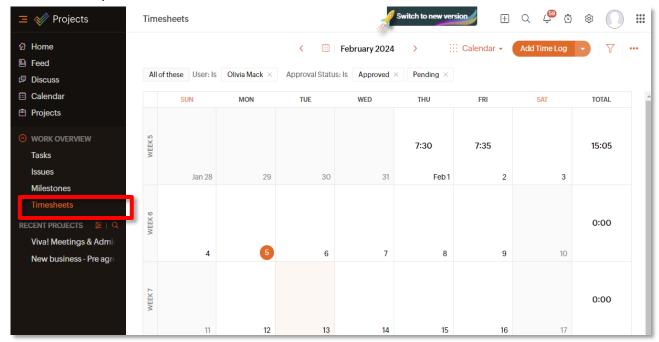
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VIVA! Communications – Zoho training

Step 1:

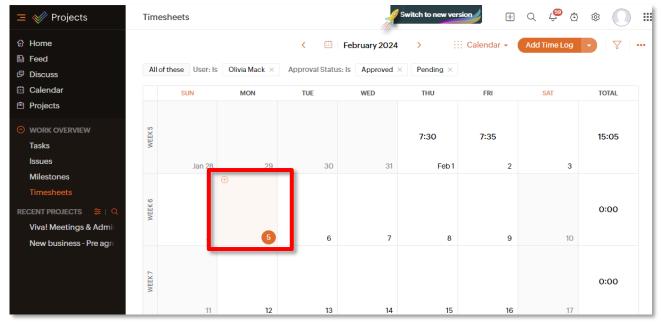
• Go to your ZOHO account on the web



Under the black side panel of options, click 'Timesheets'

Step 2:

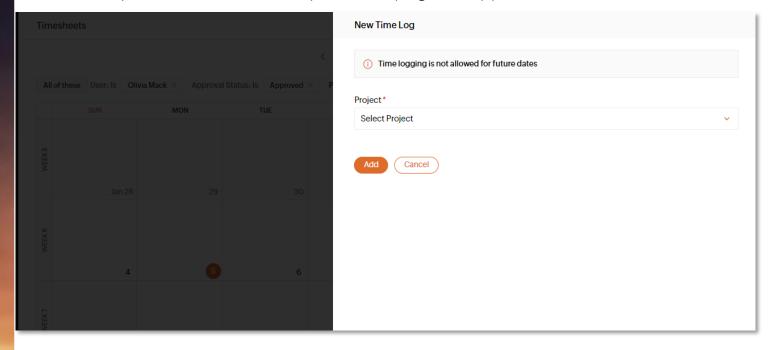
 Hover over the relevant date you are adding the log/entry of work for & click on the + symbol in the top left corner of the square



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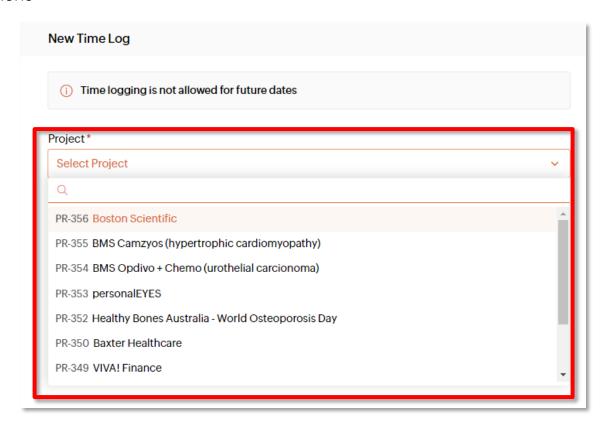
Step 3:

• Once you have clicked the + symbol, this page will appear:



Step 4:

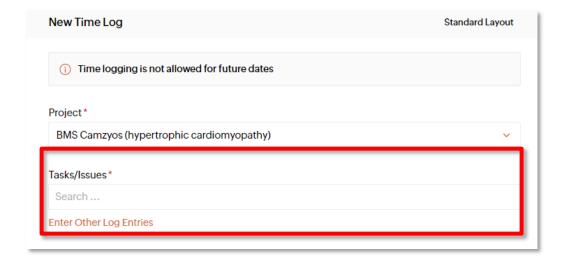
 To select the account/client you want to log an entry for, select from the drop-down menu



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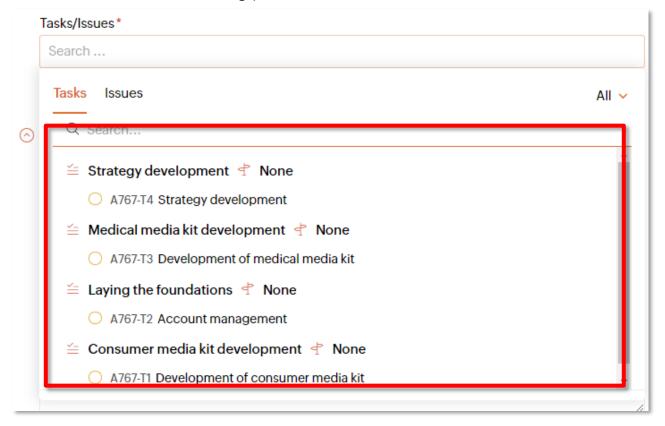
Step 5:

- Once the account/client has been selected, this page will appear:
- Hover over tasks/issues to select what type of work you have been working on



Step 6:

- This step is very important, ensure you are selecting the right task
- Please note: different clients will have different tasks, ensure you double check if you are confused with what to log your work under



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6 (quick guide):

