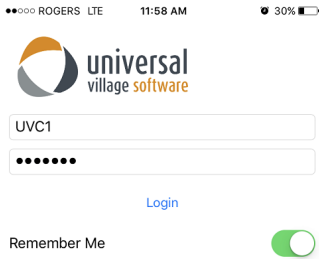
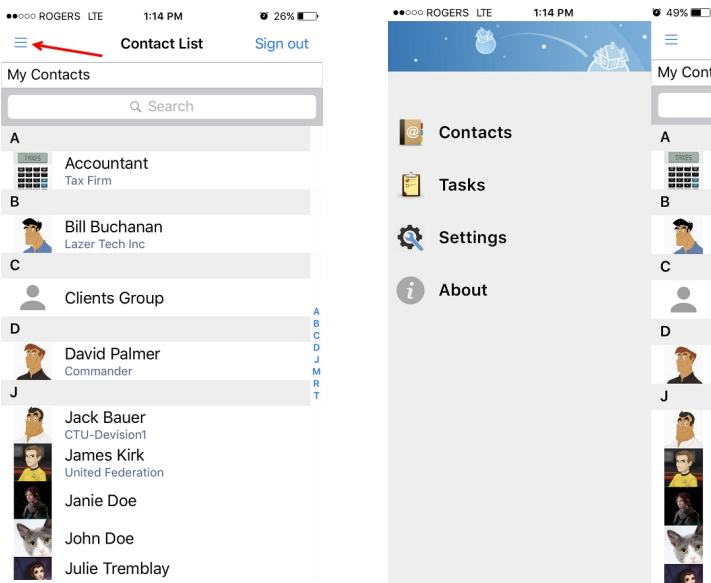


WHAT'S NEW – UVC MOBILE APP VERSION 1.5

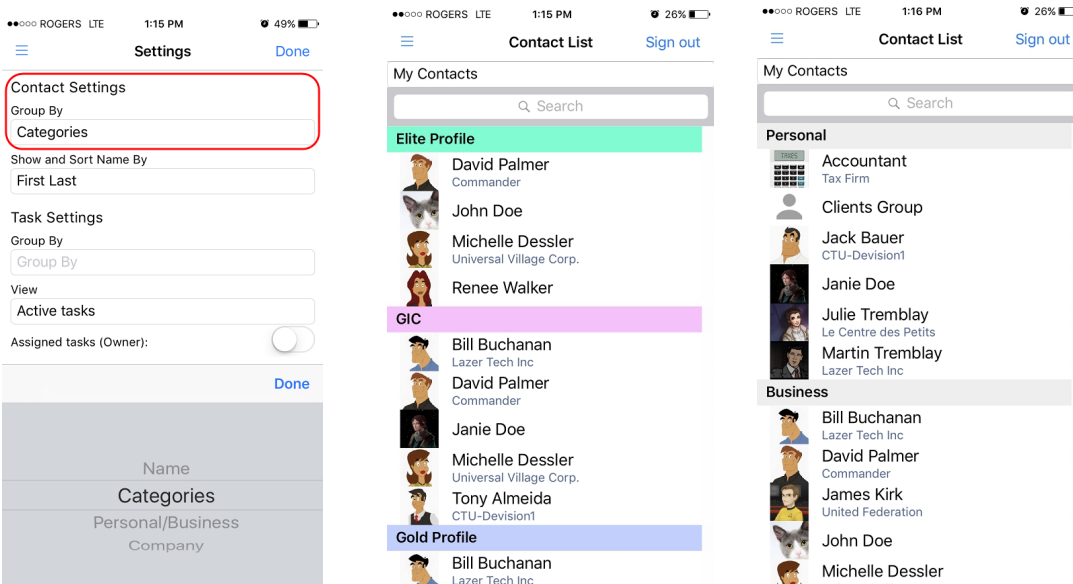
1. The **Remember Me** option allows the user to save their login credentials.



