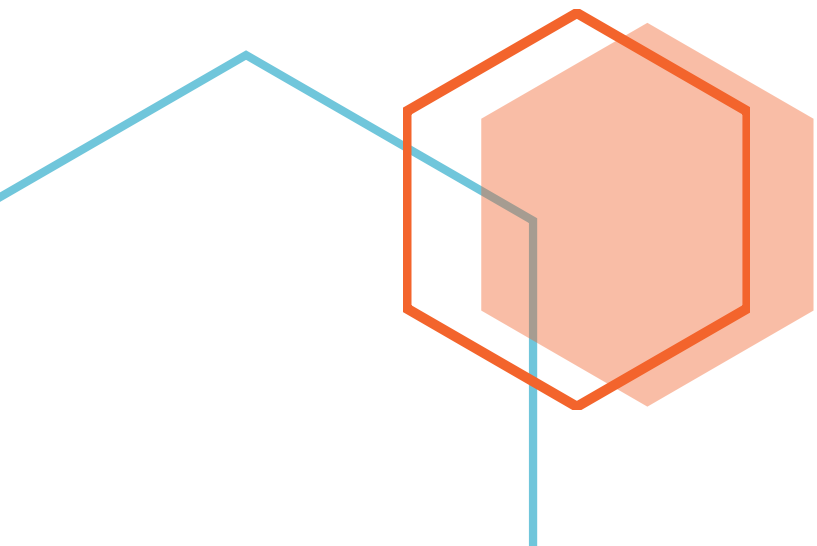




Managing Activities – Users Guide

iOS AEGEA Mobile Application

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





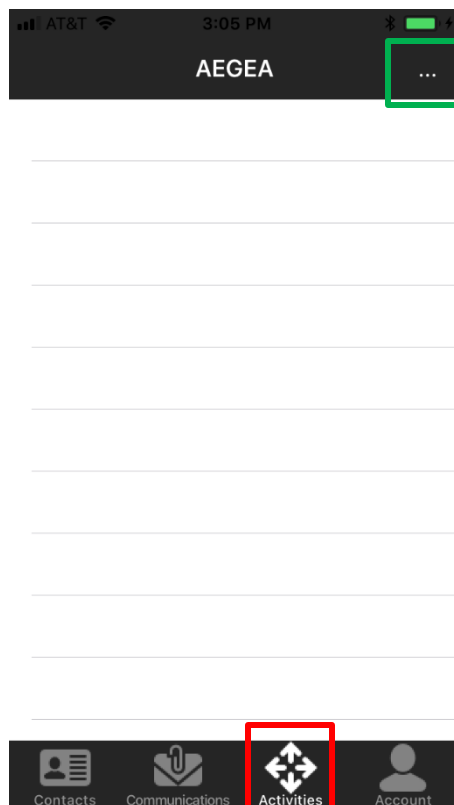
Adding Activities



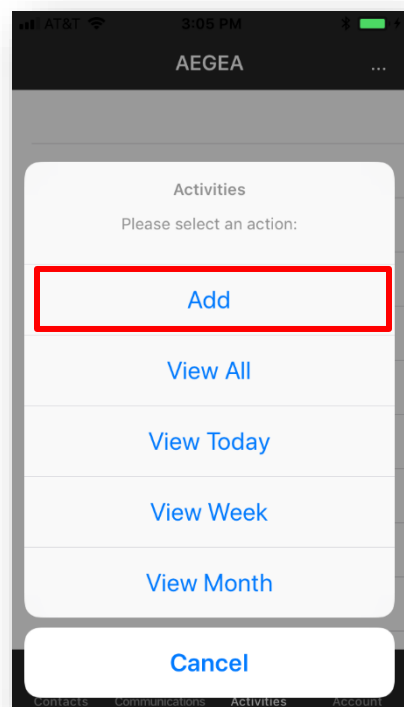
Adding Activities – Activities Screen

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

Next, you will need to select the ellipses in the upper right corner, highlighted by the green box in the image.



Once the action menu has appeared, select the Add menu option, highlighted by the red box in the image.





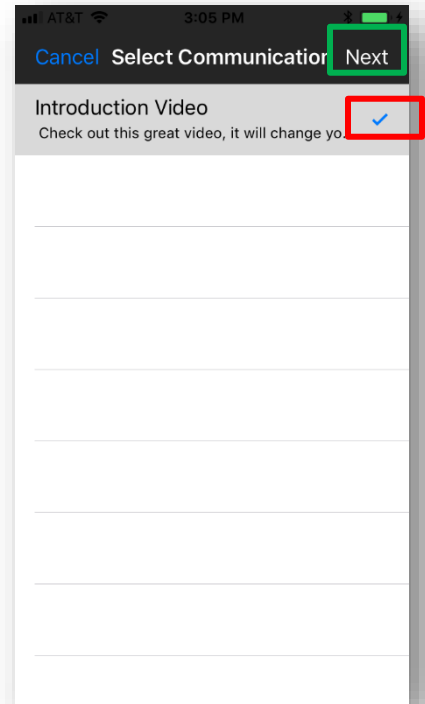
Adding Activities – Selecting Communication

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.



