To move a series of activities:

- With the CDS Calendar open, select **Record** in the main menu bar.
- Select **Move using Filter** in the **Record** menu.

![Figure 1: The Move using Filter option in the Record menu of the CDS Calendar.](image)

- Define the parameters for activities to be moved in the **Filter for Moving Activities** window using the following options:
  - **Activities**: Select Timed or To Do (un-timed) activities to be included in the move.
  - **Type**: Select the Type of activities to be moved – Appointment, Call, To do, etc.
  - **Priority**: Define the priority settings for activities to be moved.
  - **Date Range**: Establish the date range for activities to be moved.
  - **Next Days/Previous Days**: Instead of defining a range, you can select activities in a given number of days in the past or future to move.
  - **Current Date**: Select the activities in the current day to move.
  - **Create Activity as To Do**: This option will turn all activities selected to move into To Do (un-timed) activities.
  - **Assignee(s)**: Select the user or users that the activities will be assigned to.
Important Note: When selecting options in the Filter for Moving Activities dialogue box, selecting no options is the same as selecting all options in a section.

- After selecting options to define activity selection, click OK.
- Define the date that the activities will be moved to in the Destination Date dialogue box. The current date is selected by default. To change the date, click the Date button.

Click OK.
CDS will move the selected activities to the destination date.
To copy a series of activities:

- With the CDS Calendar open, select Record in the main menu bar.
- Select Copy using Filter in the Record menu.

Figure 4: The Copy using Filter option in the Record menu of the CDS Calendar.

Use the same steps listed above for moving activities to copy activities in the CDS Calendar.