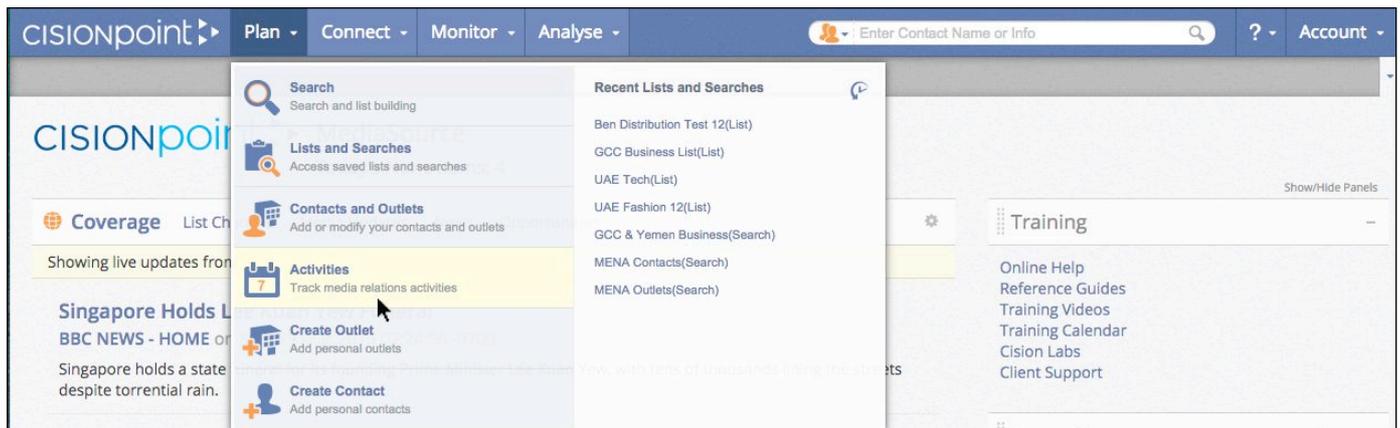


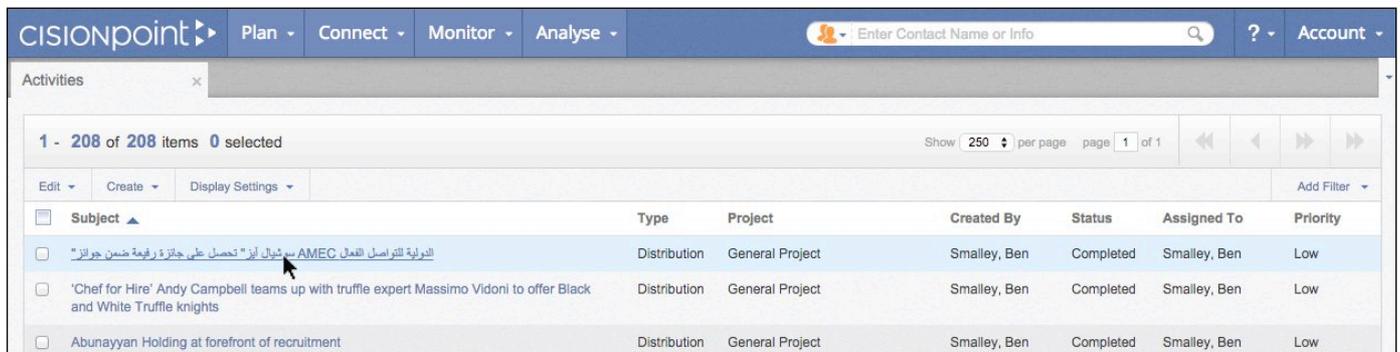
Activities

You can use **Activities** to manage your PR campaigns - every interaction you have with journalists and influencers can be recorded, saved, and even synchronised with your **Outlook Calendar** so you have a history and ability to report on your interactions for each campaign. **Activities** work like tasks or reminders, and can be added to **Contacts**, **Outlets**, **Distributions**, **Opportunities** and **Coverage** to track and record your media relations activities.