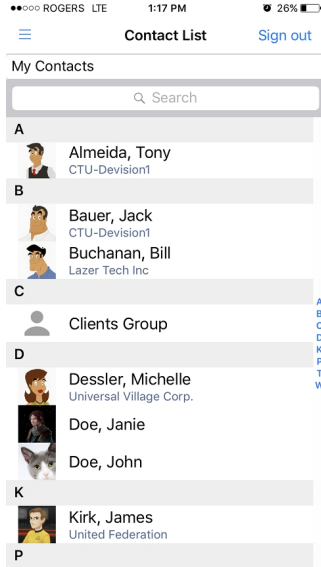
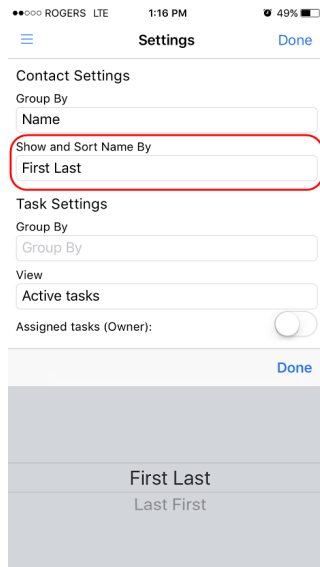
2. Click on the **menu** button to access the Contacts, Tasks, Settings and About screen.



3. The **Settings** screen provides the user the ability to change view related options. User is able to change grouping on Contact list to group by Tags, Company, Contact Type as well as change Display Name format. Similar options are available for tasks.

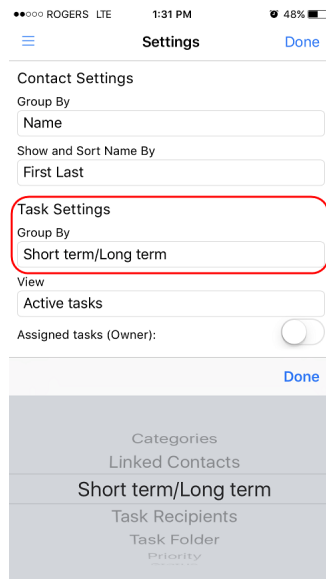


4. You can **Show and Sort Name By First, Last or Last, First name.**



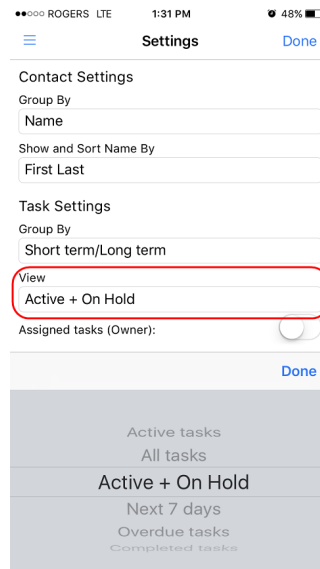
5. Under the *Task Settings* you can **Group By:**

- Categories
- Linked Contacts
- Short term/Long term
- Task Recipient
- Task Folder
- Priority
- Status
- Start Date
- Due Date
- Completed Date

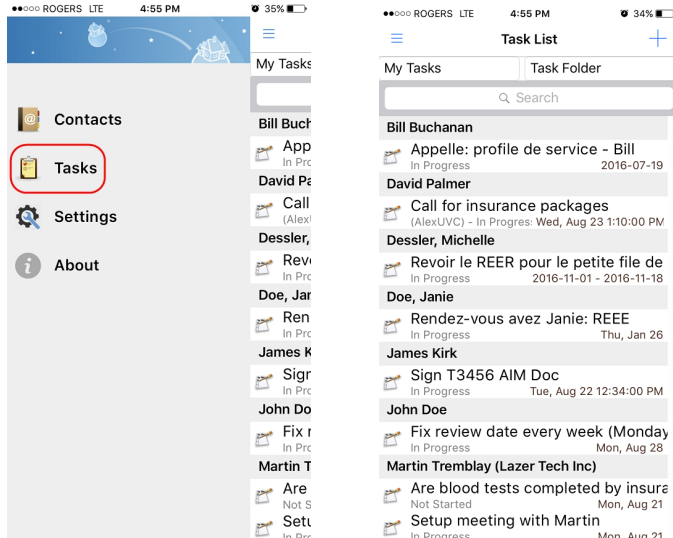


6. The **View** option allows you to see your tasks by:

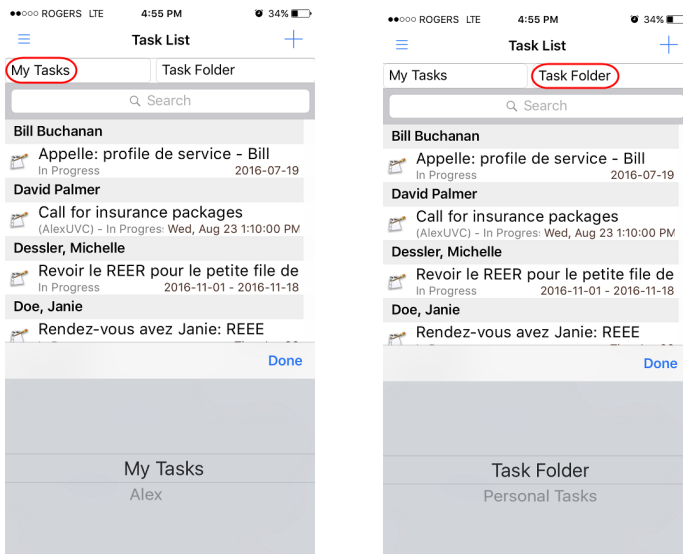
- Active tasks
- All tasks
- Active + On Hold
- Next 7 days
- Overdue tasks
- Completed tasks



