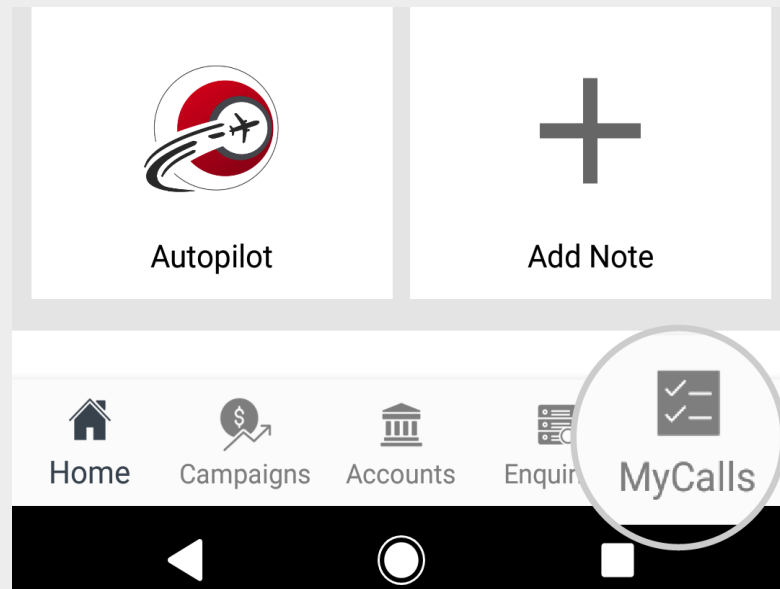


HOW TO SEE ARCHIVED CALLS - ANDROID

This guide will show you how to see calls that you have previously archived.
These can be viewed in both list and calendar views.

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



MyCalls

MyCalls

Inbox

Archive

Generate Calls

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

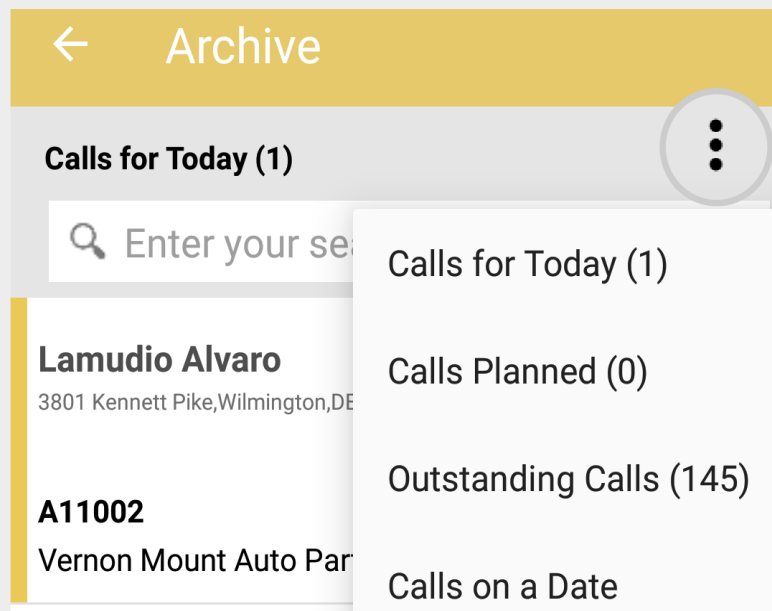
To see other options tap the three dots icon:

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

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

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

02 Next, tap **Archive**.



sales-i Auto-generated Contact

1155 15th St Nw,Washington,DC,20005

15:45

Wednesday
15/04/2015

A00040

A A A

Daidone Larissa

3086 Grand Caillou Rd,Houma,LA,70363

16:00

Wednesday
15/04/2015

Joe Smith

admin@sales-i.com



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

To do so, tap the **three lines icon** in the bottom left hand corner.

05 Next, tap the **switch user icon**.

A02795

Coyne Spear Co Cpa

sales-i Auto-generated Contact

1155 15th St Nw,Washington,DC,20005

15:45

Wednesday
15/04/2015

A00040

A A A

Daidone Larissa

3086 Grand Caillou Rd,Houma,LA,70363

16:00

Wednesday
15/04/2015



Bill Stevens (owner)

Cameron Miller

Dominic Starr

Joe Smith

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