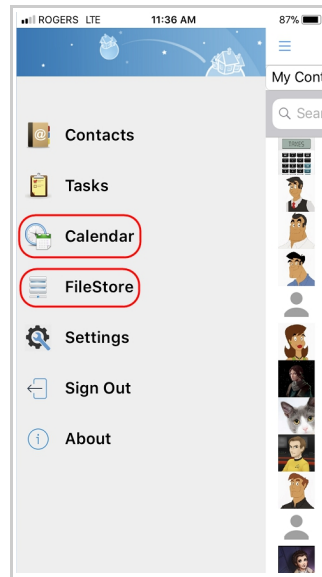
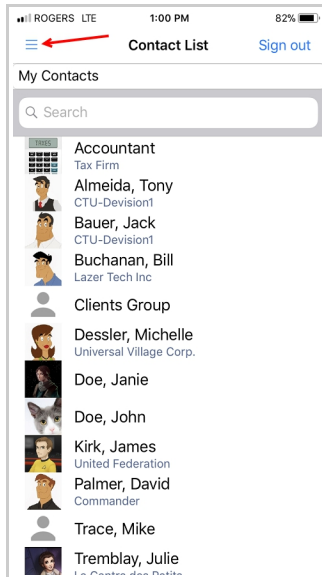


WHAT'S NEW – UVC MOBILE APP VERSION 2.0

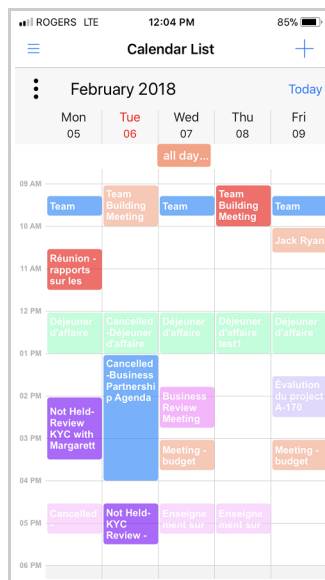
Two major modules have been added to the new version of the UVC mobile APP. When you click on the menu button you will see:

- the **Calendar** option and
- the **FileStore** option

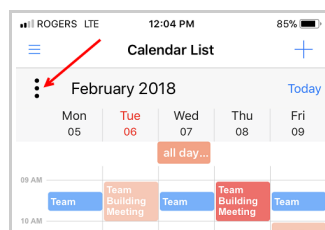


THE CALENDAR MODULE

1. Clicking on the **Calendar** option will allow you to see the calendar(s).



2. Click on the **3 dots** located on the upper left corner to view the calendar menu options.

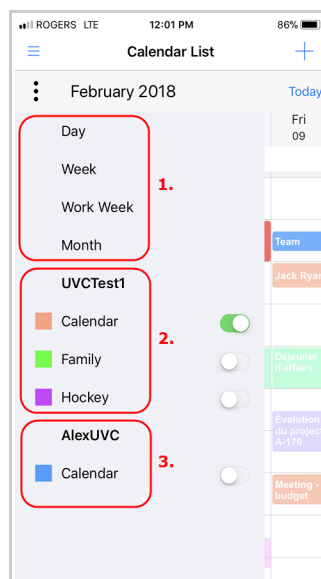


3. The calendar menu options are separated in **three sections**:

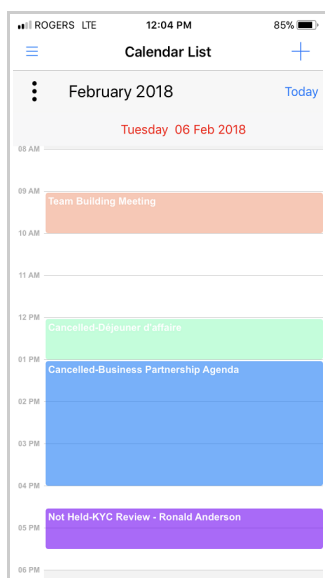
I. calendar views (day, week, work week, month)