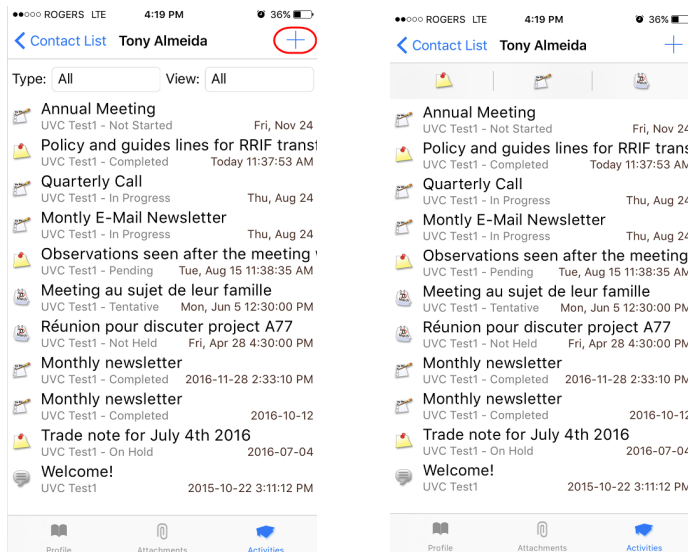
- Click on the **Tasks** option from the menu screen to view your tasks according to the view options you selected in step #5 and #6.



- Click on **My Task** option to switch between your own tasks and tasks shared by other UVC users. Click on the **Task Folder** to switch between task folders that you have the ability to view.



- The ability to create new tasks and appointments is now available. Simply access the **Journal Activity** of a contact and click on the **+ symbol**.



Click on any of the 3 icons to either create a new note, task or appointment.



10. Clicking on the **Task icon** will bring you to a new task screen. Enter all relevant information to your task (start date, due date, status, priority). Change the task **Folder Group** if the task should be added to another users task folder.

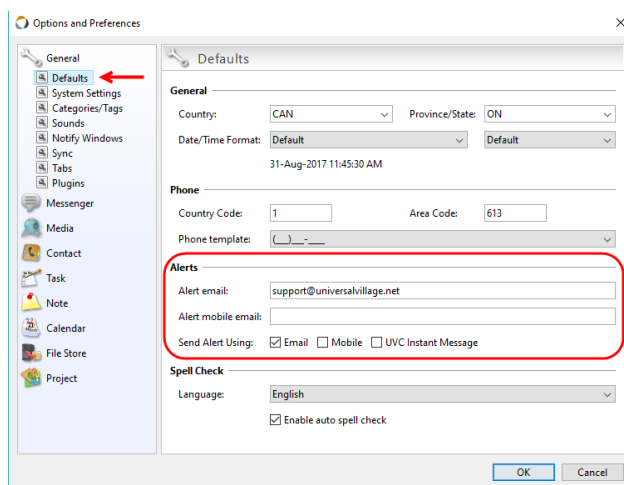
A screenshot of the UVC mobile app's task creation screen. At the top, it shows the user's name 'ROGERS LITE', the time '11:49 AM', and the battery level '45%'. There are 'Cancel' and 'Save' buttons. Below is a 'Description' text field. The 'Start Date' is set to '2017-08-31' at '11:48 AM'. The 'Due Date' is 'No Due Date'. The 'Folder Group' is set to 'UVCTest1' and 'Task Folder'. The 'Status' is 'In Progress', 'Priority' is 'Normal', and the 'Reminder' is turned off. There is a 'Note' field at the bottom.

11. Enable the **Reminder** option if you want to configure an alert. Set your reminder date and time for your alert.

A screenshot of the UVC mobile app's task creation screen, similar to the previous one, but with the 'Reminder' section highlighted by a red box. The 'Reminder' toggle is now turned on. The reminder date is set to '2017-09-01' at '9:00 AM'. Below this, there are options for 'UVC Instant Message', 'Email', and 'Mobile Email', each with a toggle switch. The 'Email' toggle is also turned on, and the email address 'support@universallvillage.net' is entered. There is a 'Note' field at the bottom.

