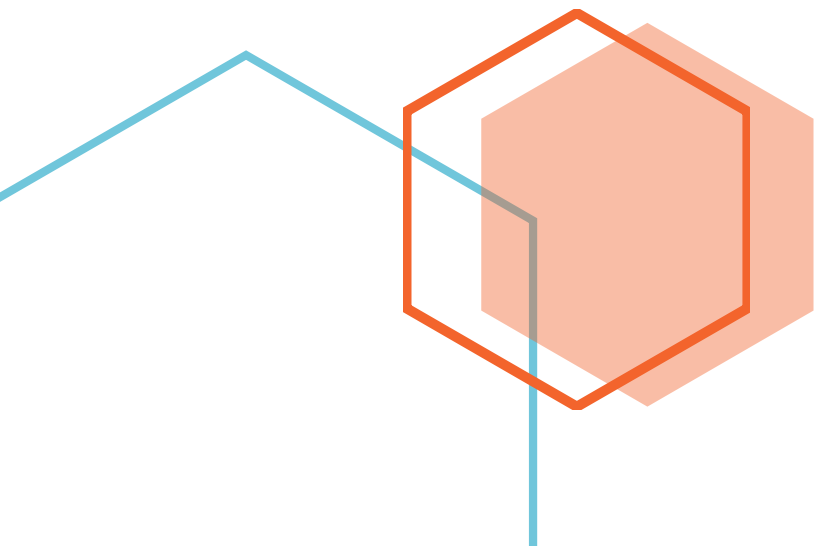




Managing Activities – Users Guide

Android AEGEA Mobile Application

This Users Guide will take you through the steps to add and view activities for an activity in the Android AEGEA mobile application.



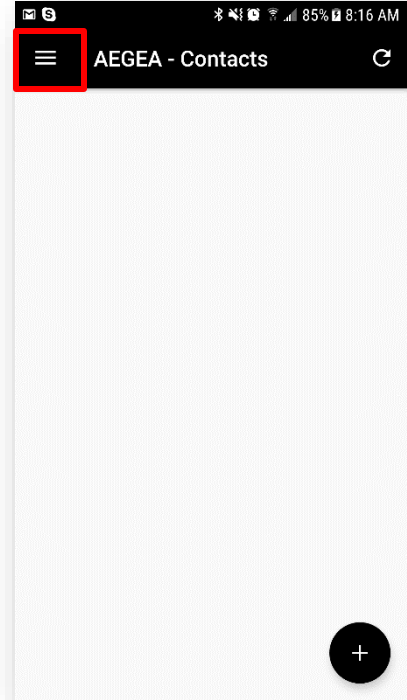


Adding Activities

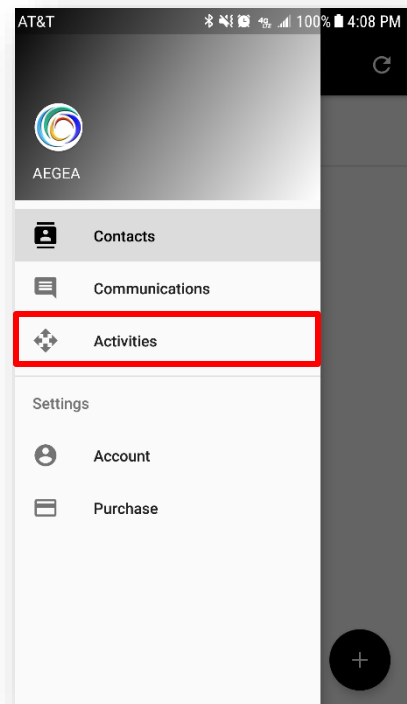


Adding Activities – Navigating to Activities

To add an activity, you will first need to be on the Activities Screen, by selecting the application menu, highlighted by the red box in the image.



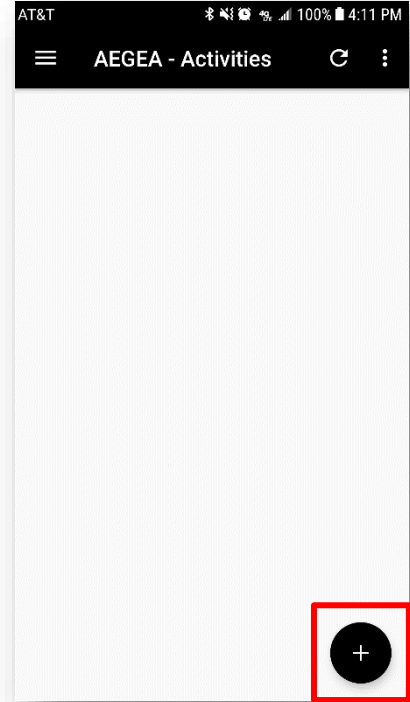
Once the application menu is displayed, you will need to select the Activities menu, highlighted by the red box in the image.





