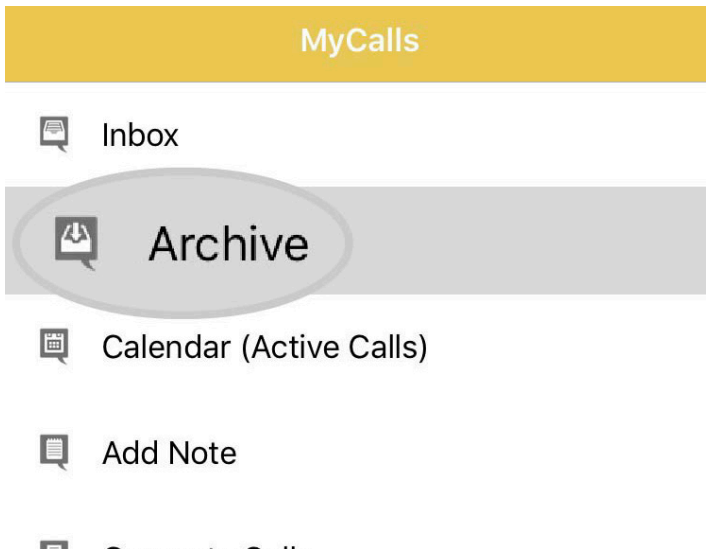
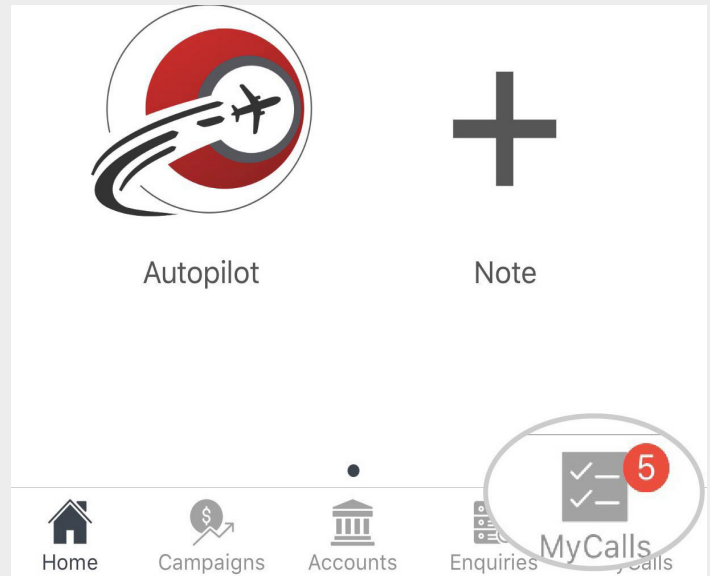


HOW TO SEE ARCHIVED CALLS - APPLE

This guide will show you how to see calls that have previously been archived.

01 From the home screen, tap **MYCALLS**.



02 Next, tap **Archive**.

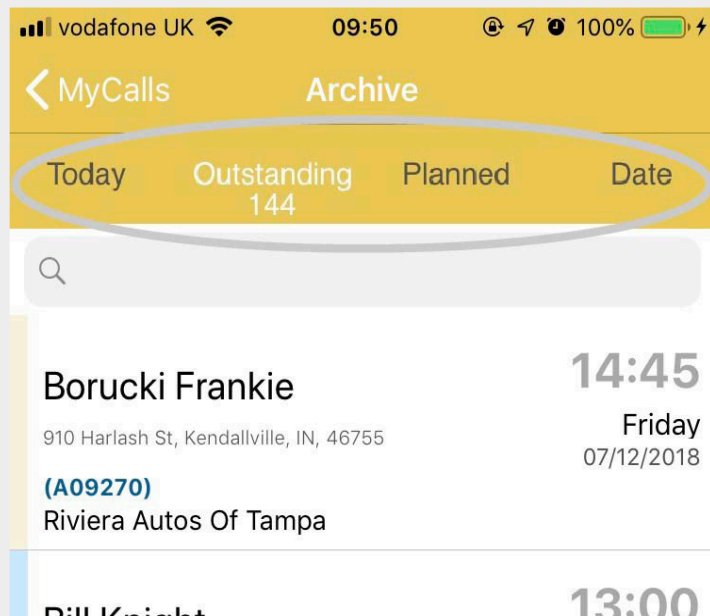
03 You will now see a list of any Archive calls that were scheduled for **Today**.

You will also see other options at the top of the screen:

Outstanding shows you a list of previous day's calls that you have archived.

Planned shows you calls that are due to take place in the future that you have archived.

Date allows you to filter so you only see archived calls that occurred between your chosen dates.



(A01222)
Bala Cars

Argust Roseann

10:30

1234 Nw 14th Ave, Gainesville, FL, 32601

Friday
07/12/2018

(A00429)
American Auto Parts

Argust Roseann

10:30

Joe Smith
admin@sales-i.com



04 If you have permissions, you can also see other users archived calls.

To do so, tap the **switch user icon** at the bottom right hand side of your screen.

05 Finally, tap the name of the user's archived calls you wish to view.

< Archive

Bill Stevens (owner)

Cameron Miller

Dominic Starr

Joe Smith ✓

Kevin McGirl (manager)

Marco Tegazi

Mark Hayrynen

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