My People Overview

Your people are your sphere of influence in Moxi Engage. When you first add your people into Moxi Engage, they will be Uncategorized. The My People screen has everything you need to manage your sphere!

My People Screen Overview

1. From the Moxi Engage Dashboard, select All People.





4. On the **My People** screen, you can sort your people by clicking on any of the **Filter** option on the right or by typing the filter you want to search in the text field.

My People	🚑 ADD PEOPLE
Q Filter for groups, seller, missing phone numbers, saved searches	Filters 🗸
🕀 Add to 🗸 🖞 Export 🗸 👜 Remove 🛛 🎘 Edit groups	A ^o ☆ Categorize Wizard

5. **FILTERS**: Narrow the view of your People with filtering by their place in the Sales Flow, finding contacts with missing information and more. Check out all the filter options in our **Filtering Your Contacts** article.



6. EXPORT: Select groups to Export to a comma-separated file or mailing label template.

⊕ Add to 🗸 🖞 Export 🖌 🗑 Remove 🛛 🛠 Edit groups			
Deselect all 2 se .CSV Mailing Labels			
Seller N			
Seller MLS Active 11082019060229 Nov 8, 2019 Seller MLS Active 11082019060229 - seller Transaction moved from Actives to Pending zone Seller			
7. ADD PEOPLE: Add a new person to your sphere.			



8. Add To: Allows you to add selected contacts to Groups, Campaigns, Subscriptions and even Categories.



9. Remove: Allows you to remove selected unwanted contacts from Engage.



10. **PEOPLE**: This displays all results returned by your current filtering or, if no filters are applied, all people. You can also sort your contacts by Name, Recently Viewed, Modified or Added.

My People	ADD PEOPLE
Q Filter for groups, seller, missing phone numbers, saved searches	Filters 🗸
🕀 Add to 🗸 🖞 Export 🗸 🗑 Remove 🛛 🎘 Edit groups	∳☆ Categorize Wizard
Select all 1305 people	Sort by: Recently modified ▼ Sort order ↓
Seller NonMLS Active 11082019060229 Nov 8, 2019 Seller NonMLS Active 11082019060229 - seller Transaction moved from Actives to Pending zone Seller	Log activity Email Phone
Seller MLS Active 11082019060229 Nov 8, 2019 Seller MLS Active 11082019060229 - seller Transaction moved from Actives to Pending zone Seller	Log scrivity Emsil Phone
Buyer NonMLS Active 11082019060229 Nov 8, 2019 Buyer NonMLS Active 11082019060229 - buyer Transaction moved from Actives to Pending zone Buyer	Log activity Email Phone

11. **Contact**: This display shows some quick information for each contact you have.

- a. Name of Contact: Reflects the name of specific contact.
- b. Date Modified: Shows date of last change.
- c. Recent Activity: Shows recent change to contact card.
- d. Activity Details: Shows details about the last change made to contact card.
- e. Category: Shows how contact has been categorized.
- f. Group: Shows any groups the contact is a part of.
- g. Add activity for contact: Easily add activity for contact without clicking into their contact card.
- h. **Email Contact:** Quickly email contact. Only available when an email is added to the contact card.
- i. **Call Contact:** Easily call a contact from your capable device or access their phone number quickly.



