

# Your Linen Service

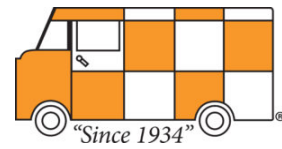
## Hubspot Mobile App User Manual



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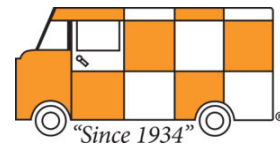
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# Contacts

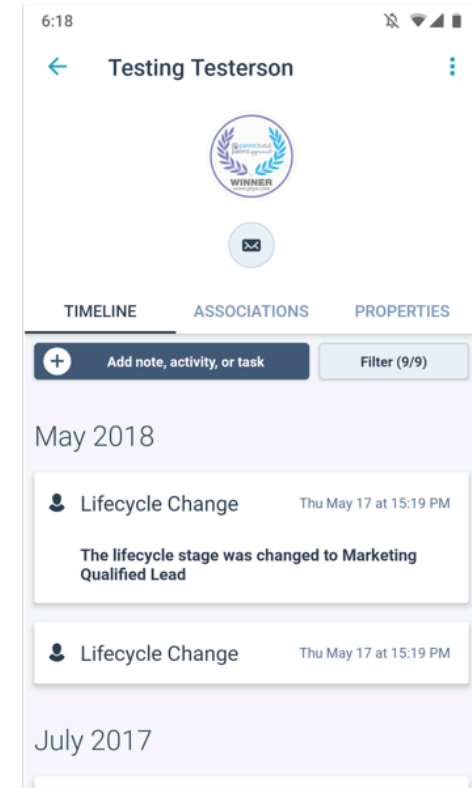
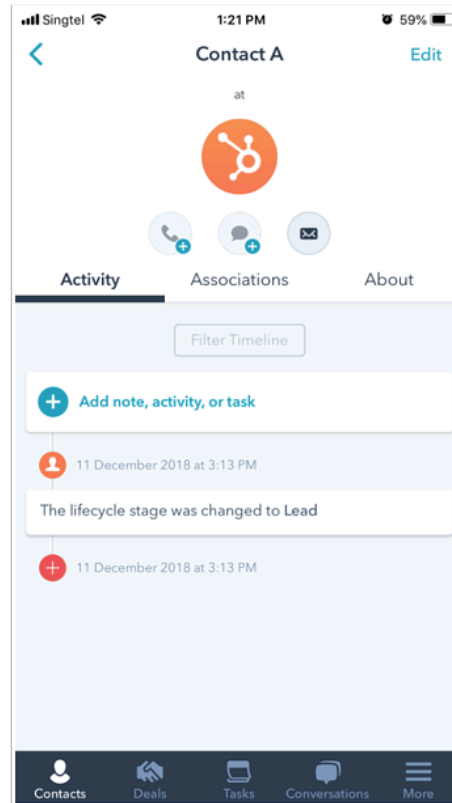
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# Contacts & Companies



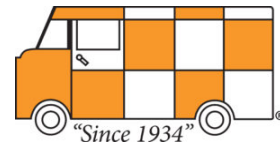
To access data on your contact and company records, tap **Contacts** in the bottom navigation menu. You can:

- Add a new contact or company.
- Make changes to any existing contact's or company's properties by tapping the **About** tab.
- Associate a contact with a company or a deal by tapping the **Associations** tab.
- Call, send a text message, or send an email using the icons below their photo.
- Add a note, activity, or task to a contact or company's record.

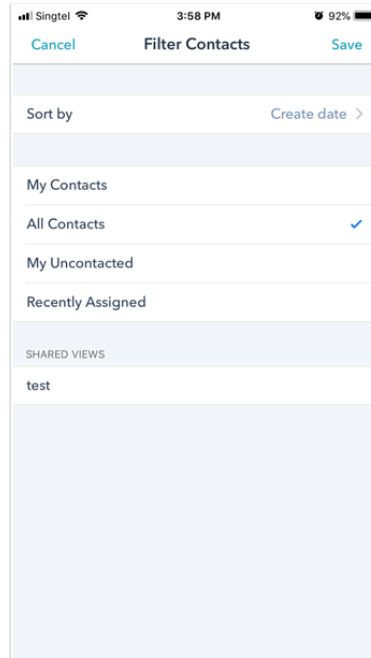


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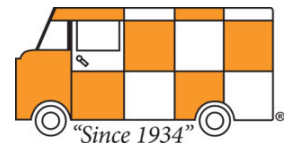
# Contacts & Companies



