




How to Use the Activity Manager (formerly called Call Manager)

Description

Navigate to the Activity Manager tab to see all your tasks and events on one convenient screen. Streamline your work blocks for better efficiency.

The system will:

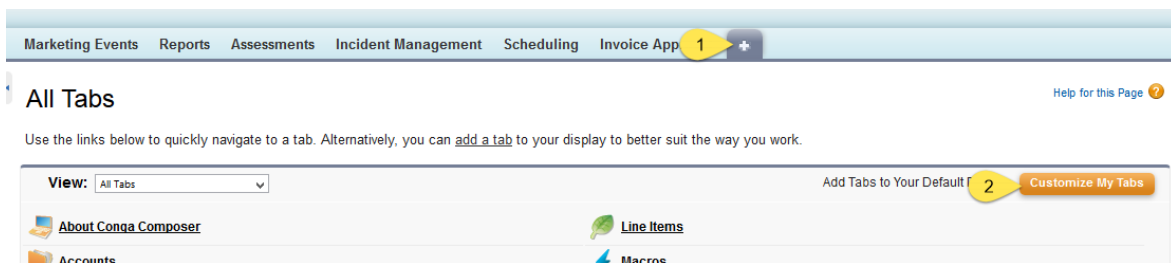
-  Allow you to view, edit, and complete tasks and events on one convenient page
-  Allow you to quickly and easily update the prospect profile
-  Allow you to create a follow-up activity

Step by Step

Set-up

Set up your Activity Manager tab to easily access the Activity Manager.

- 1 Click the plus sign to the right of your tabs
- 2 Click **Customize My Tabs**



- 3 Select *Activity Manager* from the list of **Available Tabs** on the left
- 4 Click the arrow to move Activity Manager to the list of **Selected Tabs** on the right
- 5 Moving the Activity Manager tab up on the list will place it closer to your Home tab
- 6 Click **Save**

Customize My Tabs

Choose the tabs that will display in each of your apps.

Custom App:
RHS Retirement Home Software

Available Tabs

- About Conga Composer
- Activities
- Activity Manager** 1
- Allergies
- App Launcher
- Assessments
- Bank Deposits
- Billing Codes
- Billing Headers
- Billing Run
- Campaigns

Add
Remove

Selected Tabs

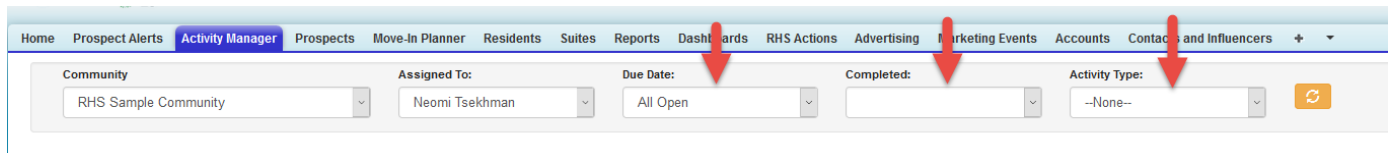
- Home (default)
- Prospect Alerts
- Prospects
- Move-In Planner
- Residents
- Suites
- Reports
- Dashboards
- RHS Actions
- Advertising
- Marketing Events

