

Getting Started with Activity

August 18, 2026

Getting Started with Activity

User Guide › Activity

Done

Visit Purpose

VisitID 21973:

Priority

High

To

APRC - KM. 17, Alex. Cairo roadMerghemMansheyaAlexandria, 99Egypt

Start Date

16 Apr 2019 - 07:01 +00:00

End Date

16 Apr 2019 - 17:00 +00:00

Tags

job: loading...

job: loading...

job: loading...

Account: APRC

Account: ITT RHEINHUTTE

Account: International Engineering Development Co.

Reminders

No reminder yet

Visitors

Mahmoud El Shahawy

loading...

Discussion partner

Visit type

Select...

Topics

1- Topic Title Here

↶

↷

B

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≡

Normal text

A⁶

We are accepted technical, LEWA will not receive 2nd questionnaire, other suppliers (Milton Roy and SEKO received 2nd questionnaire

Info

My Desk > Visit > VisitID 21973:

Save Save and Close

+ note

2- Topic Title Here

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Normal text

A⁶

Unfortunately project will be issued as official tender, not direct order, as EGPC refused the request due to big budget

Info

+ note

3- Topic Title Here

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Normal text

A⁶

We are accepted technically, waiting for other competitors replies (Milton Roy & SEKO)

Info

+ note

+ Topic

Prepared By

Attachment

Last Modifications

No Files

Tickets

Activities record

Use Activity to record and maintain activity information. In your first session, open an activity record, enter its topic, and save the record.

What you can do

- Use **Search box** to find activities in the Activities list.
- Use **Select** to choose an available item or value.

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- Enter an activity topic in **Topic Title Here**.
- Use **Save** to save changes to the current activity record.
- Use **Save and Close** to save the activity record and return to the previous screen.
- Use **Tickets** to access tickets associated with the activity.
- Use **Undo** or **Redo** to reverse or restore recent changes.
- Use **Previous Page**, **Page 1**, **Page 2**, or **Page 3** to move through the Activities list.

First session: Save an activity topic

1. Open **Activities**.
2. Use **Search box** if you need to locate an activity, then open the required Activities record.
3. In **Topic Title Here**, enter a clear topic for the activity.
4. Select **Save** to keep the record open, or select **Save and Close** to save the activity and leave the record.

Result

The activity record is saved with the topic you entered. If you selected **Save and Close**, you return from the activity record after saving.

Next steps

Return to **Activities** to find other records, move between list pages, or open **Tickets** for the activity.

Related pages

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