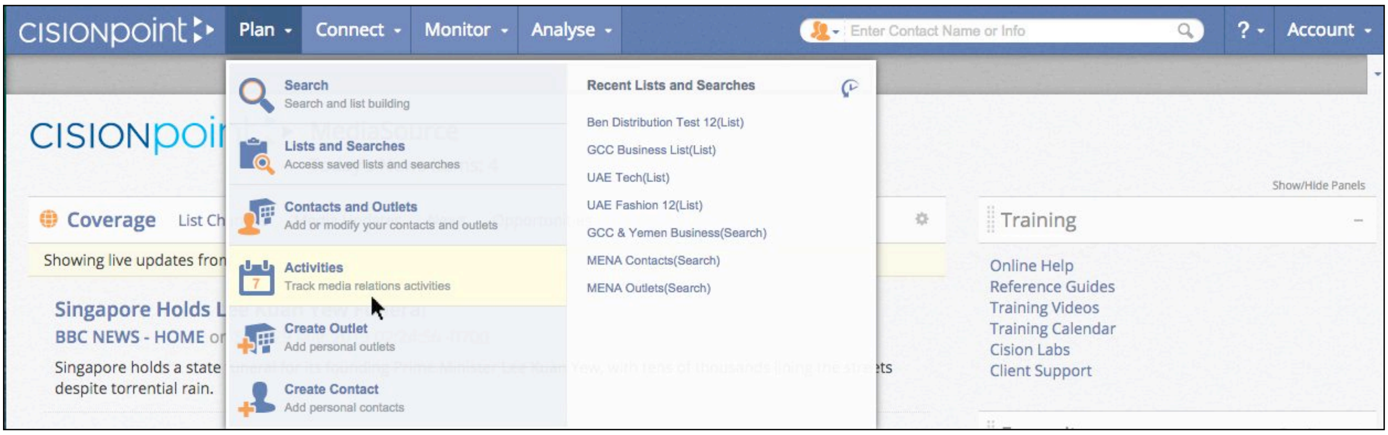
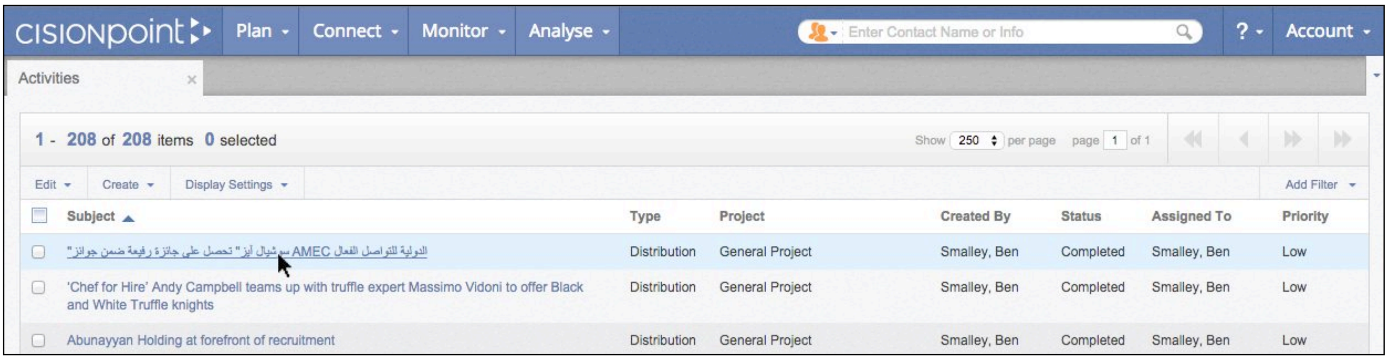
Activities

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.

