

View Activity Task List Page

How do I make an activity high priority or very important?

Making an activity whether it is a [Follow Up](#) or a [Schedule an Activity](#) is very easy.

When you are in the **SCHEDULE AN ACTIVITY** page there are two ways you can make an activity high priority.

Option 1:

1. Select the option in the **Priority drop box**

Priority

2. Then select the option of the highest nature. For example

Select an Option

Select an Option

High Stage 3 Very Important

High Stage 3 2nd Call

High Stage 3 3rd Call

High Stage 3 4th Call

High Stage 3 5th Call

Admin Dept. Follow Up

Very Important

Admin Dept URGENT

For Sales calls, use the stage level importance. You could choose High Stage or Admin Dept Urgent.

For

Option 2:

Is to select the Color fields next to the the **Priority Drop Box**.

Color

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While the colors can be used for individual purposes the **two Red Colours** are mainly and specifically used for **IMPORTANT** or of the **HIGHEST PRIORITY**.

Attached files:

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Unique solution ID: #1157

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Last update: 03-Feb-2016 01:38