To access a list of your most qualified leads, filter contacts and companies based on your saved filters in the HubSpot CRM. At the top, tap **All Contacts**, or **All Companies** to filter the records

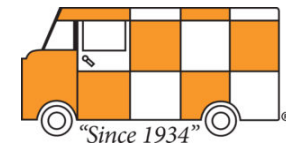


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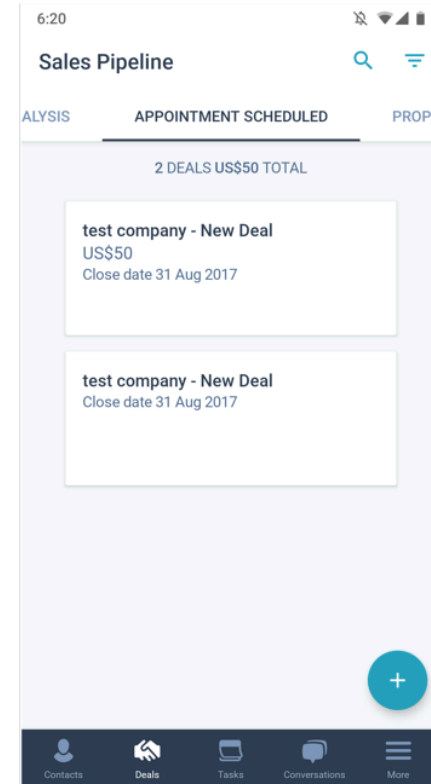
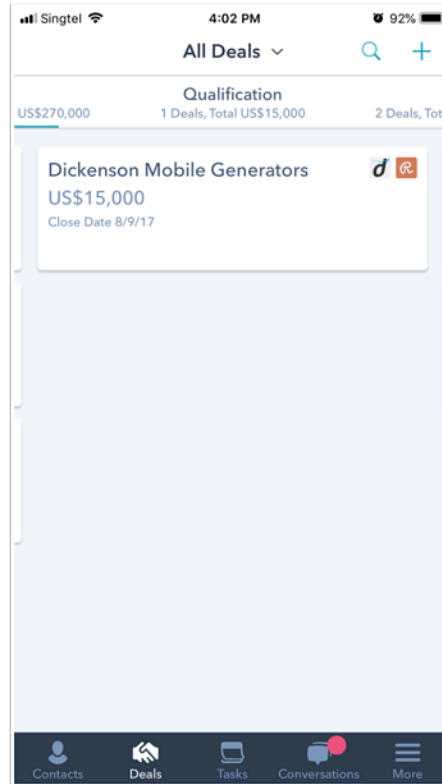
# Deals

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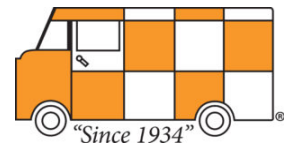


# Deals

To interact with your deals, tap **Deals** in the bottom navigation menu. Swipe left and right to view the existing deals in each of your stages. You can also tap the **+** icon in the top right to create a new deal, and tap a **deal** to view its timeline, contacts, and properties. On the deal timeline, you can add a note, activity, or task.



