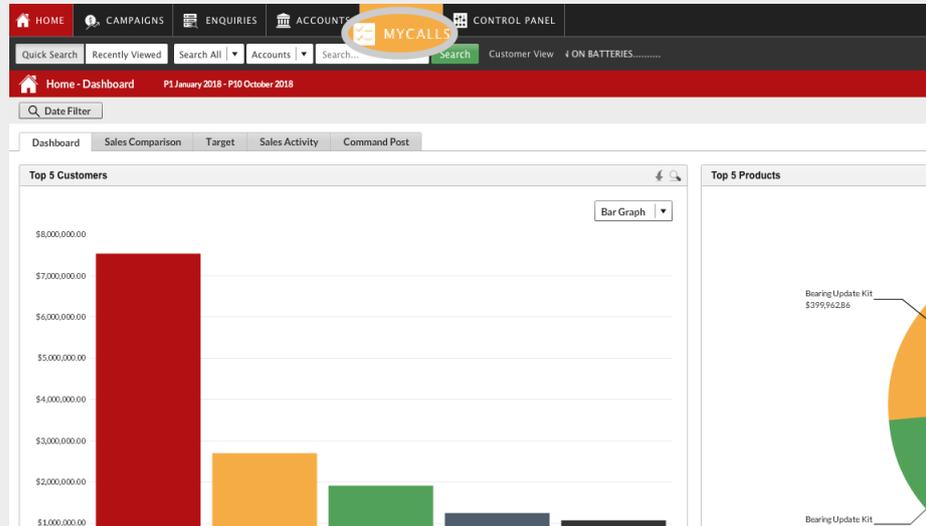


HOW TO SEE WHO ASSIGNED A CALL TO ME

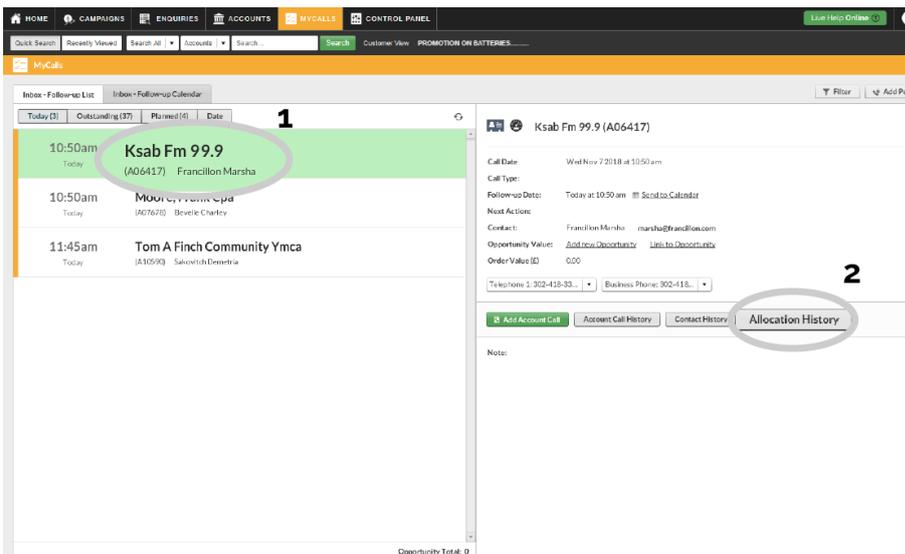
In MyCalls other users can assign follow-up calls to your diary. This guide will show you how to discover who has allocated a call to you.

01 From the home screen, click the **MyCalls** tab.



02 Click the call that you wish to see Allocation History for.

Then, click **Allocation History**.



03 You will now see the allocation history pop-up window.

Note Allocated By: Indicates who has allocated this call to you.

Note Allocated to: Indicates who this call has been allocated to (your name).

Allocated On: Is when the call was allocated to you.

