

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.

D1 From the home screen, of the MyCalls tab.	click	NOME CAMPAIGNS ENQUIRIES m ACCO Quick Search Recently Viewed Search All ▼ Accounts ▼ 1 Accounts ▼ 1 Mome - Dashboard P1 Jaway 2018 - P10 October 2018 ▼ 1 Dashboard Sales Comparison Target Sales Activity Top 5 Customers 58,000,0000 55,000,0000 54,000,0000 S4,000,0000 51,000,0000 51,000,0000 51,000,0000	Command Post	Summer
Image: Second	To NATERES		02 Click the call that you wish to see Allocation History for. Then, click Allocation History.	
 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. 		Allocator History Note Allocated By Joe Smith (noreply@sales-i.com)	Note Allocated To Rachel Challis (rchallis@sales-i.com)	Allocated On Today at 12:02 pm