Friday
			18/01/2019

MyCalls

Inbox



Archive



Calendar (Active Calls)



Add Note



Generate Calls

06 Then select the **Archive** option to view your archived calls.