II. your calendars (default and custom calendars)

III. other users UVC calendars that are shared with you



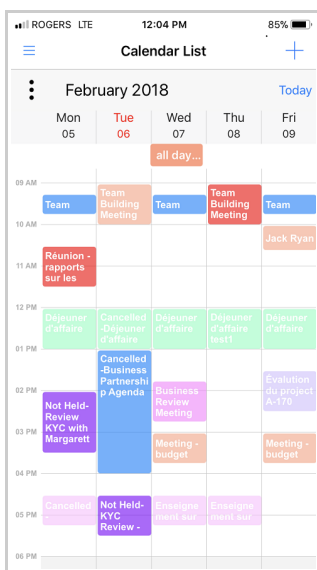
4. Select the **calendar view** you would like by selecting one of the 4 choices below:



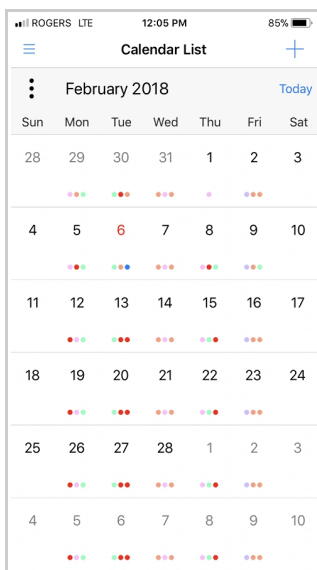
(Day view)



(Week View)



(Work Week View)

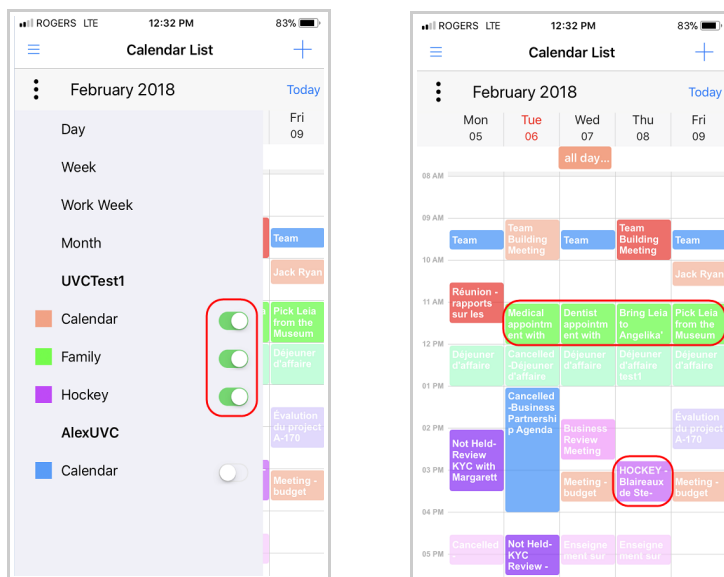


(Month View)

Take note: the user options that will be applied to the UVC Mobile APP calendar are the start/end time and the option to **Apply tag color to cell background**. These 2 options are configurable in the UVC application under **File -> Options and Preferences -> Calendar -> Calendar Options**.

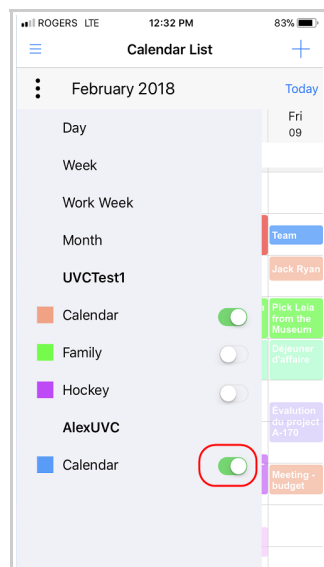
The current default time-division for the calendar is **30 minutes**. This allows for better description display for each appointment on the calendar(s).

- To **enable or disable your own calendars** from any calendar view simply slide the slider to either to the left (disabled) or the right (enabled).
Finally click on a calendar view option (day, week, work week or month) to see the enable calendar(s).

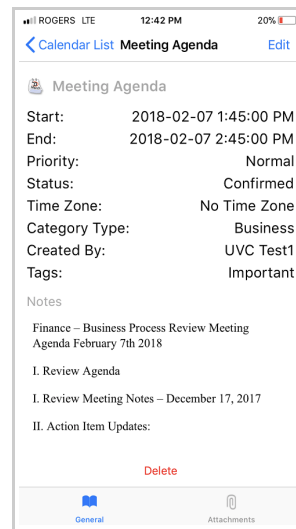


Take note: selected calendar(s) will use the default cell background tag color or the custom color you have chosen for that specific calendar.

