All Activities

Document	All Activities
Purpose	This is to show all activities linked to a person record
Version	V2
Owner	ICT Business Transformation Team
Last Updated	22/05/2023

All Activities

1. Locate a **Person Record.**

2. **All Activities** show all activities that are linked to that service user regardless which Case or record is it on.

3. **All Activities** is located as a tab on a **Person Record**
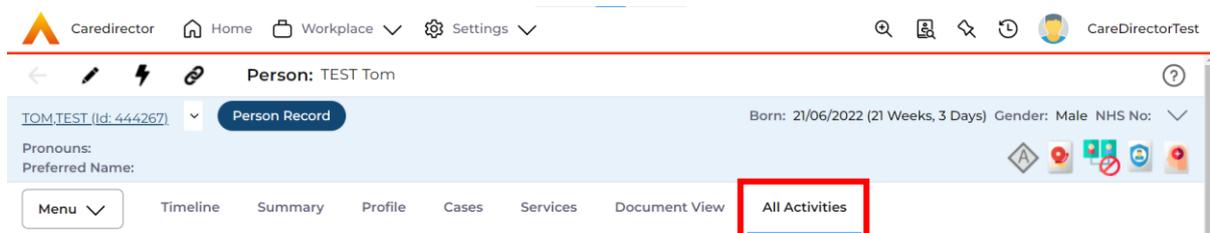
4. Once selected, a blank screen will appear.
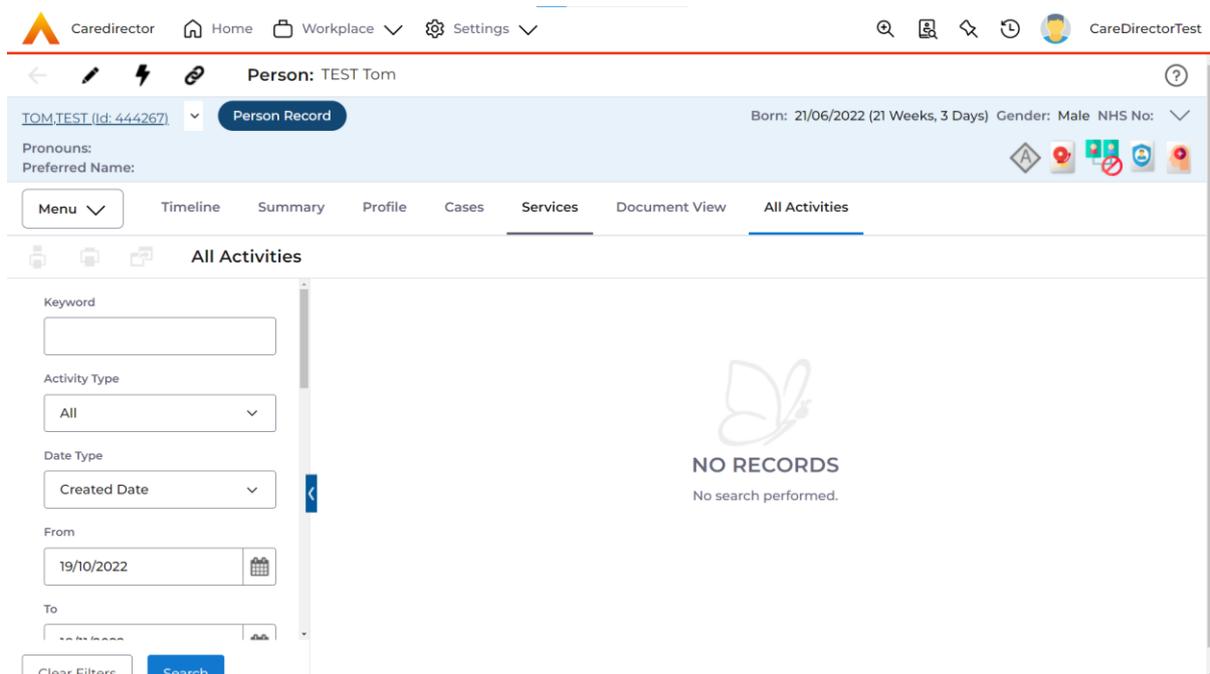
5. To display all activities, select **Clear Filters** then **Search**. This will all filters that can be applied to show **All Activities** linked to this Service User since the person was created.

