Activities

The Activities application will allows the user to create new and manage projects' activities types. These activities will be available for selection when creating "**Projects**" transactions. Below are available actions for the user from "**Activities**" :

œ	Create,	edit	and	delete	activity	

				-			Durket
Activity Code A	Activity Name	Split Account	Document Status				Drafted
C01	Design	BR01/0102 - Servi	Confirmed	-	Activity Name	Activity Code	
					0		
					Split Account	Description	
					v v		
					, v		
						Create New Save	evert Delete
				~			

Field Name	Description	Mandatory Information
Activity Name	Self-explanatory	Υ
Activity Code	Self-explanatory	Υ
Split Account	Which split account to use	Υ
Description	Description of the activity	Ν

Create New Activity:

 Click "Create New" button at the right side of screen to create new activity

2. Fill up the information on right side of screen

3. Click "Save" button at the right side of screen to save

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4. Click "Confirm Activity" button at the right side of screen to confirm

Activities ×						
Activity Code 4	Activity Name	Split Account	Document Status	17		Drafted
AC01	Design	BR01/0102 - Servi	Confirmed	^	Activity Name	Activity Code
AC02	Promotion	BR01/0102 - Servi	Drafted	n	Promotion	AC02
					Split Account	Description
					BR01/0102 - Services V	
					Confirm Activity (Create New Save Bevert Delete

Note: These activities will be available for selection when creating "*Projects*" transactions

Projects × Activities				
				Drafted
Header				
Document Date	Project Number	Promised Date	Branch	
14/05/2015 🗸	<-AUTO-GENERATED->		¥	~
Confirmed Date	Client Manager	Description		
×	×			
Proposal Customer	Currency	Billing Customer		
	v 🖾			v 🔯
Payment Term		Brand	Activity	
	*		×	×
Contact Location	Contact Person	Project Manager	AC01	Design
×	~		✓ AC02	Promotion
CRM SCM Postings Project Documents Notes	Attachments			
			Select None	
				0

Update Activity Details

1. Click on activity to be updated, it will bring up the selected activity details on the right side of the screen

2. Click "*Save*" button at the right side of the screen when done with the updates

3. Click "*Revert"* button at the right side of the screen to undo changes

Delete Activity

1. Click on activity to be deleted, it will bring up the selected activity details on the right side of the screen 2. Click on "Delete" button at the right side of screen

3. Click on "Yes" button on the pop-up window to confirm activity deletion