

Activities

Activities							
All	Visits	Email	Meetings	Call	☐ Show archived 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	...
....JHFEJFDIEWGFIUWEGKFGI	Fatma Sokar			8 Dec 2025 - 08:56 AM	Overdue	Medium	...
J25.1104 Test the Visit	Rammy Othman, Ragy Ali	Procurement Procurement		12 Nov 2025 - 07:51 AM	Overdue	Medium	...
Vi Ac In My Desk	Rammy Othman			11 Nov 2025 - 07:32 AM	Overdue	Medium	...
sales job test v	Rammy Othman			10 Nov 2025 - 10:20 PM	Overdue	Medium	...
add visit from my desk	Rammy Othman			10 Nov 2025 - 10:16 PM	Overdue	Medium	...
Visit testing	Rammy 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	Rammy Othman			1 Oct 2025 - 10:51 AM	Overdue	Medium	...
Some Visit	Rammy Othman			1 Oct 2025 - 07:43 AM	Overdue	Medium	...
Visit testing	Rammy Othman	Project Meeting Project Meeting		1 Oct 2025 - 07:17 AM	Overdue	Low	...
..zafab	Mohamed Shorosh			13 Sep 2025 - 06:00 AM	Overdue	Medium	...

Activities — Activities

Overview

Use the Activities page to review business activity records, such as follow-up activities and visits. Sales representatives, sales managers, project managers, and other operational users can use this page when they need to locate an activity and review its visible details, including its purpose, company, start date, status, and importance.

Before you start

Ensure that you can access the application navigation bar and the **Activities** area.

Steps

1. On the application navigation bar, select **Activities**.
2. Review the activity records displayed in the list. Use the available column headings to identify the relevant activity:

Column	Description
Title	The activity title.
Visitors	The visitors associated with the activity.
Activity purpose	The purpose of the activity.
Company	The company associated with the activity.
Startdate	The activity start date.
Status	The displayed activity status.
Importance	The displayed importance level.

3. To locate an activity, enter identifying text in **Search box**.
4. If you need to return to the preceding page, select **Previous Page**.

Tips & cautions

Tip: Use a distinctive activity title, company name, or visitor name when entering text in **Search box**.

Note: Review the **Status** and **Importance** columns together when prioritising activities that require attention.

Result

You have accessed the Activities page and reviewed the available activity records.

Related pages

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

- [Getting Started with Activity](#)
- [list](#)