- To **view a calendar that is shared** with you enable it in the calendar menu options.
Finally click on a calendar view option (day, week, work week or month) to see the enabled calendar(s).

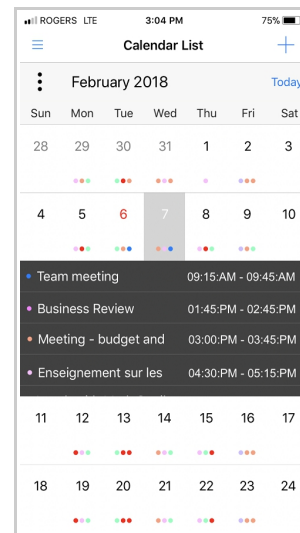


- To **view the details of an appointment** on the day, week or work week view simply tap on it.

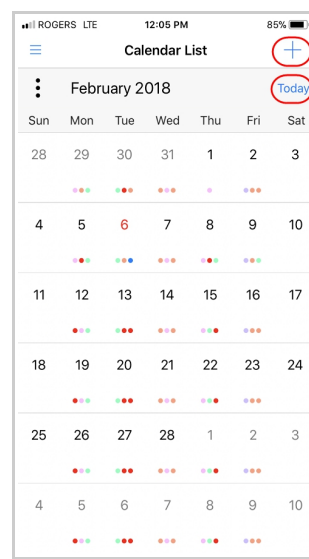
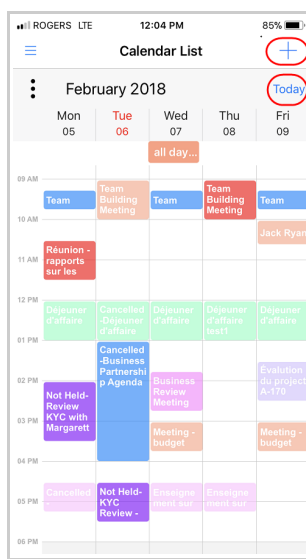
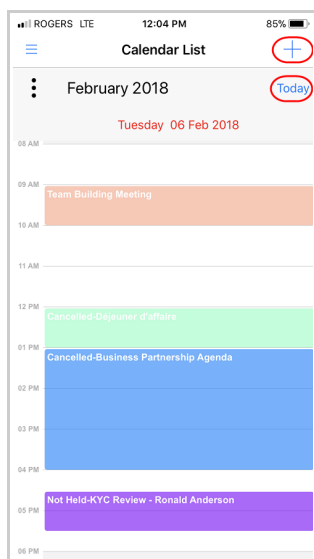


- To **view appointments on a specific day on the month view** simply select the desired day. A list of all appointments will be displayed. To view the details of a listed appointment tap on it.

Take note: you can tap once on the date field to jump to any particular date

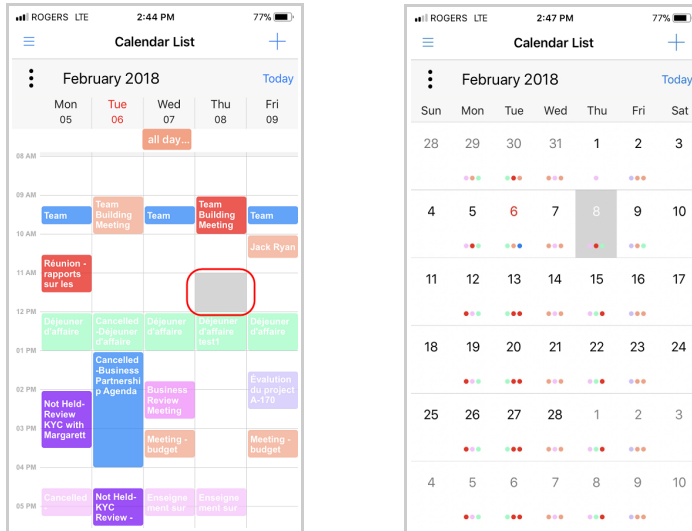


- On any of the calendar views two options (located on the upper right) will be at your disposal:
 - the **+** symbol option allows you to create a new appointment
 - the **Today** option brings you back to today's date



Take note: as an alternative you have the ability to **tap twice** on a time slot (day, week or work week view) or specific day (month view) to create a new appointment.