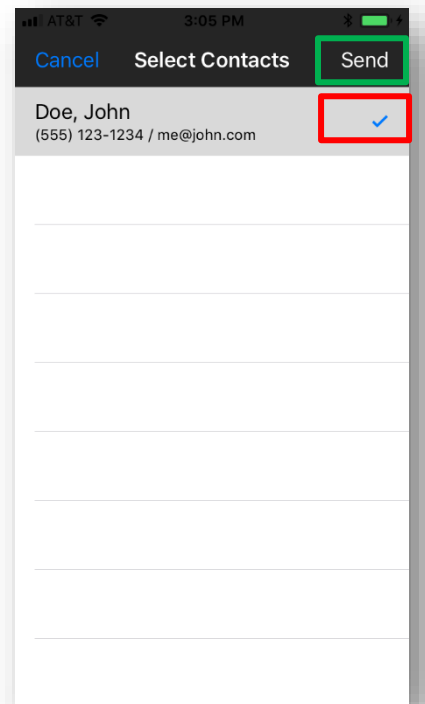
Adding Activities – Selecting Contacts

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

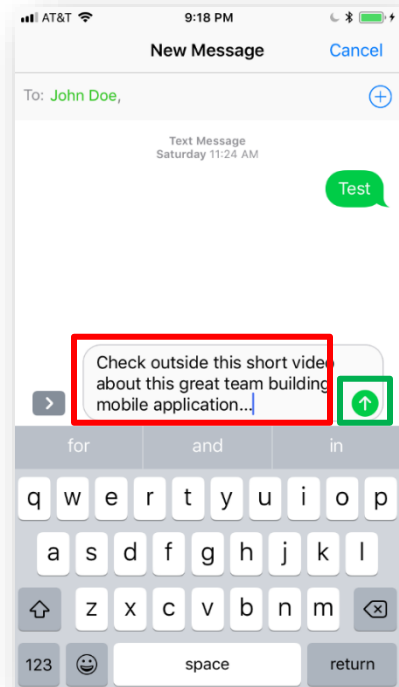
Now that your communication and contacts have been selected, the application is ready to start sending your selected communication to each of your selected contacts.

The application will now take you through a series of sending screens. You will see one sending screen for each contact selected.

The communication's message will be pre-loaded into the message area, highlighted by a red box in the image.

Selecting the sending button, indicated by the green circle with an arrow pointing up, highlighted by the green box in the image.

Once sent, the next sending screen will appear until the selected communication has been sent to each selected contact.



Adding Activities – Activities List

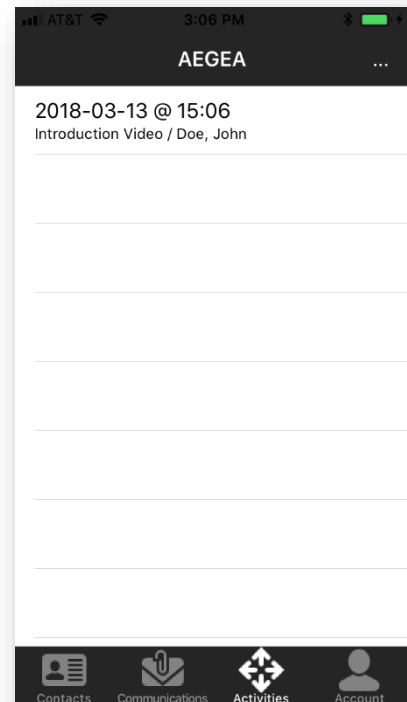
Once all the sending screens have completed, the application will automatically bring you back to the Activities screen.

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.





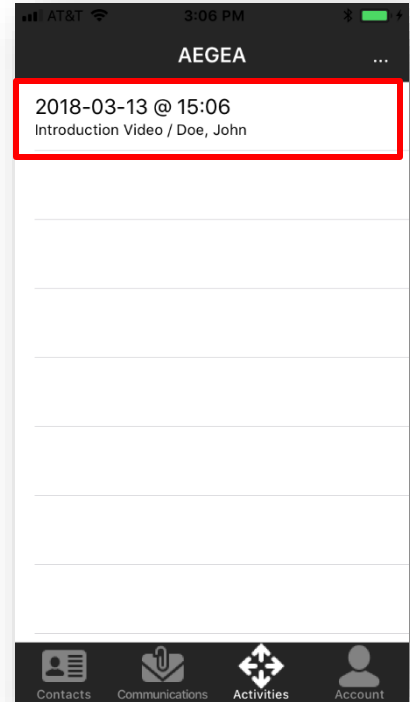
Viewing Activities



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

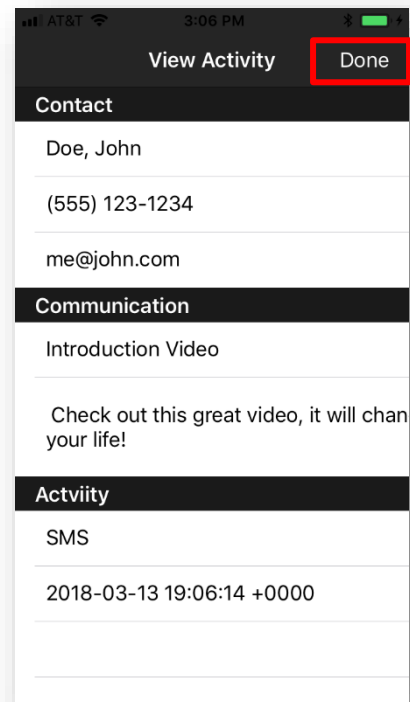
The View Activity screen shows you the details about each activity.

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 Done 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.

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