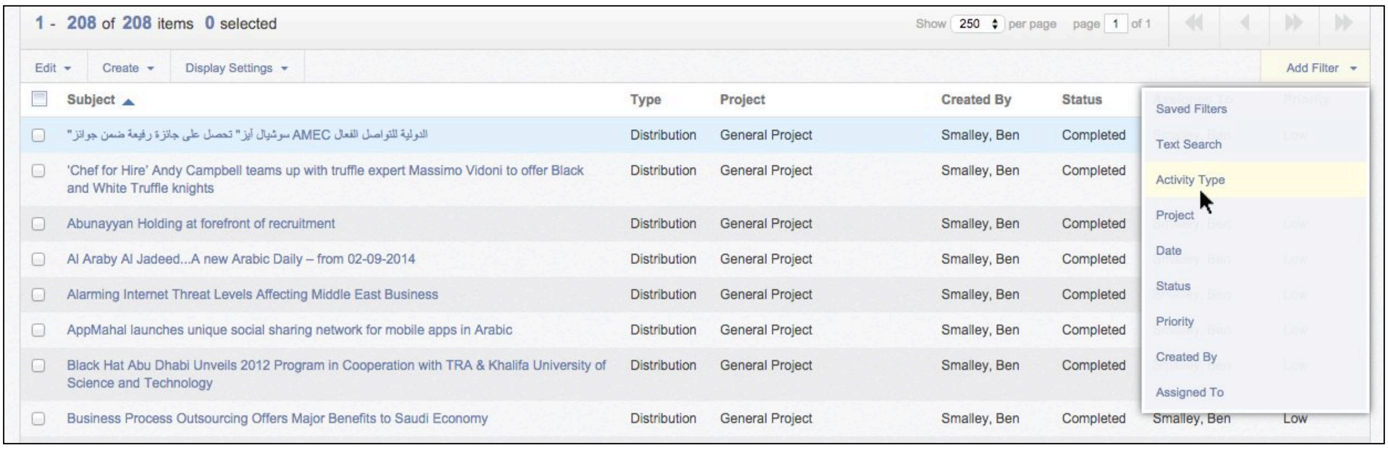
To access the **Activities** currently created on your account, select **Activities** from the **Plan** menu:



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:

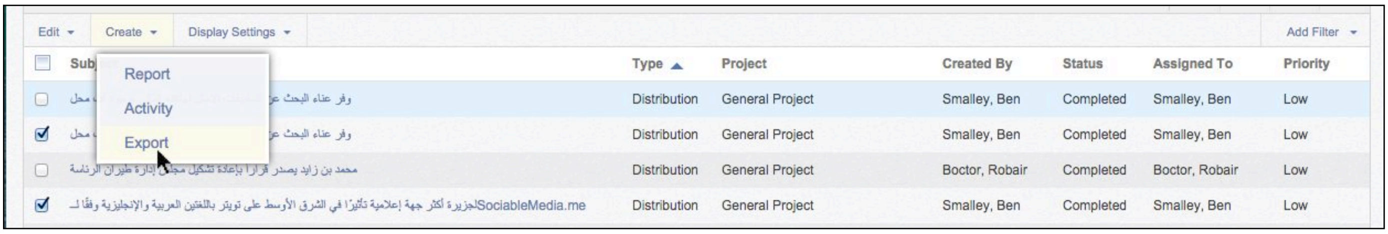


Deleting Activities

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

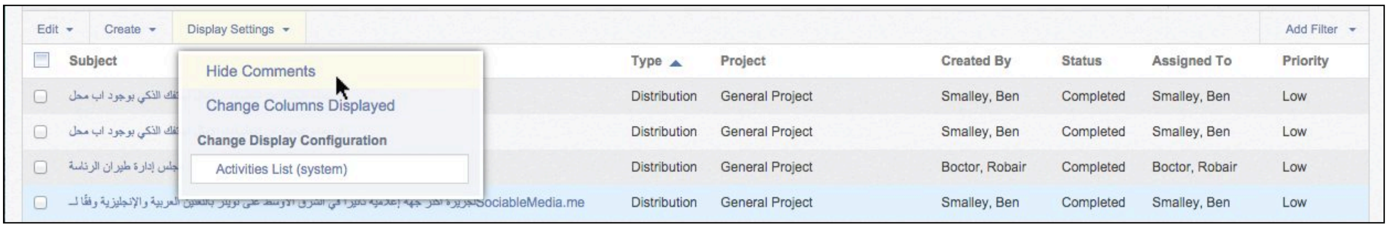
Activity Reports & Exports

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

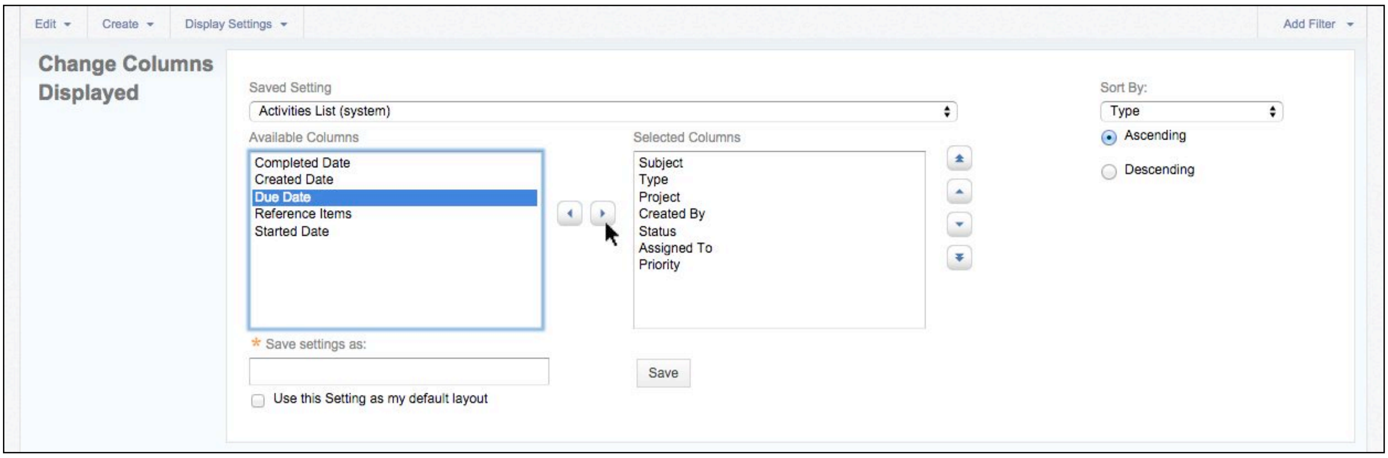


Display Settings

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



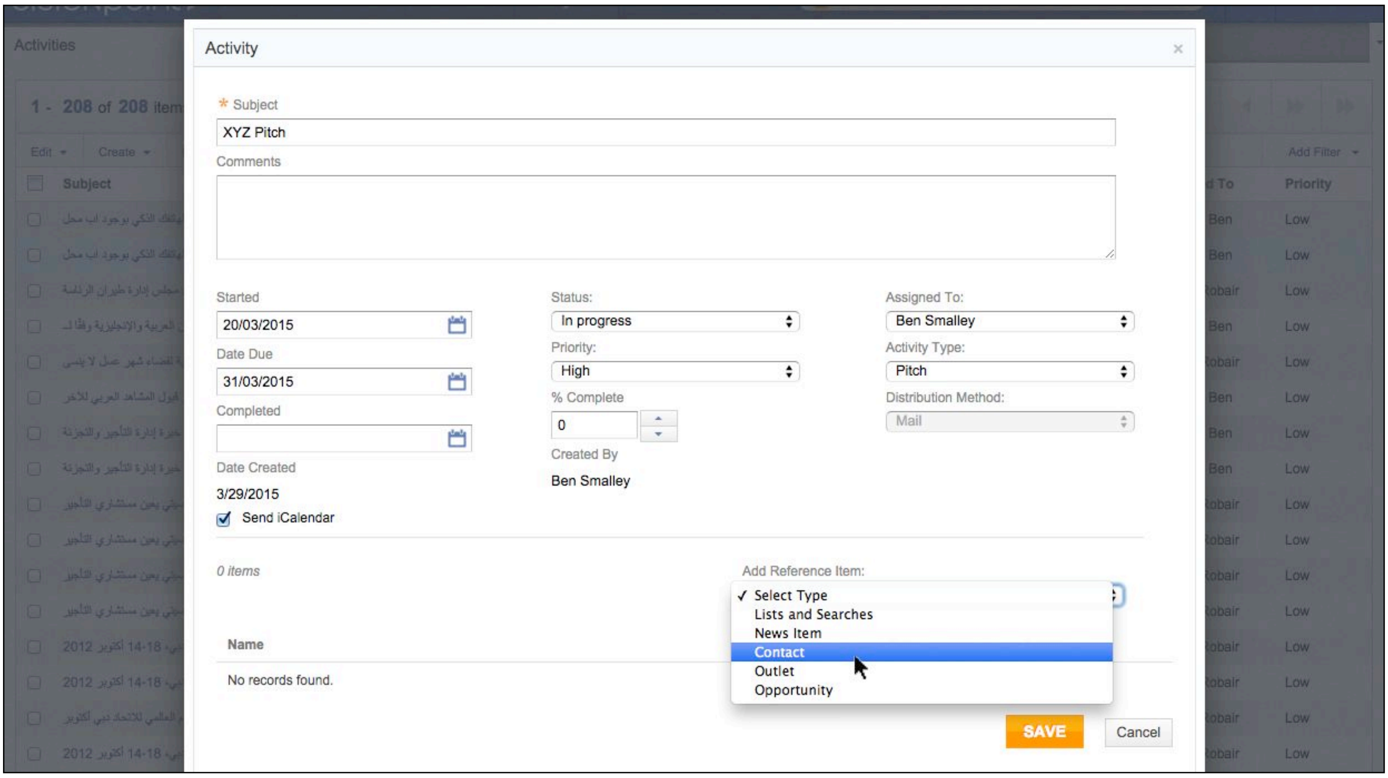
You can also customise the columns displayed on the screen and their display order by selecting **Change Columns Displayed** from the **Display Settings** menu:



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.