Up
Down

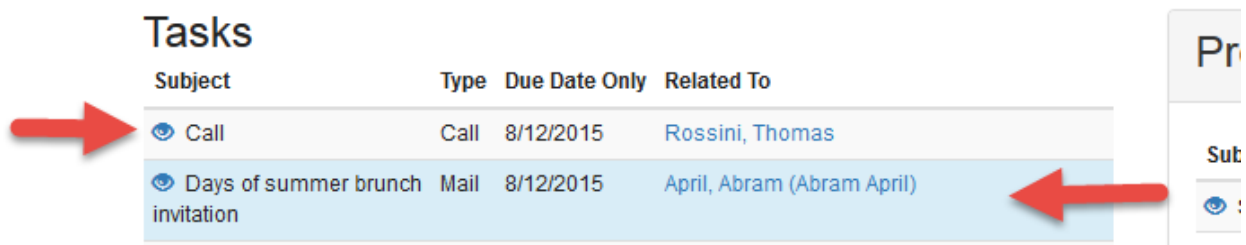
3 Save Cancel

Manage Calls



- 7 Navigate to your **Activity Manager** tab
- 8 At the top, you may select the **Due Date** or **Activity Type** to view different types of activities. To see all open activities, select *All Open* for the **Due Date** and *None* for the **Activity Type**. You may also use the Activity Manager to audit completed activities by using the **Completed** filter.



- 9 On the left-hand side of your screen, you will see a list of your tasks. The task you are currently viewing will be highlighted in blue.
- 10 To view the task record, click on the eye ball to the left of the Subject




- 11 On the right-hand side of your screen, you can view the Previous Activity logged on this Prospect's file

Previous Activity 2			
Subject	Type	Completed	Description
 Sent RVM Small Home Mailer		2014-09-11	
 Brunch invitation		2015-08-12	

12 The **Current Task** section shows some important task details, such as the **Due Date**, **Phone #**, and **Activity Type**.

13 To complete the task and enter a Result, click **Complete Current Task**

Current Task	
Due Date Only 8/13/2015	Task Activity Type Call
Related To Email rebtruss@shaw.ca	Related To Phone # (403) 247-5033
Complete Current Task 	

14 Select a **Result**

15 Enter an optional **Completion**

16 You are encouraged to create a follow-up Task or Event directly from this completion screen. Simply enter the new Task or Event details.

17 Click **Complete & Save**

Complete Activity: 👁️ Test Followup (Task) ✕

Result <input type="text" value="Call - Contacted"/>	Completed <input type="text" value="8/20/2015"/>
Description <input type="text" value="Looking into RL options. Wants to come in for a tour with daughter."/>	
New Task <small>Optional</small> New Event <small>Optional</small>	
Assigned To <input type="text" value="Neomi Tsekhman"/>	Activity Type (Required) <input type="text" value="Tour"/>
Subject (Required to Create) <input type="text" value="Touring with Daughter"/>	
Start Date Time (Required) <input type="text" value="08/24/2015 12:15 PM"/>	Duration (Required to Create) <input type="text" value="1:00"/>
Description <input type="text"/>	

- 18** As you complete your calls, you can see a small section of the Prospect profile on the right-hand side of the screen. Enter information directly into the fields on this screen. Fields with missing information are highlighted in red.
- 19** After entering new information in the Prospect section, remember to click **Save Record**

👁️ Trussell, Richard and Rebecca (Helen V. & Irene)

Status <input type="text" value="Initial Call"/>	Prospect Status No Last <input type="text" value="Urgent Need ASAP"/>
Inquirer First Name <input type="text" value="Richard and Rebecca"/>	Inquirer Last Name <input type="text" value="Trussell"/>
Prospect's First Name <input type="text" value="Helen V."/>	Prospect's Last Name <input type="text" value="Trussell"/>
Prospect Prefers To Be Addressed As <input style="border: 1px solid red;" type="text"/>	Prospect's Gender <input type="text" value="F"/>
Marital Status <input type="text" value="--None--"/>	Prospect's Date of Birth <input style="border: 1px solid red;" type="text"/>
Spouse's Last Name <input type="text" value="Cosway"/>	Spouse's First Name <input type="text" value="Irene"/>
Spouse's Date of Birth <input type="text"/>	Spouse's Gender <input type="text" value="--None--"/>
What would you like to accomplish? <input type="text"/>	
What is your situation? <input type="text"/>	

Sales Coaching

To use the Call Manager as a sales coaching tool, you may use the **Completed** filter at the top of the page. This will show completed activities for a given time period, along with all related activity, completion, and prospect information.