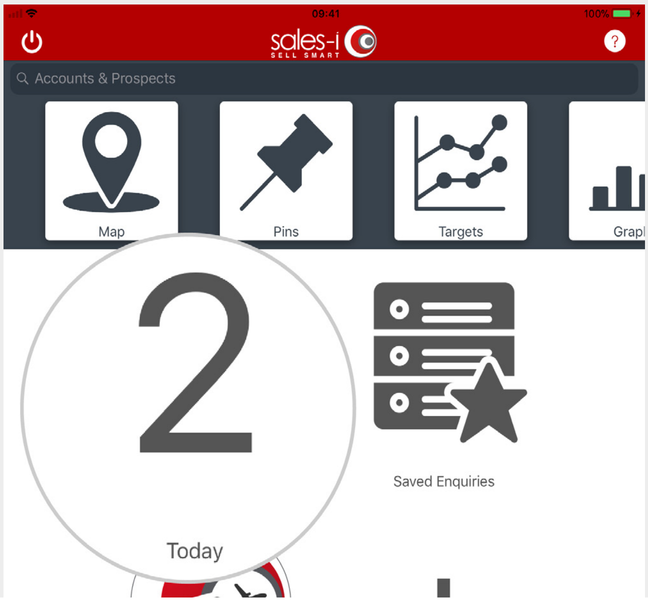
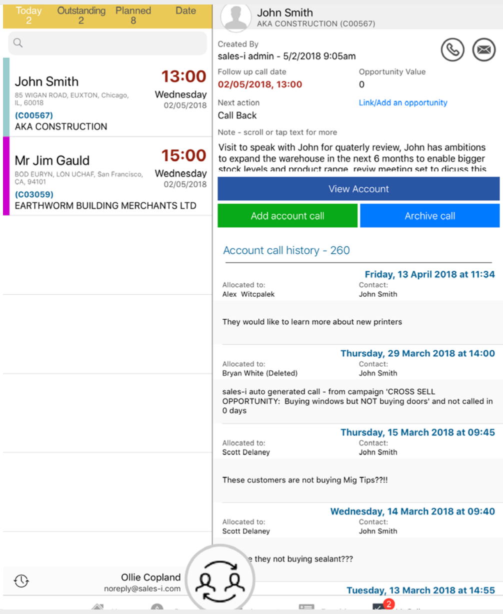
HOW TO... SEE AND EDIT YOUR TEAM MEMBERS' MYCALLS

Power Users are now able to access and edit their team members' MyCalls on their Apple devices. helping them manage and keep visabilty whilst out on the road.

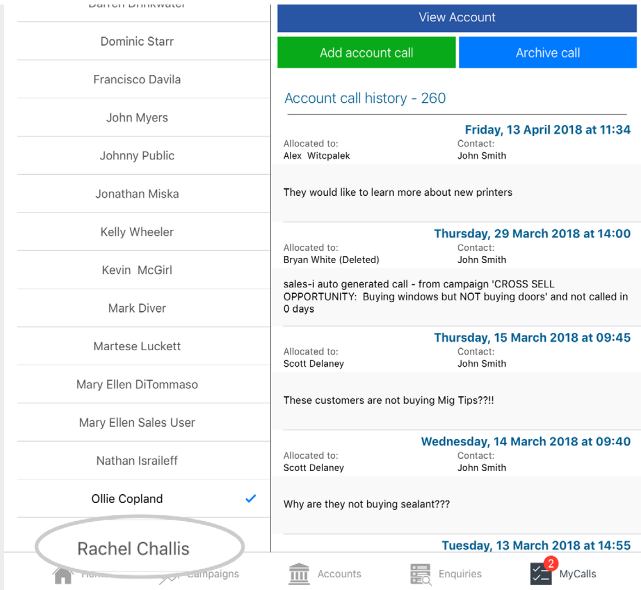
01 From the Home page tap **Today** to access your calls for the day and the rest of your diary.

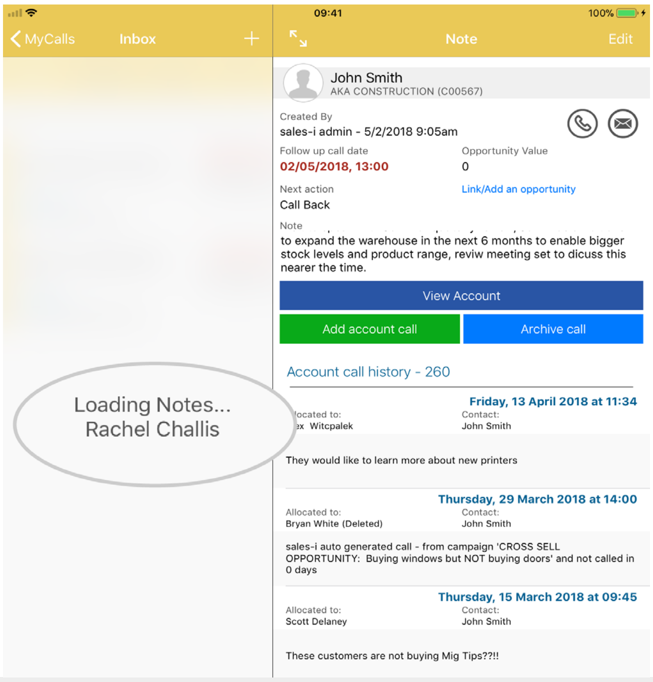




02 To see one of your team members' calls for the day, tap on the icon next to your name in the bottom middle of the screen.

03 Next, tap on the name of the user whose MyCalls you would like to view.





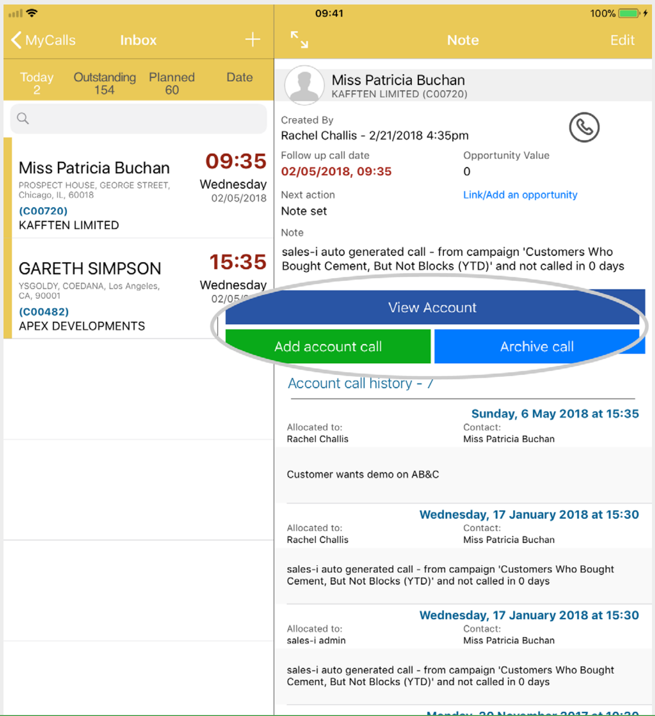
04 You will now see a **Loading Notes** screen whilst your requested team members' MyCalls section loads.

05 Once loaded, you will see your requested team members' MyCalls.

You can view, edit, rearrange and archive these calls just as you would if they were your own calls.

Please note: You will continue to see your team members' calls until you select to see your own once more.

To return to your call list for the day, follow steps 2 to 4 once more but select your own name at step 3.



VISIT OUR SUPPORT SITE

Don't forget to visit our support site online to view sales-i how to's, tips, tricks and best practices.

https://support.sales-i.com