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# Tasks

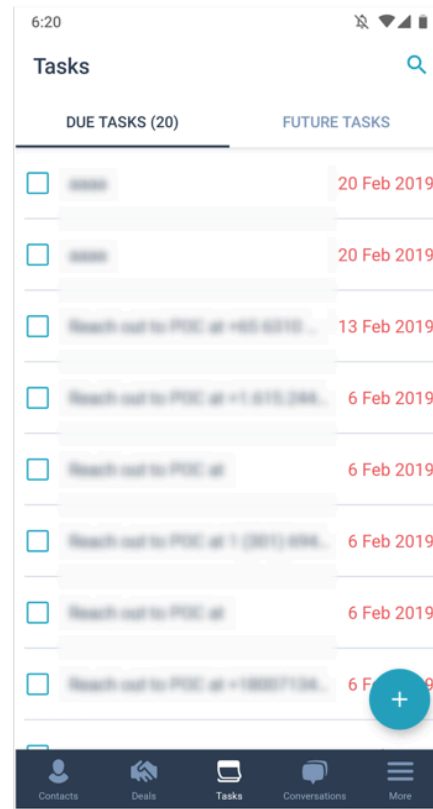
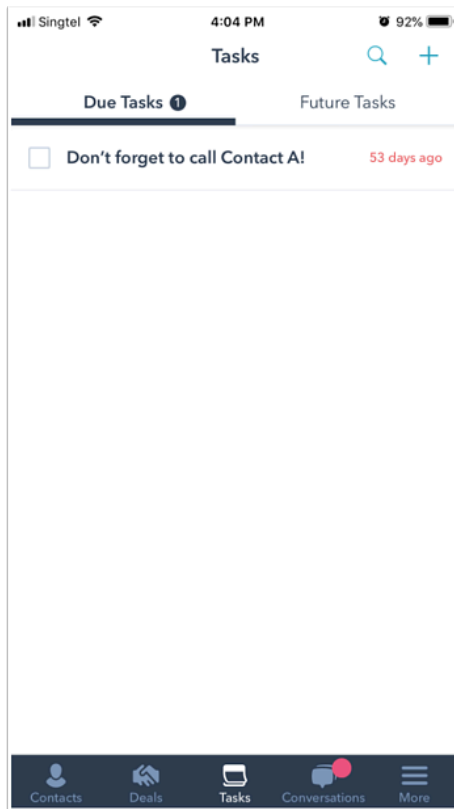
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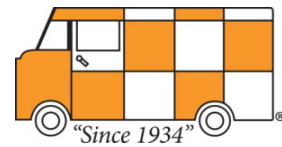


# Tasks

To interact with your tasks, tap **Tasks** in the bottom navigation menu. You can view and edit existing tasks, and create new tasks by tapping the **+** icon.

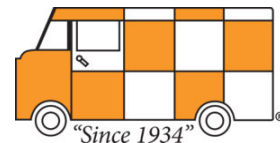


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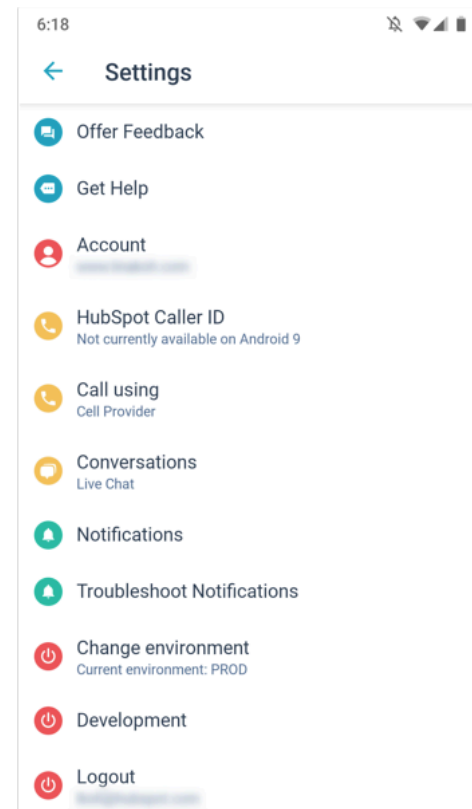
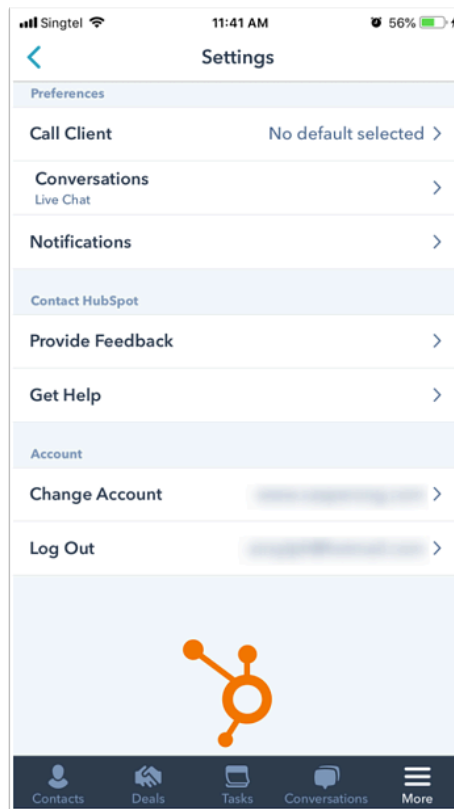
# Settings

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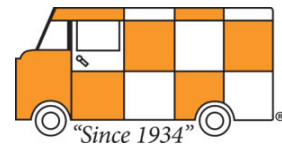


# Settings

Manage your *Preferences* and *Account* settings, as well as provide feedback on the mobile app and get help from the HubSpot Support team. To access your settings in iOS, tap **More** in the navigation menu, then tap **Settings**. For Android users, tap **Settings** in the bottom navigation menu.



