View Activity Task List Page

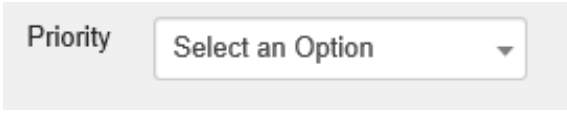
How do I make an activity high priority or very important?

Making an activity whether it is a **Follow Up** or a **Schedule an Activity** is very easy.

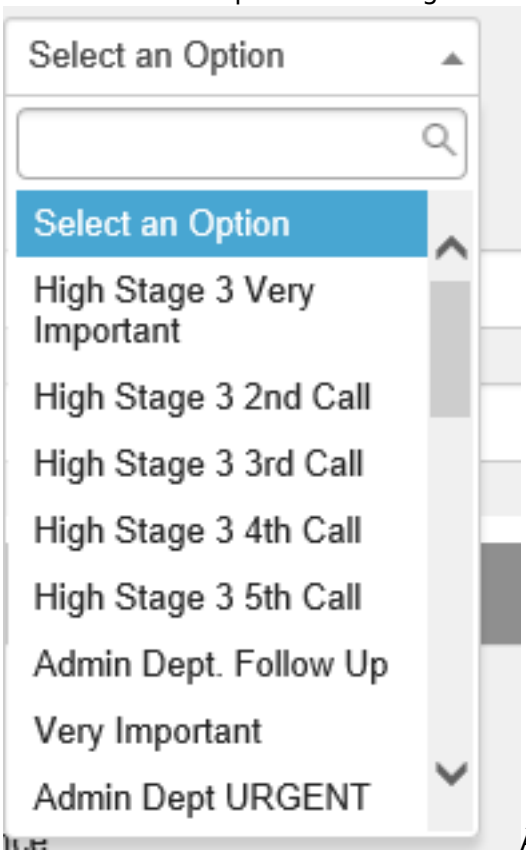
When you are in the **SCHEDULE AN ACTIVITY** page there are two ways you can make an activity high priority.

Option 1:

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



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



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

Â

Option 2:
Is to select the Color fields next to the the **Priority Drop Box.**Â



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

Attached files:

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URL: https://staff.iconic.productions/KB/content/0cat=78/158/en/how-do-i-make-an-activity-high-priority-or-very-important.html

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Author: Event Managers
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