Activities

An activity has a red background on it - what does this mean?

If you see an an activity / task that is shaded in red or has a red background like this shown below, where the middle activity is shaded red and the other two activities are white:



☐	Call	Fri	2013/01/29 16:45	Australia	QLD	High Stage 3 Very Important	Interested in booking Colonial SHow for Wed 15 June	No response received, sent email template @Michael	Wendy East	Sunshine Coast Grammar School,	Stewart Norton	Aceonics System
☐	Call	Thu	2013/01/28 09:30	Australia	QLD	High Stage 3 Very Important	1 Gold Rush Show and availability	Called work (Cathie) said Chloe was on duty, took message. @Joe	Chloe Glennon	Carbrook State School,	Daniel	Aceonics System
☐	Call	Wed	2013/01/27 13:57	N/A	N/A	N/A	Follow up with customer REF Repeat Customers Discount sent		Raphael Zadey	Blackwood High School,	Event Managers	Aceonics System

It means that that the activity is of the **HIGHEST IMPORTANCE** and should be done before any other activities on the day on that time.Â A red coded activity is a priority and should always be actioned first.

Attached files:

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