*Take note: if you have configured the alert defaults in UVC they will show up automatically when you enable the **Reminder** option.*

UVC alert defaults can be changed under **File -> Options and Preferences -> General -> Defaults**



- Clicking on the **Appointment** icon will bring you to a new appointment screen. Enter all relevant information to your appointment (start/end date, time zone, status, priority etc...).

Change the appointment **Folder Group** if the appointment should be added to another user's calendar folder.

Enable the **Reminder** option if you want to configure an alert.

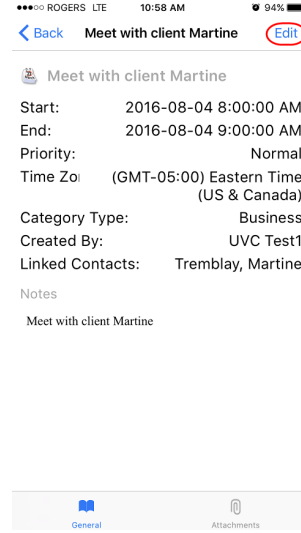
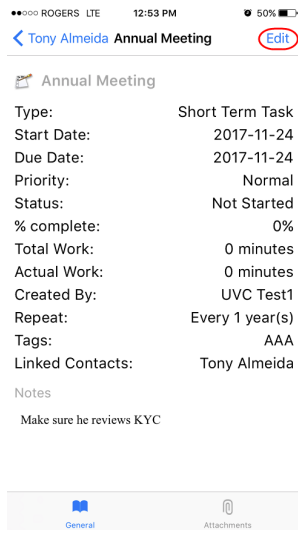
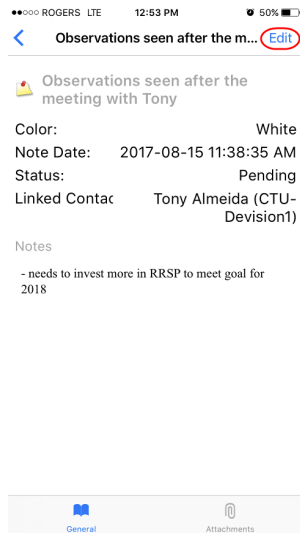
*Take note: if you have configured the alert defaults in UVC they will show up automatically when you enable the **Reminder** option.*

UVC alert defaults can be changed under **File -> Options and Preferences -> General -> Defaults**

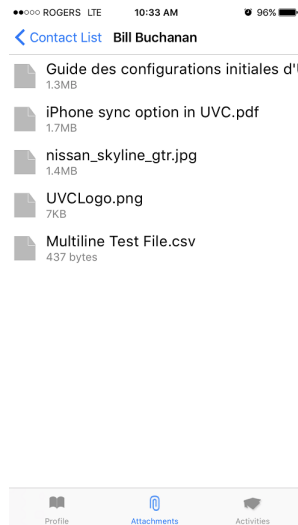
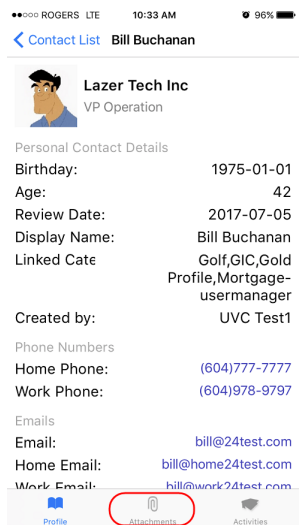
UVC calendar alert defaults can be configured under **File -> Options and Preferences -> Calendar -> Calendar List & Defaults**

Name	Share	Active	Enable Sync	Publish
Calendar(Default)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

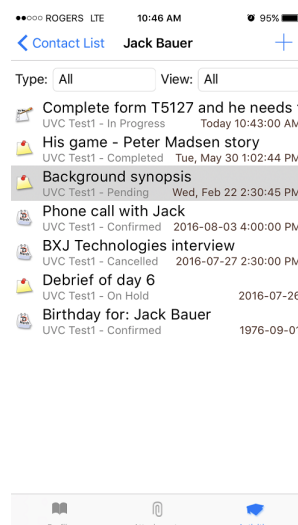
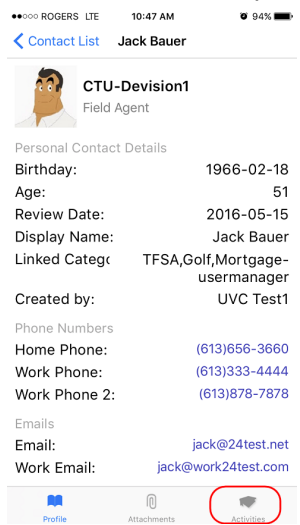
13. Users have the option to **edit** existing notes, tasks and appointments. Simply find a note, task or appointment that needs to be modified from the Journal Activity of the contact. Click on it to view the details and select the **Edit** option. Modify the pertinent information and click on **Save**.