Adding Activities – Activities Screen

Next, you will need to select the Plus button in the lower right corner, highlighted by the red box in the image.



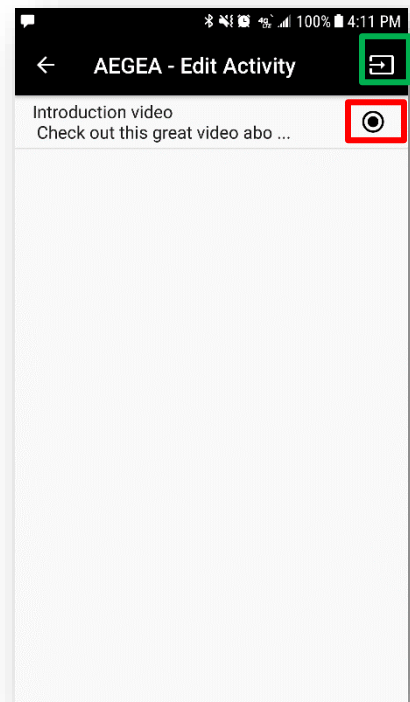
Adding Activities – Selecting Communication

The first step in adding activities is to select the communication you want to send.

Any communication previously added to the application will be listed and you will be able to select one communication.

The selected communication will be indicated by the checkmark on the far-right of the selected row, highlighted by the red box in the image.

Once your communication is selected, selecting the Next button, highlighted by the green box in the image, will take you to the next step in the adding activities process.





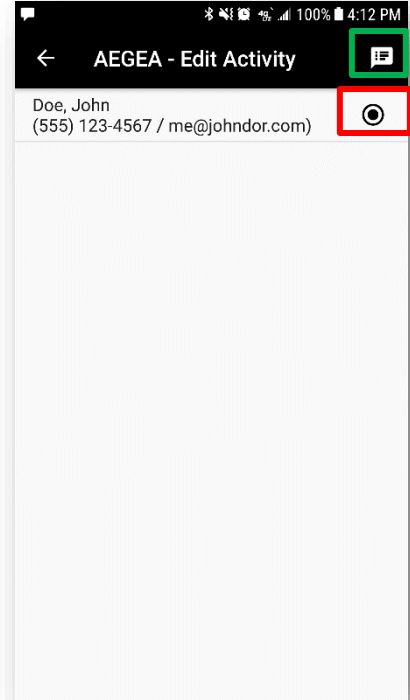
Adding Activities – Selecting Contacts

The second step in adding activities is to select the contacts you want to send to.

Any contacts previously added to the application will be listed and you will be able to select as many contacts as you would like.

The selected contacts will be indicated by the checkmarks on the far-right of the selected row, highlighted by the red box in the image.

Once your contacts are selected, selecting the Send button, highlighted by the green box in the image, will begin the adding activities process.



Adding Activities – Sending Activities

Now that your communication and contacts have been selected, the application is ready to start sending your selected communication to each of your selected contacts.

The application will now take your selected communication and send it to each of the selected contacts in the background. You will not see your texting screen or interact with the application to send each message. All of this will be done for you automatically.

Once all messages have been sent you will be returned to the main Activities screen.



Adding Activities – Activities List

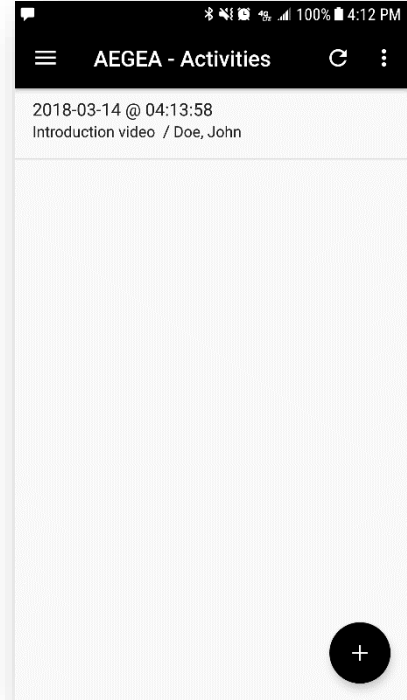
Once all the sending screens have completed, the application will automatically bring you back to the Activities screen.

