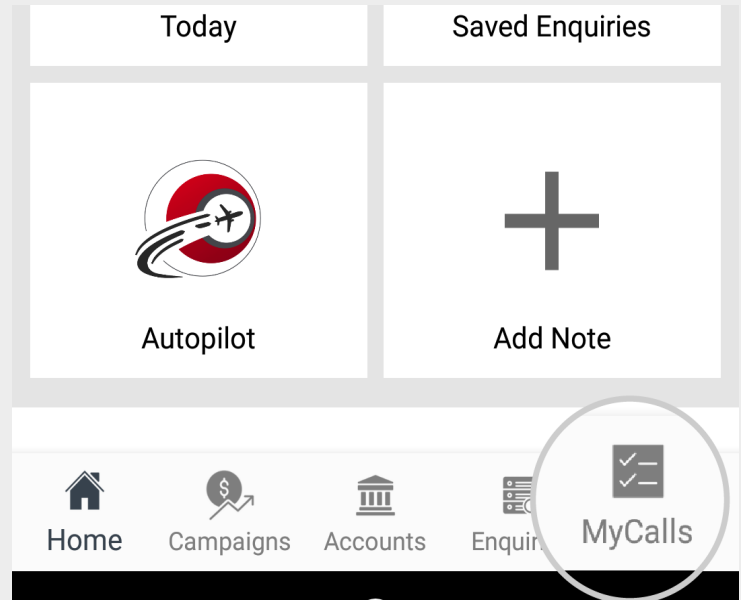


# HOW TO ARCHIVE A CALL - ANDROID

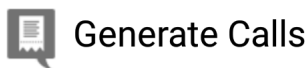
This article will detail how to Archive your calls in MyCalls. You can use this to organize your diary, and to keep calls from piling up in the Outstanding tab once you have completed them.

**01** Log in to sales-i and tap the **MyCalls** tab at the bottom right of the page.

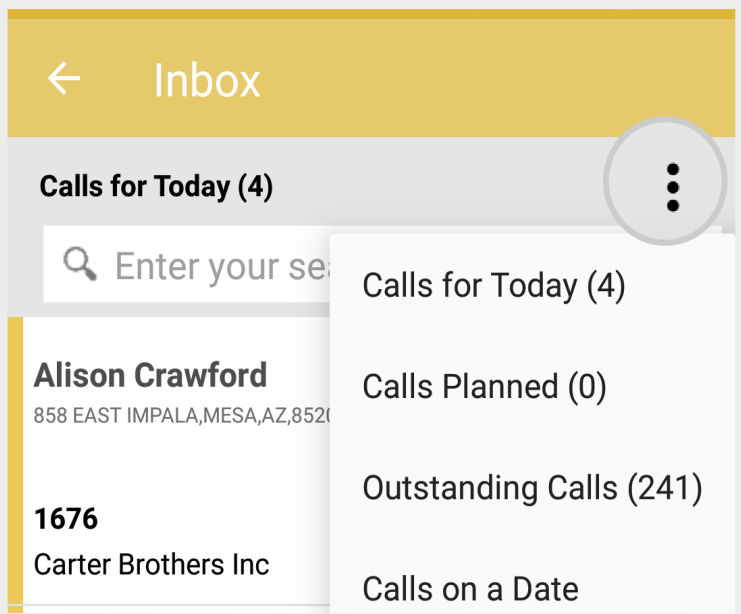


## MyCalls

### MyCalls



**02** Select the **Inbox** option.



**03** Tap the **three dots icon** in the upper right corner of the screen.

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

Outstanding Calls (241) ⋮

🔍 Enter your search keyword

**Martha Kinnon**

TREASURER'S DEPT,102 E WALNUT ST,WHITERIVER,AZ,  
85941

**21:10**

Wednesday  
19/12/2018

**1710**

Flexicom Edwards Printers

**Clair Duncan**

817 E INDIAN SCHOOL ROAD,P

**21:40**

Wednesday  
19/12/2018

**04** Now scroll through the list to find your call.

Once you have found your call, tap it to select it.

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

Your call has now been archived.

Opportunity Value  
0.00

[Link/Add Opportunity](#)

Order Value  
0.00

Note  
sales-i auto generated call - from  
Customersundefined0 days

Account Card

Add Account Call


Archive Call


MyCalls

MyCalls

 Inbox

 **Archive**

 Generate Calls

 Add Note to Company

**06** To see a list of your archived calls.

First, select the **back arrow** to go back to the MyCalls menu.

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