6. This will display all activities, closed, open, scheduled and cancelled on the record for both person activities and case activities.

7. **Regarding:** If you use your mouse to hover over the name will show which record it is found under.

8. To expand the view, select the blue arrow.

9. To change the view from a list to a grid to display further information, select the blue three lines.
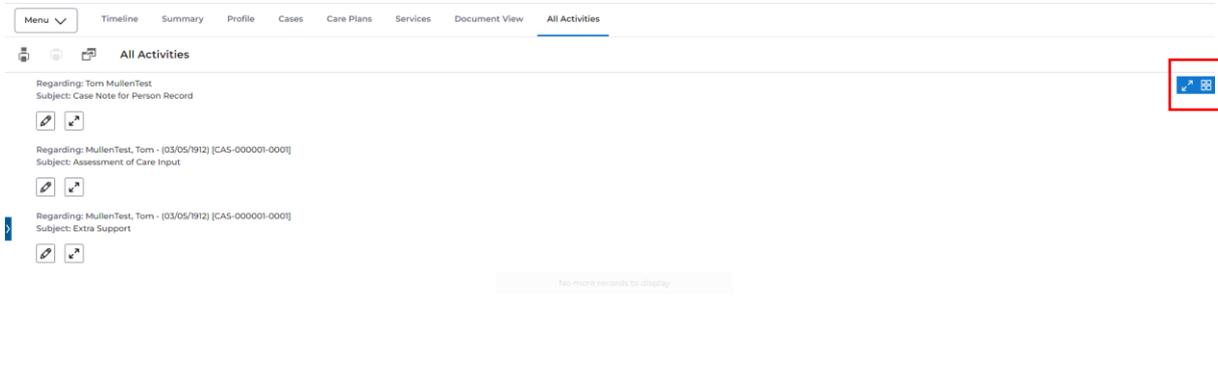
10. Expand these activities by select the two diagonal arrows.
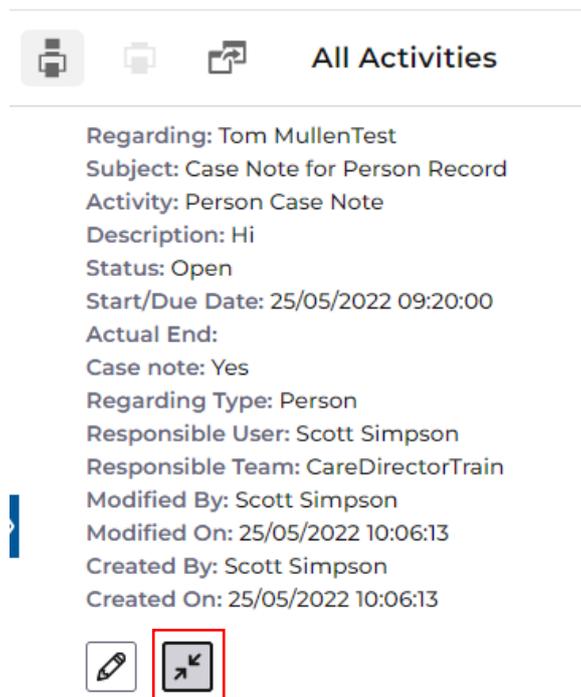
11. To edit the activity, select the pencil icon. This will redirect the page to the edit activity page.

12. To filter the search further, use the columns on the left hand side.

13. Here will allow you filter the list by **Activity Type/ Date/ Status/ Responsible User and Team**.

From

01/06/2022 📅

To

09/06/2022 📅

Actual End (From)

📅

Clear Filters   Search

Status

⌄

Draft/In Progress/Open
Completed/Sent
Cancelled/Failed to Send
Scheduled/Pending Send

14. If the activity was cloned from elsewhere, ensure the checkbox **Show Cloned Records** is checked.

Profession Type

🔍

☑ Show Cloned Records

Clear Filters   Search

Version Control

Version	Change	Author	By Date
V1	INITIAL START	SS	18/11/2022

V2	Title change:
	  - "How to find all activities" to "All Activities"
	Format changes:
	  - Version Control
	  - Remove Version
		SS	22/05/2023