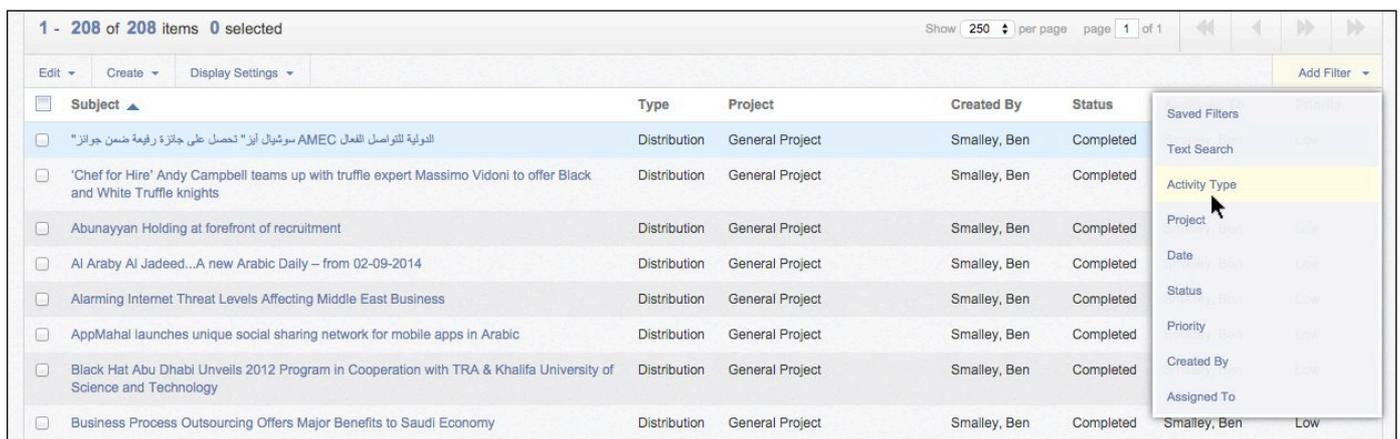
To access the **Activities** currently created on your account, select **Activities** from the **Plan** menu:



A new **Workspace** will open displaying your **Activities**:



Click the name of an **Activity** to view or edit its details. You can **Sort** by column heading to put in alphabetical order, and also find what you are looking for quickly by applying **Filters** such as Text Search, Activity Type, Project, Date, Status, Priority, Created By and Assigned To:



Deleting Activities

Once you have completed an **Activity** and are ready to remove it, check it and select **Delete Selected** from the **Edit** menu:

	Type	Project	Created By	Status	Assigned To	Priority
<input type="checkbox"/> Interview call	Interview	General Project	D'Cunha, Maria	Other	D'Cunha, Maria	Low
<input type="checkbox"/> R & B CHRISTMAS EVENT	Inquiry	General Project	D'Cunha, Maria	Other	Sahn, Omar	Low
<input checked="" type="checkbox"/> call after new year	Follow-up	General Project	D'Cunha, Maria	Other	Shoman, Inas	Low

Activity Reports & Exports

You can generate **Reports** and **Exports** of all, or selected, **Activities** from the **Create** menu:

	Type	Project	Created By	Status	Assigned To	Priority
<input type="checkbox"/> Subj	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low
<input type="checkbox"/> محل	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low
<input checked="" type="checkbox"/> محل	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low
<input type="checkbox"/> محمد بن زايد يصدر قرارا بإعادة تشكيل مجلس إدارة طيران الرئاسة	Distribution	General Project	Boctor, Robair	Completed	Boctor, Robair	Low
<input checked="" type="checkbox"/> SociaMedia.me الجزيرة أكثر جهة إعلامية تأثيرا في الشرق الأوسط على تويتر باللغتين العربية والإنجليزية وفقا لـ	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low

Display Settings

For a more compact view, you can hide **Comments** within your list of **Activities**:

	Type	Project	Created By	Status	Assigned To	Priority
<input type="checkbox"/> Subject	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low
<input type="checkbox"/> تلك التي يوجد اب محل	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low
<input type="checkbox"/> تلك التي يوجد اب محل	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low
<input type="checkbox"/> مجلس إدارة طيران الرئاسة	Distribution	General Project	Boctor, Robair	Completed	Boctor, Robair	Low
<input type="checkbox"/> SociaMedia.me الجزيرة أكثر جهة إعلامية تأثيرا في الشرق الأوسط على تويتر باللغتين العربية والإنجليزية وفقا لـ	Distribution	General Project	Smalley, Ben	Completed	Smalley, Ben	Low

You can also customise the columns displayed on the screen and their display order by selecting **Change Columns Displayed** from the **Display Settings** menu:

Change Columns Displayed

Saved Setting: Activities List (system)

Available Columns:

- Completed Date
- Created Date
- Due Date**
- Reference Items
- Started Date

Selected Columns:

- Subject
- Type
- Project
- Created By
- Status
- Assigned To
- Priority

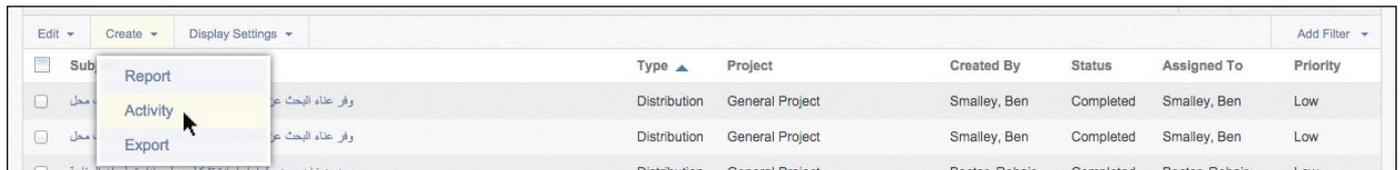
Sort By: Type (Ascending)