14. To view any attachment linked to a contact simply select a contact and click on the **Attachments** option located under the profile screen. Click on the desired attachment file to open it and view it on your mobile device.

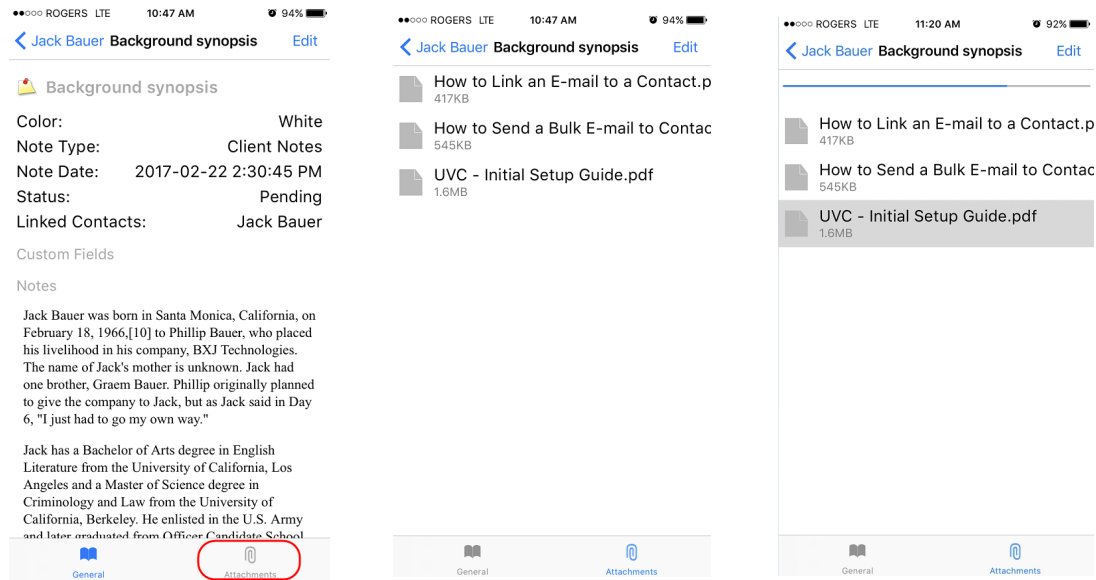


15. To view an attachment linked to a note, task or an appointment simply find and select a contact. Click the **Activities** option and select the desired record.



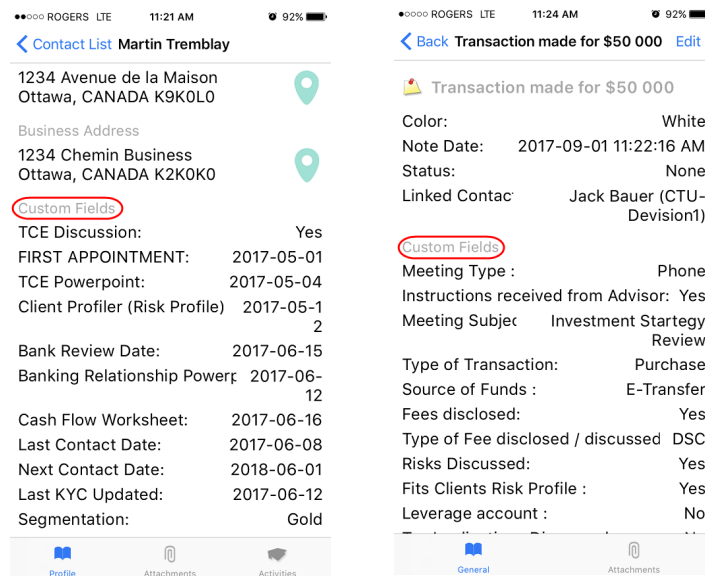
Click on the **Attachments** option.

Simply click on the desired attachment file to open it and view it on your mobile device.



16. Ability to view custom fields is easy.

Simply select a desired contact, note, task or appointment and scroll down to view any custom fields that were filled out.



Take note: the custom fields are “read only”. To make a modification you will need to access the UVC application installed on your computer.