



### Using the Activity Search Tool:

- Select **Calendar** in the Main Menu.
- Select **Activity Search**.
- SmartOffice will open the **Activity Search Options** screen.
- Define the date range for the activity search using the **From** and **Through** fields.
- Refine your search based on text associated with activities using the **Text Search Options**.
- Activity searches can also be limited to specific **Activity Type** (Call, To Do, etc.), **Activity Status** (Active, Done, etc.) and **Activity Priority** (Urgent, Normal, etc.).
- Use the **Participant** link to search for all activities associated with a specific user.
- After entering options, click **Search**.

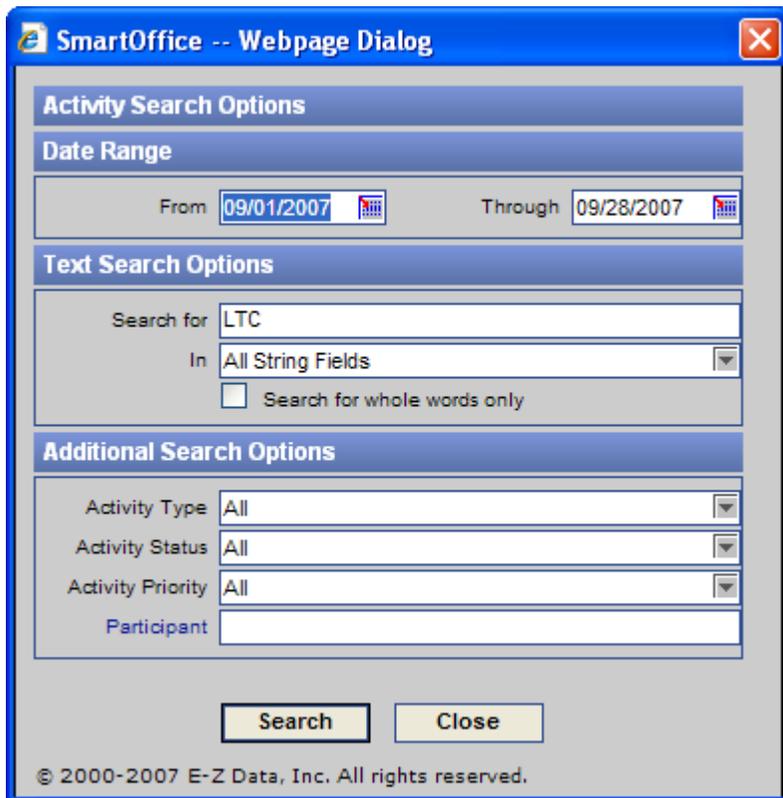


Figure 1: The Activity Search Options screen.

### To Create a Weekly Completed Call Report:

- Select **Calendar** in the Main Menu.
- Select **Activity Search**.
- SmartOffice will open the **Area Search Option** screen.

- Define the week for the report using the **From** and **Through** fields in the **Date Range** section.
- Leave the **Search for** field blank in the **Text Search Options** section.
- Select **Call** in the **Activity Type** drop-down field.
- Select **Done** in the **Activity Status** drop-down field.
- Click **Search** to create the report.

Activity Search Results						
<input type="checkbox"/>	Activity Date	Contact Name	Type	Subject/Reason	Status	Primary Participant
<input type="checkbox"/>	09/26/2007	Ackerman, Joseph M.	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson
<input type="checkbox"/>	09/26/2007	Adams, John	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson
<input type="checkbox"/>	09/26/2007	Bell, John R	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson
<input type="checkbox"/>	09/26/2007	Hamamoto, Tsuyako	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson
<input type="checkbox"/>	09/26/2007	Scraton, Robert L.	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson
Records Shown: 5    Total Records: 5						
© 2000-2007 E-Z Data, Inc. All rights reserved.						

**Figure 2: Weekly Completed Call Report.**