Volume 102: Activity Search	Phone Numbers
Fast Class File	SmartOffice® (520) 799-2961 Famora + 0 6 (310) 309-0948#152

## 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**.

SmartOffice	Webpage Dialog	×						
Activity Search	Options							
Date Range								
From	09/01/2007 🔚 Through 09/28/2007	<b>N</b>						
Text Search Options								
Search for	LTC							
In	All String Fields							
	Search for whole words only							
Additional Search Options								
Activity Type	All	<b>T</b>						
Activity Status	All	-						
Activity Priority	All	-						
Participant								
	Search Close							
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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.



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- 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								
					1 🕼 🗶 🗶 🗐 🖬 🐜	: 🖫 占 관 <b># </b> 🕅 🗊		
	Activity Date 🕆	Contact Name	Туре	Subject/Reason	Status	Primary Participant		
	09/26/2007	Ackerman, Joseph M.	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson		
	09/26/2007	Adams, John	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson		
	09/26/2007	Bell, John R	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson		
	09/26/2007	Hamamoto, Tsuyako	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson		
	09/26/2007	Scraton, Robert L.	Call	Follow-up on LTC Approach Letter	Done	Phillip Anderson		
Records Shown: 5 Total Records: 5								
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Figure 2: Weekly Completed Call Report.

