

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.

Find Activit	y		X
Activities	To Do		Assignee(s)
- Type Appointment Project	✓ Call Todo All Others		☐ ED ☐ EILEEN ☐ MARK ☑ MIKE
Priority Important	Urgent All Others	]	
Date Range From 04/07/2008 Thru 04/11/2008			
-Next (in Days) -	Prev (In Days)		
Current Date			
OK Save Filter Cancel Help			

Figure 1: The Find Activity window.