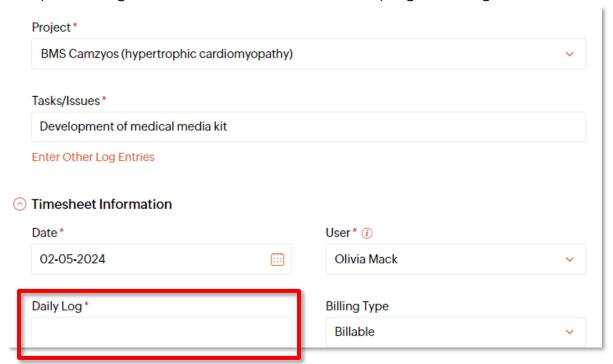
Different types of tasks:

- 1. Account management = anytime you are liaising with the client, sending emails & having meetings regarding medical/consumer news media campaign
- 2. Development of consumer media kit = Anytime you are developing collateral for the consumer news media launch; incl. media alerts, media releases, disease backgrounder, spokesperson profiles, patient case studies & finding supporting imagery
- **3. Development of medical media kit =** Anytime you are reviewing data incl. relevant supporting research for announcement, obtaining KOL quotes, writing, editing, referencing & finalising HCP media releases + supporting 150 word summaries.
- **4. Digital media kit =** Anytime you are directly working on/developing the digital media kit ***please note if there is no task titled 'digital media kit' please enter your work under the development of consumer media kit
- **5. VNR =** Anytime you are coordinating shoot schedules, liaising with, securing, pre-interviewing & briefing all talent, conducting pre-shoot development including obtaining & approval of positional Q&As, producing shoot schedules, coordinating onsite shoot management, reviewing & transcribing all vision, editing transcripts, finalising transcripts with full shot-lists
- **6. KOL/patient liaison =** anytime you are directly speaking to, or liaising with the KOL's or patients involved in the campaign
- 7. Consumer media outreach = Anytime you are coordinating consumer news media announcements + media relations: announcements to be leveraged via traditional (TV, radio, print) + digital (online + social) media, including following up & coordinating interviews upon request
- **8. Medical media outreach =** Anytime you are coordinating medical media news announcement incl. developing pitch spiels, distributing materials to targeted medical media, following up or coordinating interviews with chosen spokespeople
- 9. Media reporting/monitoring = Anytime you are developing detailed summaries of media outcomes including coverage reports & developing or working on the outcomes PowerPoint

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Step 7:

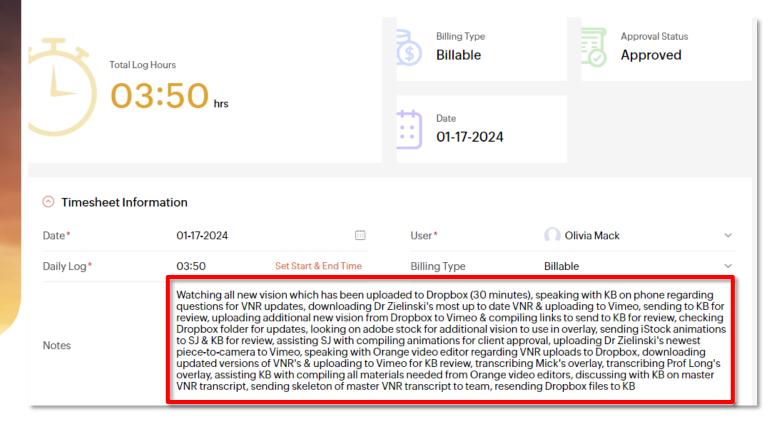
• Once you have clicked on the correct task to log your entry under, enter the time you have spent doing the relevant task under the 'daily log' heading



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Step 8:

- Once you have entered the time you spent working on the task, type out everything you have done for that specific task
- Please note: use 'ing' words, for example: writing consumer media release, drafting pitch spiel, downloading images from adobe stock etc
- The below image demonstrates an example of how you should be logging your ZOHO:



Step 9:

Once you have typed out your entry confirm there are no spelling errors & click 'add'

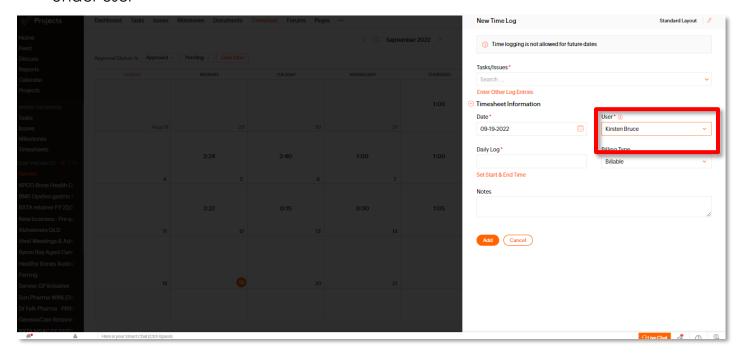


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'How to' - Entering ZOHO logs continued

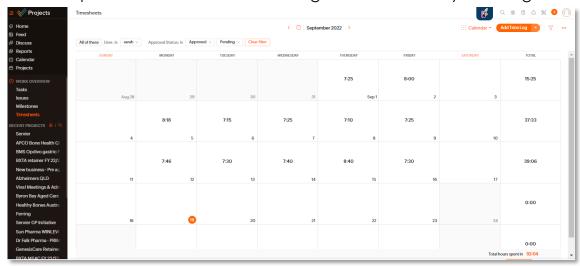
Entering Kirsten's Zoho days

- Kirsten will send through her ZOHO times to be entered
- It is just like entering your own ZOHO time expect you will need to select Kirsten's name under user



Entering team WiP times

- Monday & Friday WIP times are needed to be entered for each team member into zoho
- Select to drop down arrow at 'Add time log' & select 'Weekly Time Log'



Insert the times spent discussing each client as per below:

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