Save settings as: [] Save

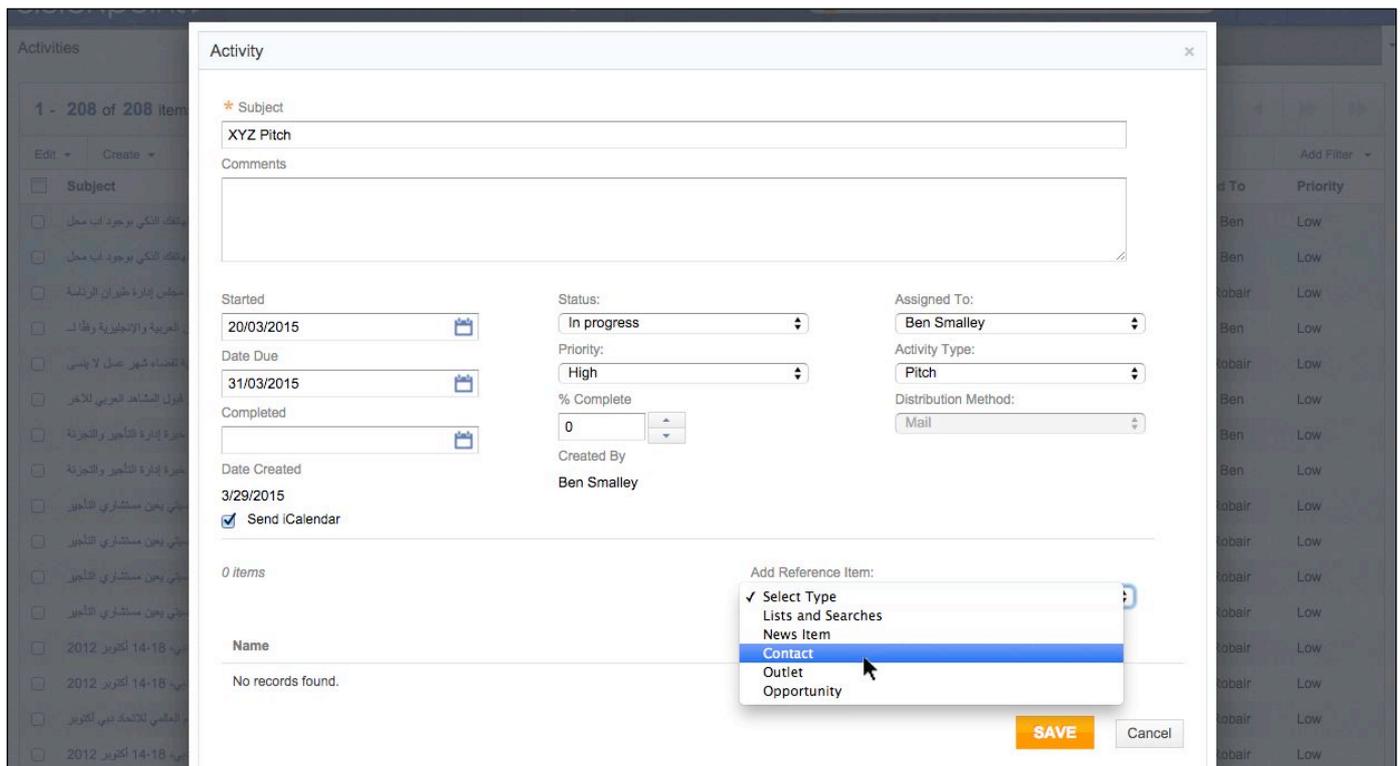
Use this Setting as my default layout

Create A New Activity

A new **Activity** is created automatically when you use **Connect** to send a distribution. They can also be created manually from the **Activities** section of **Contact** and **Outlet** record cards; from the **Actions** menu when viewing details of **Opportunities**; and from the **Create** menu when viewing **Search Results, Lists, Coverage** or **Activities**:



The wizard opens where you can add the details of your **Activity**:



- Subject** - this will be the name of your **Activity** and will help you identify it on the **Activities** page.
- Comments** - add any comments that might be helpful in allowing you to complete the task.
- Dates** - choose a **Started Date** and a **Due Date**. You can choose a **Completed Date** when the **Activity** has been finished.
- Status** - alert others as to the status of the **Activity**.
- Priority** - choose a priority so you can organise the most important tasks on your **Activities** page.
- % Complete** - adjust as you work on the **Activity**.
- Assigned To** - the task will automatically be assigned to you, but you can assign it to another user on your account.
- Activity Type** - identify the activity type for optimal organisation.
- Send iCalendar** - check the box to add a reminder in your email calendar program.
- Add a Reference item** – select depending on whether your **Activity** relates to a List, News Item, Contact, Outlet or Opportunity. If you choose this option, you will be given a list of items you can add your **Activity** to.