# April 16, 2019 - HyperDrive Updates: Sort, Select & Edit To-Dos, Added Phone Numbers to Birthday Report, and More!

Last Modified on 11/02/2020 4:48 pm CST

## Sort To-Do List

HyperDrive users now have the ability to "sort" their to-dos based on the different columns available. This will allow each user to view their set of to-dos sorted by the contact's name, the to-do's priority, the due date, and more.

	HYPER PRO GRADUIN							Install Sales Buddy   Sign Out		
	Home	Contacts To-Do <sup>3</sup>	Calendar Marketing <sup>3</sup> 🕓	<b>\$</b> Q						
A B C D E F G H	To-Do	o List					🖋 Tools			
	View	All Make Calls	Send Emails Create Letters							
	Filter List By	Overdue & Due Soon 🔻	Assigned To (All Users)	•						
		Summary	Contact	Priority	Due	Completed	Mark Complete	Assigned To		
I		Batch to do list	🛓 Halle Berry	Normal	4/12/2019		Mark Complete	DEMO - Hyper		
J	Batch to do list   Batch to do list		🛓 Jim Carrey	Normal	4/12/2019	Mark Co	Mark Complete	DEMO - Hyper		
L			🛔 Matt Damon	Normal	4/12/2019		Mark Complete	DEMO - Hyper		
M		Batch to do list	🛔 Jessica Alba	Normal	4/19/2019		Mark Complete	DEMO - Hyper		
N O		Batch to do list	🛔 Robert De Niro	Normal	4/19/2019		Mark Complete	DEMO - Hyper		
P		Batch to do list	🛔 Johnny Depp	Normal	4/19/2019		Mark Complete	DEMO - Hyper		

To sort your to-dos by any of the given columns of information, simply select the column header to organize the list ascending, or select again to sort descending.

## Select and Edit Multiple To-Dos

Users can also now select multiple to-dos at once by checking the box on the left. Each selected to-do will highlight in blue. All selected to-dos can then be mass edited at once. This includes marking all as complete, changing the due date, adjusting the priority, or adding the contact to Marketing.

To-Do List									
	View All     Make Calls     Send Emails     Create Letters								
~	Actions for 4 Checked Items Mark Complete	Delete	Priority	4 Marketing					
	Summary	Contact	Priority	Due - Completed	Mark Complete	Assigned To			
	Batch to do list	🛔 Halle Berry	Normal	4/12/2019	Mark Complete	DEMO - Hyper			
	Batch to do list	🛓 Jim Carrey	Normal	4/12/2019	Mark Complete	DEMO - Hyper			
	Batch to do list	🛎 Matt Damon	Normal	4/12/2019	Mark Complete	DEMO - Hyper			
	Batch to do list	🛎 Jessica Alba	Normal	4/19/2019	Mark Complete	DEMO - Hyper			
	Batch to do list	& Robert De Niro	Normal	4/19/2019	Mark Complete	DEMO - Hyper			
	Batch to do list	🛓 Johnny Depp	Normal	4/19/2019	Mark Complete	DEMO - Hyper			
	Batch to do list	🛓 Leonardo DiCaprio	Normal	4/19/2019	Mark Complete	DEMO - Hyper			

CRM users can use the previously mentioned sorting function to organize their to-dos, select multiple similar or related tasks and edit them all at once.

#### **Select and Edit Multiple Email Templates**

Just like the to-dos, CRM users now have the ability to select multiple email templates at once. Instead of working with one template at a time, users can now organize email templates at once.

Email Templates										
	Ema	il Templates	Header Footer	Opt-In Settings						
C	Add E	Email Template	Choose a Template To	Edit 🔻				街 Sampl	les	
@ Red	tent	BBQ Master	Basic 2 Columns Basic 1 G	Column Are You Prepared? Ap	opointment Reminder					
~	Act Che	ions for 2 cked Items	Move to Folder	Delete 🛓 Export						
		Template Nar	ne		Email Subject Line	Last Changed	Share			
		24 Hour Refer Sales	ral Letter /	늘 Sale Follow-Up Email Campaig	ns ~ Would you recommend %%mm.Company%% f	4/16/2019	-	名 🛍	I	
		48 Hour GM Th Letter New Pu	nank You Irchase	늘 Sale Follow-Up Email Campaig	ns ~ Thank you for shopping with %%mm.Company	4/16/2019	-	名 🖻	1	
		48 Hour GM Th Letter Used Pu	nank You urchase	늘 Sale Follow-Up Email Campaig	ns ~ Thank you for shopping with %%mm.Company	4/16/2019	~	名 🛍	1	
		Announcemer	nt 🜌	📒 Templates 🗸	Announcement	4/16/2019	-	42 面	ſ	

Keep all your templates organized with ease by moving, deleting, or even exporting multiple email templates at once.

#### **Edit Team Calendars**

A user permission has been added to HyperDrive CRM Pro to allow users to edit team calendars. If you would like this permission enabled for your dealership's users, please contact More Than Rewards customer support at 414-326-4100 to help get it setup.

### **Trigger Actions Following Autoresponder Completion**

CRM users can now setup automated actions to be triggered when an Autoresponder is completed, such as assign an action set, to-do plan, deal stage or flag to the contact. It can also be configured to add a note or send a notification.

Test			(
Step 1 s	chedule Days	Announcement	Edit Delete
Add a Step		Close	Stop Campaign
Completion Assista	ant		
What do you want	to happen wi	nen this Autoresponder has completed?	
Assign this Autoresp	onder:	T	
Assign this Action Se	et:	P	$\sim$
Assign this To-Do Pl	an:		
Assign this Deal Stag	ge:	▼	
Add this Note:			
Send notification:	Email #1:		
	Email #2:		
	Email #3:		
Assign these Flags:		IMPORT - ACTIVE	
		IMPORT - BACK BURNER	
		MPORT - WON	

You can setup these types of triggers by going to your HyperDrive CRM Pro "Settings," click "Autoresponders" in the "Automatic Systems" section, and either select the existing Campaign or click to add a new one. Click on "Completion Assistant" at the bottom to setup what you would like to happen when the Autoresponder is completed.

#### Phone Numbers Added to Birthday Report

Contact phone numbers have been added to appear on the Birthday report. This will allow CRM user to have all the information they need right from the report to call contacts for their birthday.

Birthday & Anniversary Report									
Month: April 🔻 Filter by Deal Stage: (All Deal Stages) 🔻 Create Labels Create Note									
Occasion : Description Date		Name for Address Label	Address	City State Postal Code	Phone 1				
👑 Birthday : Primary Contact	4/8/1970	Matt Damon	4831 Brighton Circle Road	Mcgrath MN 56350	(320) 592-2121	Ø			
👑 Birthday : Primary Contact	4/25/1940	Al Pacino	4544 Stratford Park	Indiana IN 47802	(812) 870-0182	Ø			

You can view this report by clicking on the "Reports" icon in the top menu and under "More Reports" select "Birthdays & Anniversaries."