10. To **create a new appointment** simply select a time slot or date (month view) and click on the **+** symbol or tap twice to open the new appointment screen.

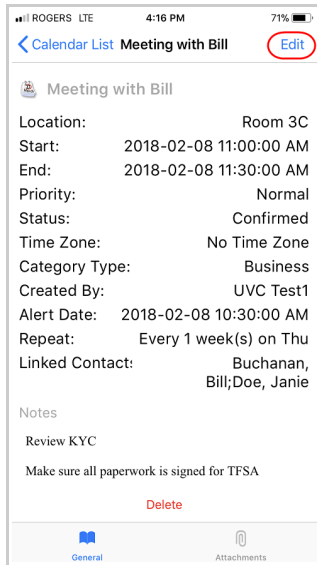


Enter any relevant information associated to the new appointment.

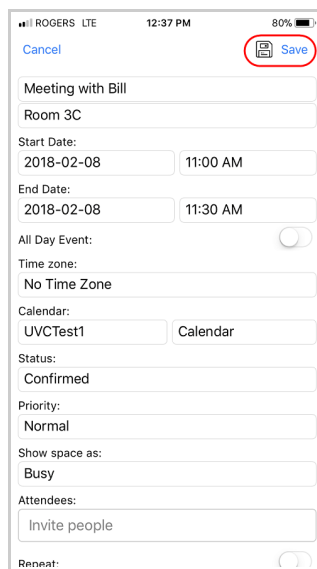
*Take note: the **Attendees** and **Linked Contacts** option will display contacts located under your current My Contacts list including the Default address book contact list you have selected in UVC. This option is configurable in the UVC application under **File -> Options and Preferences -> Contact -> Contact Options -> Default address book**.*

11. Click the **save** button to add the new appointment to your calendar.

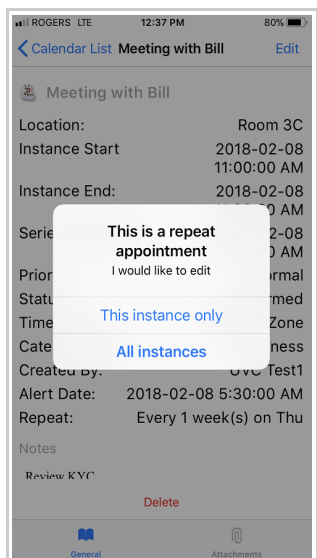
12. To **edit an appointment** simply tap once on it and the edit screen will pop-up. Click on the **edit** button to make any modifications.



Click the **save** button once all modification are completed.



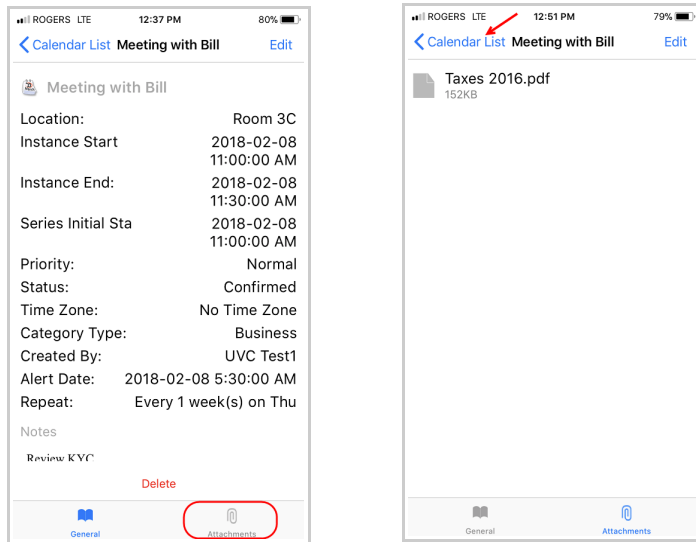
13. If the appointment you want to edit is a repeated appointment select either the option **this instance only** or **all instances**.



The option **this instance only** will allow you to edit only the selected appointment you are currently viewing.

