Fast-Class File

Client Data System

Volume 134: Activity List Options

The **Activity List** tool is a great way to open a list of activities defined by date range, activity type, timed or untimed activities, priority level, or by CDS user.

With the Activity List tool, there's usually not a need to run a dynamic report when looking for a specific list of activities.

To Open a Specific List of Activities:
- Open a Calendar View.
- Click **View** from the main menu.
- Then select **Activity List**.
- In the Find Activity window, select the appropriate options.

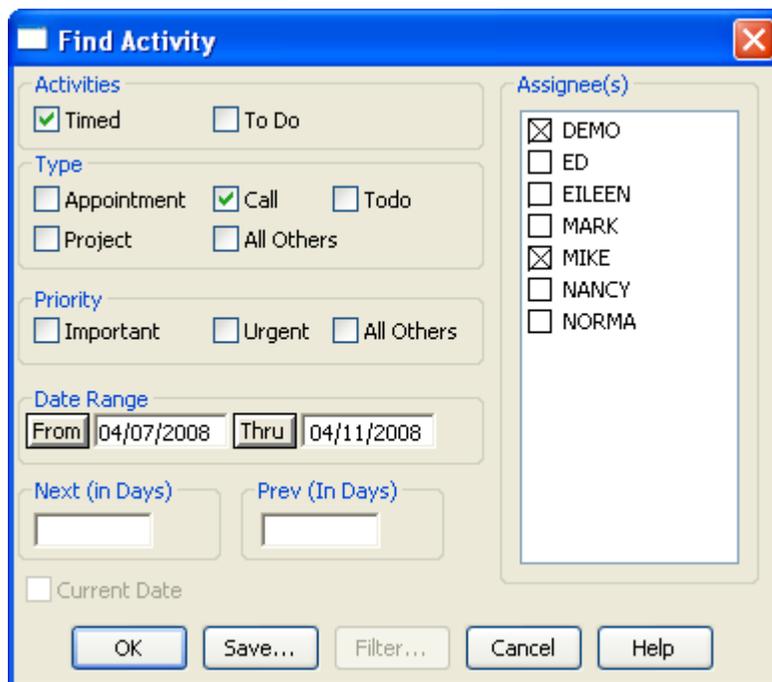*Note: To open a list of all activities in your database, leave all the options blank and unchecked and click OK.*
- Click **OK**.

Figure 1: The Find Activity window.