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# Activity Feed

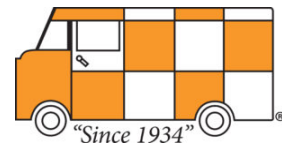
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# Activity Feed



With the activity feed (iOS) and *Activity* menu item (Android) you can monitor your recent HubSpot Sales activity. To access this in the iOS app, tap **More** in the navigation menu, then tap **Activity Feed**.

- **iOS:** view and filter your *Opened*, *Sent*, and *Clicked* emails, and website revisits, and view other sales engagements such as calls and meetings. You can also send tracked emails from the app by tapping the **Compose** icon description in the upper right. These emails will be recorded in your activity feed.
- **Android:** view your *Opened*, *Sent*, and *Clicked* emails. You can also send tracked emails from the app by tapping the **Compose** icon description in the upper right. These emails will be recorded in your activity feed.



# Digest (iOS only)

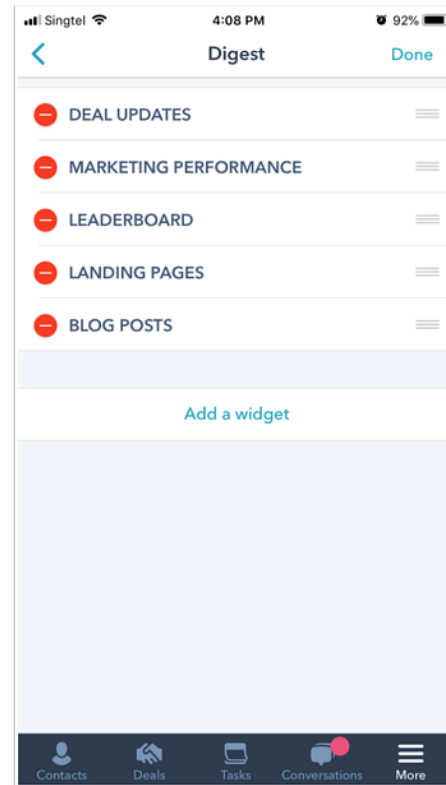
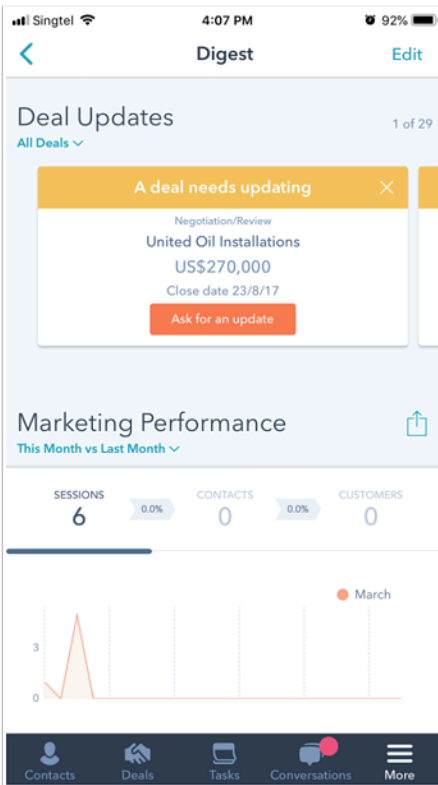
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# Digest (iOS only)

The *Digest* screen can be customized to show you information for the *HubSpot CRM & Sales*, *Marketing*, and *Productivity*. To access *Digest*, tap on **More** in the navigation menu, then tap **Digest**.

To add, remove, or reorder the widgets on your digest screen, in the top right, tap **Edit**. You can tap **Add a widget** to add a new widget to your digest, or tap and drag the listView icon to reorder your widgets.



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# Digest (iOS only)



## Digest Widget Details

### Deal updates

- This widget lets you check on any open deals. View which deals are in each stage. You can comment, create an *Activity*, or a *Task* for any deals. Swipe left or right to scroll through your deals.

### Leaderboard

- This widget ranks your sales reps based on revenue closed, weighted deal total, emails sent, calls made, and meetings booked for today, the week, month, quarter, or year.

### Performance

- The performance widget displays metrics for your website sessions, contacts, and customers for the timeframe specified. You can tap **Sessions**, **Contacts**, or **Customers** to change the visualization



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