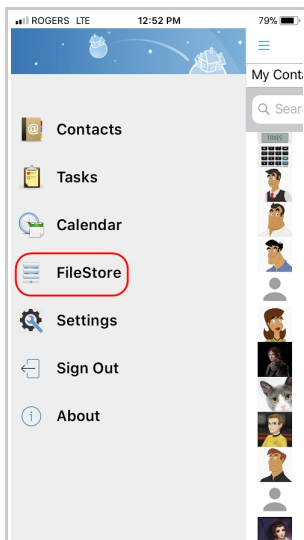
The option **all instances** will allow you to edit all appointments linked to the appointment you are currently viewing.

- To view any attachment linked to an appointment click on the **attachments** button. Click the **calendar list** button to go back to your calendar view.

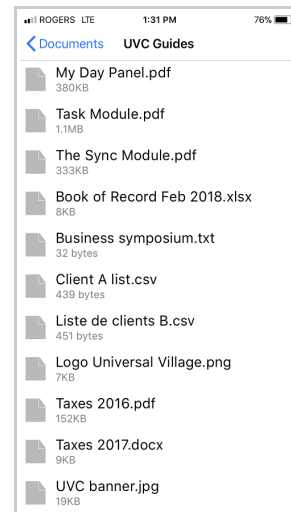
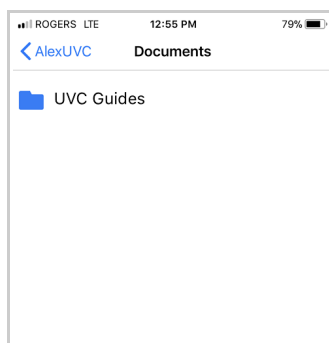
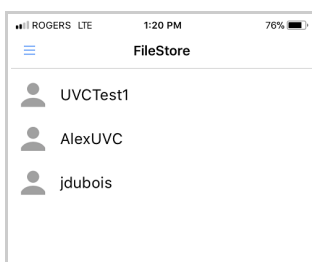


THE FILESTORE MODULE

- Clicking on the **FileStore** option will allow you to see files and folders you have saved in your File Store module in UVC including any files and folders that other UVC users are sharing with you.



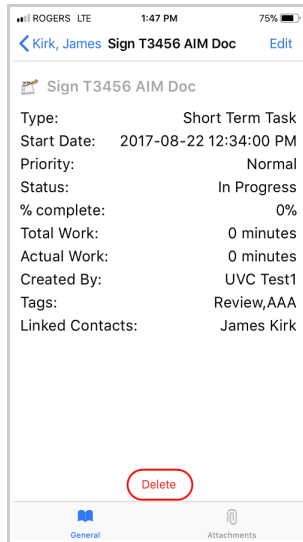
- Select the desired UVC username to view their shared files and/or folders. Click the file to view it on your mobile device.



Take note: you will need to the appropriate application installed on your mobile device to open and view files (ie: PDF, doc, xlsx, csv, jpg, gif, png etc ...).

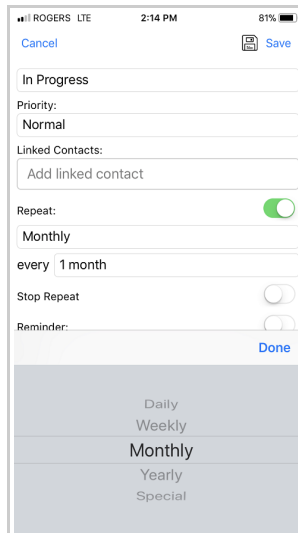
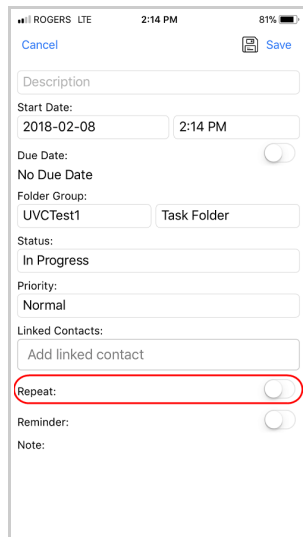
TASK MODULE

1. When editing an in-complete task you have the ability to delete it directly from the UVC mobile APP. Click the **delete** button to execute this action.

