

Take ownership with “I am Working on it”

Purpose: Signal to your team that you are actively handling this call.

Steps

1. Open the call.
2. Click I am Working on it at the top.
3. Proceed with your actions such as SMS, assignment, or status updates.

Tips and good practice

- This helps others avoid duplicate work while you are in progress.

Revision #2

Created 17 September 2025 06:02:59 by Admin

Updated 18 September 2025 07:48:57 by Admin