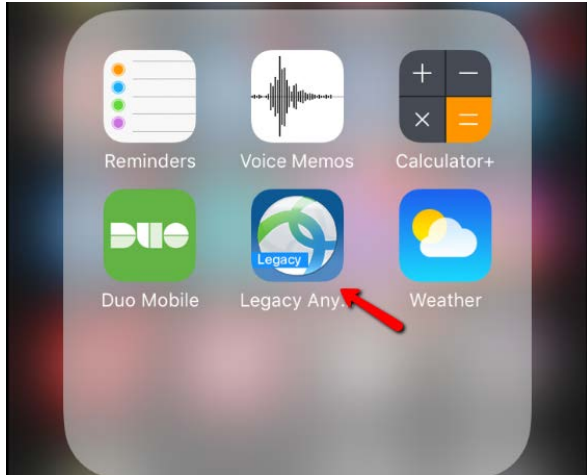
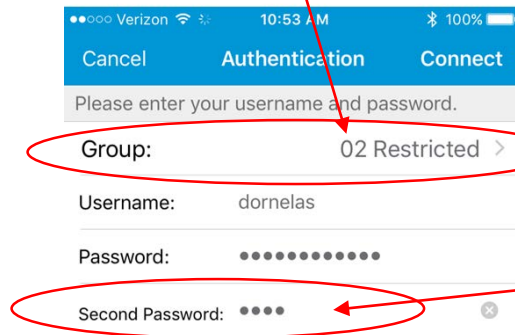
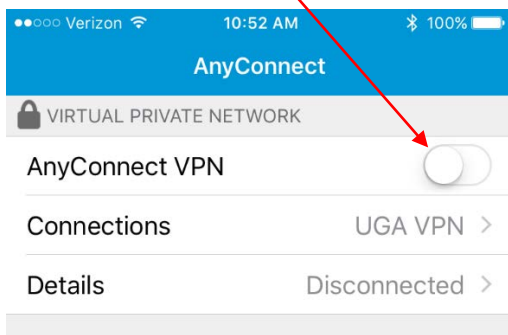


File a Contact Report using GAIL Mobilize.

1. From your mobile device, click on the *Legacy AnyConnect VPN* app

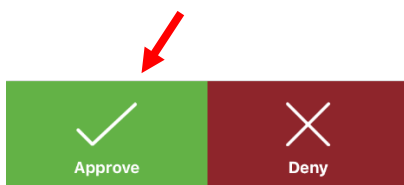
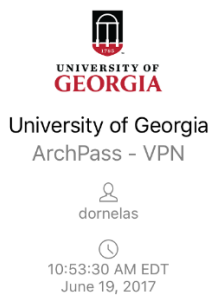
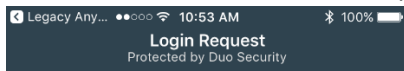


2. Slide the AnyConnect VPN to the right, (make sure you're on the 02 Restricted Group) and enter your UGA MyID and password.

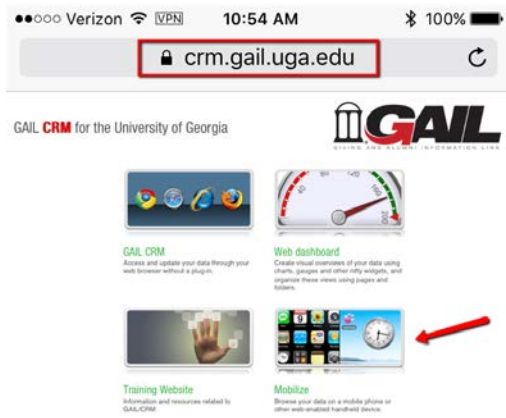


In the *Second Password* field, enter the word "push".

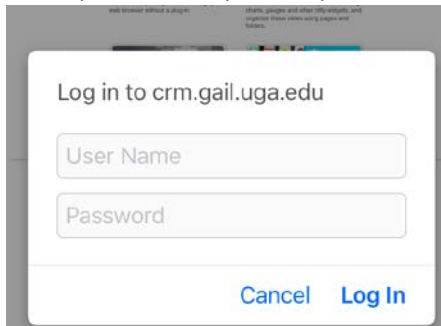
3. Click on the notification at the top of your screen to approve ArchPass VPN