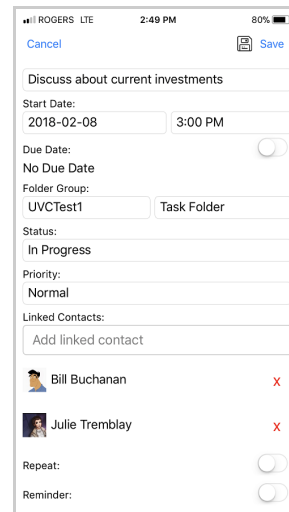
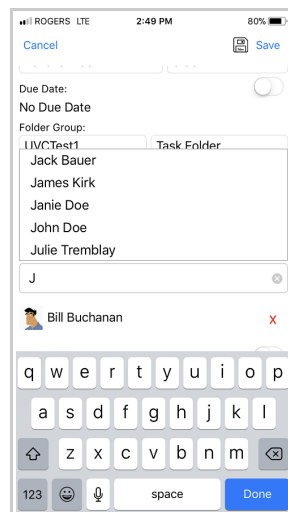
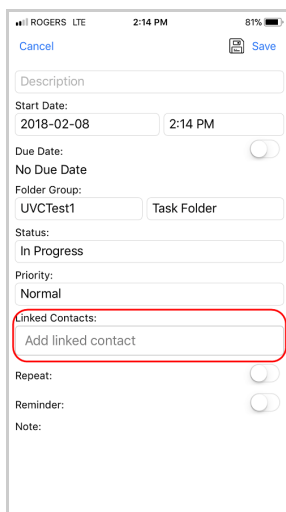


*Take note: **deleting a task** can either be done through the task module as well as the Journal Activities of the selected contact.*

2. Option to configure a **repeat** on new or existing task(s). This option can be configured under the task module or the contacts Journal Activities.

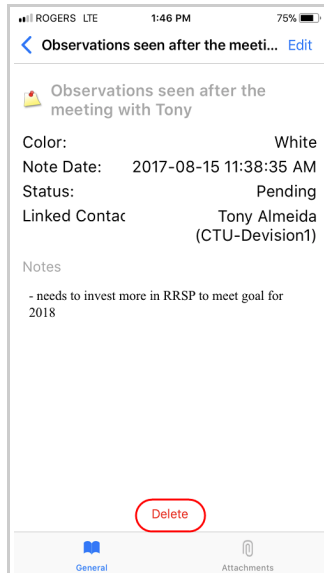


3. You can now **link a contact** to a new or existing task. This option can be configured under the task module or the contacts Journal Activities.



NOTE MODULE

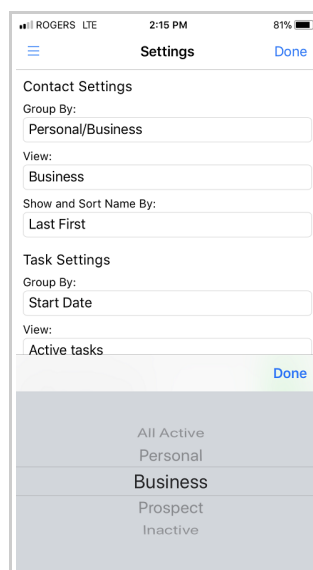
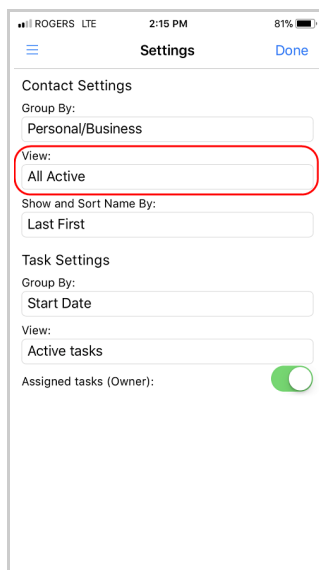
1. When editing an in-complete note you have the ability to delete it directly from the UVC mobile APP. Click the **delete** button to execute this action.



*Take note: **deleting a note** can currently only be performed through the Journal Activities of the selected contact.*

CONTACTS MODULE

1. Click on the **settings** option to select which contact status you want to view. Your options are All Active, Personal, Business, Prospect and Inactive contacts.



*Take note: by default your view will be **All Active** contacts.*

2. UVC Mobile App now defaults to the Default Contact list as defined in the UVC application. This option is configurable in the UVC application under **File -> Options and Preferences -> Contact -> Contact Options -> Default address book**.