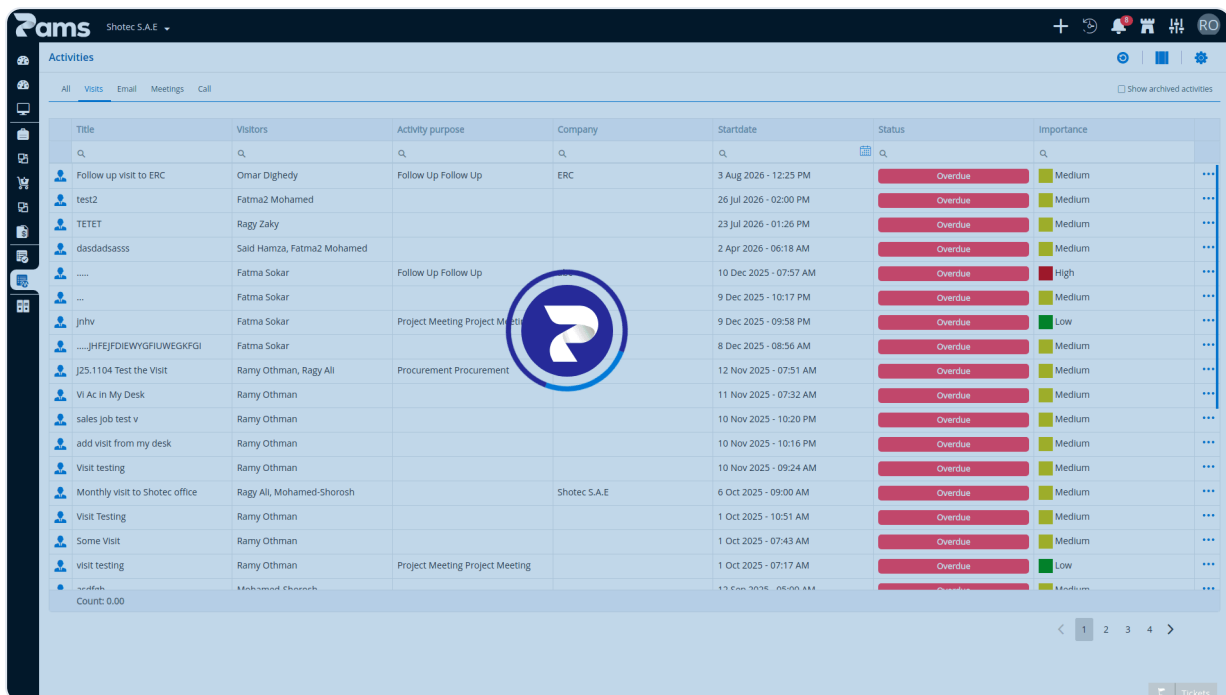


Getting Started with Activities

August 8, 2026

Getting Started with Activities

Applications > Activities



Title	Visitors	Activity purpose	Company	Startdate	Status	Importance
Follow up visit to ERC	Omar Dighedy	Follow Up Follow Up	ERC	3 Aug 2026 - 12:25 PM	Overdue	Medium
test2	Fatma2 Mohamed			26 Jul 2026 - 02:00 PM	Overdue	Medium
TETET	Ragy Zaky			23 Jul 2026 - 01:26 PM	Overdue	Medium
dasdadsasss	Said Hamza, Fatma2 Mohamed			2 Apr 2026 - 06:18 AM	Overdue	Medium
.....	Fatma Sokar	Follow Up Follow Up		10 Dec 2025 - 07:57 AM	Overdue	High
...	Fatma Sokar			9 Dec 2025 - 10:17 PM	Overdue	Medium
jnhv	Fatma Sokar	Project Meeting Project Meeting		9 Dec 2025 - 09:58 PM	Overdue	Low
....JHFEJFDIEWYGIUWEGKFGI	Fatma Sokar			8 Dec 2025 - 08:56 AM	Overdue	Medium
j25.1104 Test the Visit	Ramy Othman, Ragy Ali	Procurement Procurement		12 Nov 2025 - 07:51 AM	Overdue	Medium
Vi Ac In My Desk	Ramy Othman			11 Nov 2025 - 07:32 AM	Overdue	Medium
sales job test v	Ramy Othman			10 Nov 2025 - 10:20 PM	Overdue	Medium
add visit from my desk	Ramy Othman			10 Nov 2025 - 10:16 PM	Overdue	Medium
Visit testing	Ramy Othman			10 Nov 2025 - 09:24 AM	Overdue	Medium
Monthly visit to Shotec office	Ragy Ali, Mohamed-Shorosh		Shotec S.A.E	6 Oct 2025 - 09:00 AM	Overdue	Medium
Visit Testing	Ramy Othman			1 Oct 2025 - 10:51 AM	Overdue	Medium
Some Visit	Ramy Othman			1 Oct 2025 - 07:43 AM	Overdue	Medium
visit testing	Ramy Othman	Project Meeting Project Meeting		1 Oct 2025 - 07:17 AM	Overdue	Low
.....	Mohamed-Chorosh			17 Oct 2025 - 06:00 AM	Overdue	Medium

Activities — Activities

Use Activities to record and maintain work items and related follow-up information.

What You Can Do

- Use **Save** to save an activity record.
- Use **Update Current** to update the activity currently open.
- Use **Delete Current** or **Delete** to remove an activity.
- Use **Apply filter** to narrow the activities list to relevant records.
- Use **Columns Chooser** to select the information displayed in the activities list.
- Use **Export** to export activities list data.
- Use **Attach** to add an attachment to an activity.

- Use **Tickets** to work with related tickets.
- Use **Standard Layout** or **Add Layout** to apply or create a list layout.

First Session: Update and Save an Activity

1. Open **Applications > Activities**.
2. In the activities list, open the activity you need to record or update.
3. Enter or revise the activity information in the activity record.
4. Select **Save** to store your changes.

To continue working on an already saved record, select **Update Current**, make the required changes, and then select **Save**.

Confirm That the Activity Was Saved

After you select **Save**, the activity record remains available with the entered information. Return to the activities list to locate the saved activity and continue managing it.

Next Steps

- Use **Apply filter** to focus the list on the activities relevant to your work.
- Use **Columns Chooser** to display the activity information most useful to your team.
- Select **Attach** when supporting documents need to be kept with an activity.
- Select **Tickets** when the activity is associated with ticket-based work.

Related pages

- [Activities — Overview](#)
- [Activities](#)
- [Activities — Learning Path](#)