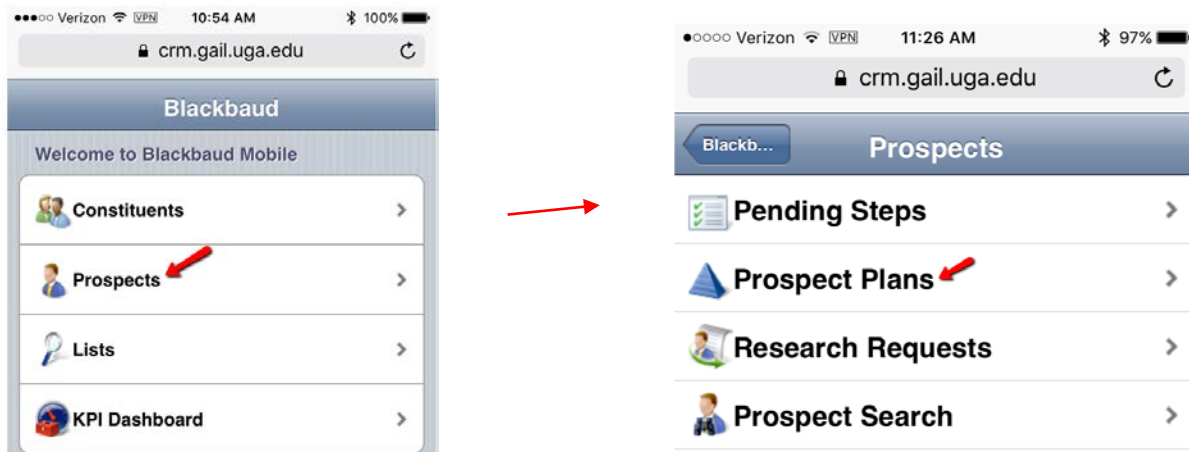
4. Open your web browser and enter crm.gail.uga.edu in the URL and select *Mobilize*



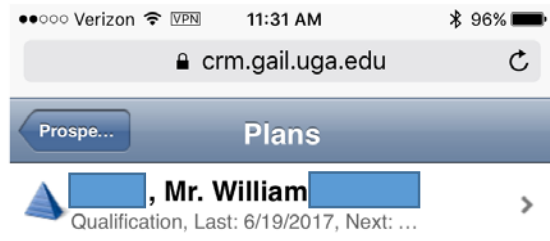
5. Enter your UGA myID and password then click *Log In*



6. Click *Prospects*, and in the next screen click *Prospect Plans*




7. Click on the Prospect's name





8. Click on *Planned and pending steps*

Name	ASRV - Major Giving Plan for Mobilize Training
Type	Leadership Annual Gift Plan
Opportunity	\$0.00
Stage	Qualification

Prospect information

 Mr. William (Moses)	>
Primary	Ornelas II, Mr. David A.

More information







 Planned and pending steps	>
 Opportunities	>

9. Select the pending step

Verizon 11:39 AM 94%

crm.gail.uga.edu

Plan Steps

 Task Ornelas II, Mr. Davi...	>
Pending 7/19/2017 Create Opportunity	
 Letter Ornelas II, Mr. Da...	>
Planned 7/24/2017 Present leaders...	
 Task Ornelas II, Mr. Davi...	>
Planned 7/29/2017 Followup contac...	
 Task Ornelas II, Mr. Davi...	>
Planned 7/29/2017 Secure outright ...	
 Phone Call Ornelas II, M...	>
Planned 8/3/2017 Stewardship call	
 Letter Ornelas II, Mr. Da...	>
Planned 9/17/2017 Stewardship rep...	

10. Scroll down and click *File contact report*

Comment

Leadership Annual Gift Plan - ASRV - Major Giving Plan for Mobilize Training

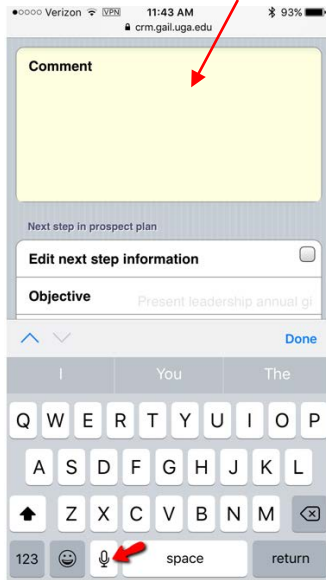
 Mr. William (Moses)	>
Primary	Ornelas II, Mr. David A.
Stage	Cultivation

Tasks

 File contact report	>
 Edit step	>
 Mark complete	>

Delete step

11. Click into the Comment box to display your keyboard, then click on the microphone to enable dictation



12. Record your comments and review. Click *Done* when you're finished recording, then click *Save*.

