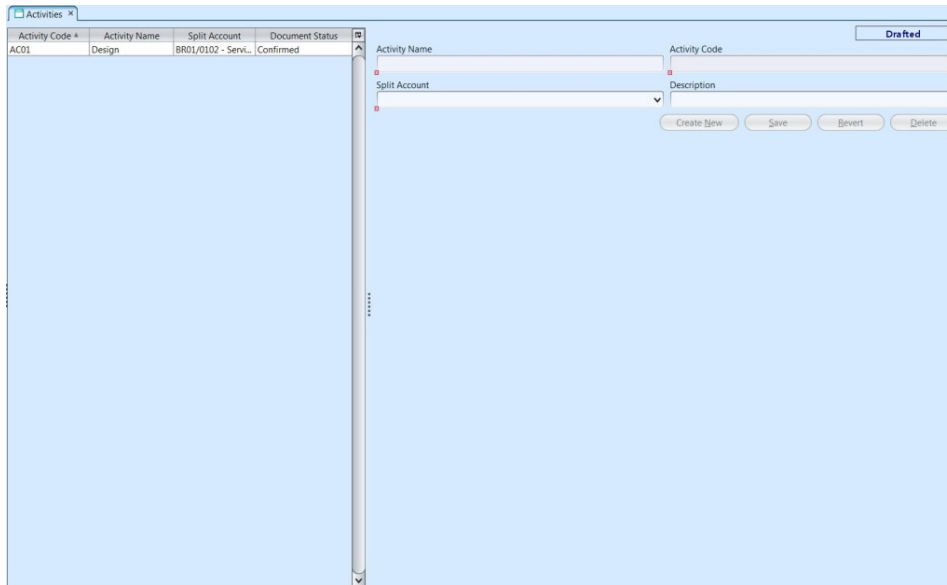# Activities

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"* :

🔗 Create, edit and delete activity

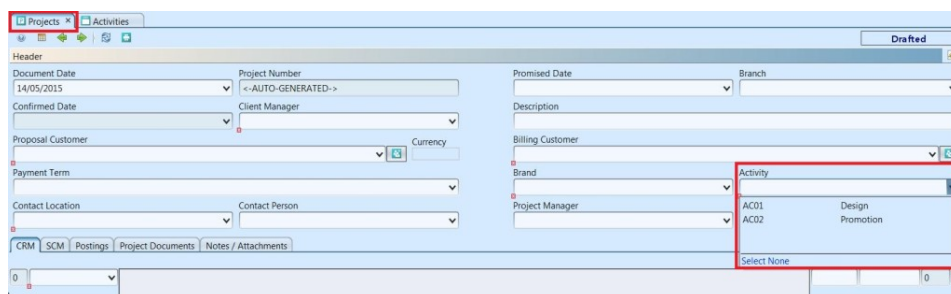| Field Name	Description	Mandatory Information
Activity Name	Self-explanatory	Y
Activity Code	Self-explanatory	Y
Split Account	Which split account to use	Y
Description	Description of the activity	N

Create New Activity:

1. 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

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

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

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