You will see one activity listed for each contact that the communication was sent to. Meaning if you selected five (5) contacts, you will see five (5) new activities listed in the Activities list.

If your added activities do not appear immediately, pull down on the list and the application will retrieve your list from the cloud.

Please note that all your data is backed up to the cloud, thus you need to have an internet connection, cellular data or Wi-Fi will work. Refreshing your data is dependent on how fast your internet connection is performing. Slower internet connections will take longer to refresh and show your Communications list.

Selecting the plus sign again, will allow you to continue to add as many activities as you would like.





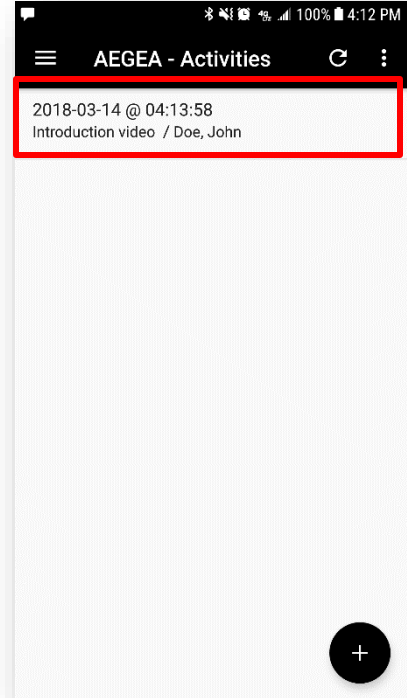
Viewing Activities



Viewing Activities – Activities List

To view an existing Activity, select the row with the information, highlighted by the red box in the image.

Selecting the row with information will open the View Activity screen.



Viewing Activities – Activity Information

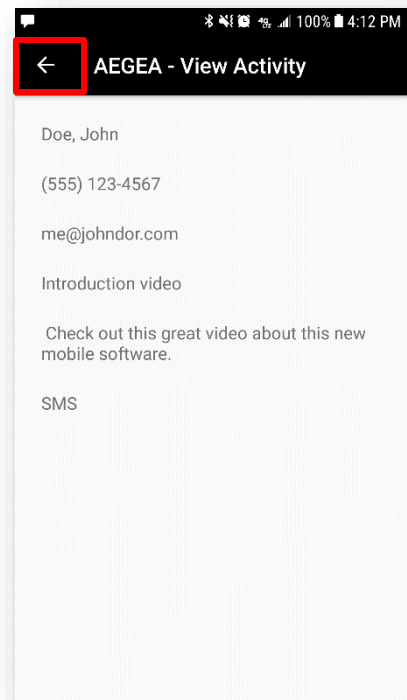
The View Activity screen shows you the details about each activity.

You will see the contact, exactly as it was sent in the activity. Even if you modified the contact after the activity was sent, the original information about the contact is preserved in the activity details.

You will see the communication, exactly as it was sent in the activity. Even if you modified the communication after the activity was sent, the original information about the communication is preserved in the activity details.

You will see details about the activity like how it was sent (SMS) and the date and time it was sent.

When you are done viewing the activity's details, selecting the back button, highlighted by the red box in the image, will close the View Activity screen.



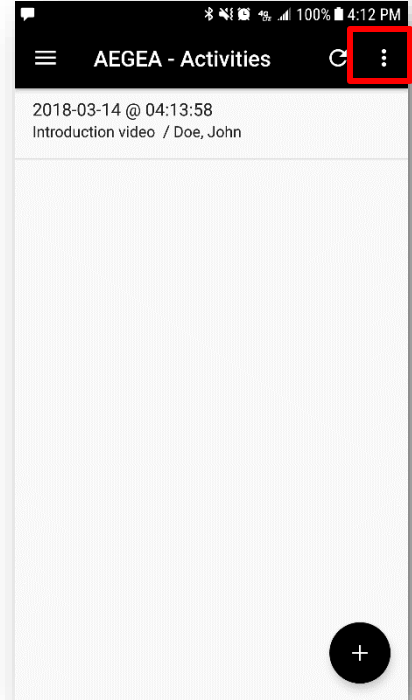


Filtering Activities



Filtering Activities – Filter Selection

The list of activities can be filtered out of view. To filter your activities list, select the ellipses in the upper right corner, highlighted by the red box in the image, to view the filtering menu.



Filtering Activities – Filtering

You can select Show All, which shows all of the activities, Show Today which only shows activities from today, Show Week which only shows activities from the last seven days, and Show Month which only shows activities from the last thirty days, highlighted by the red box in the image.

