

Management

The screenshot shows the 'Activity Management' interface. At the top left, there is a blue header with a question mark icon and the text 'Activity Management'. Below this, on the left side, is a green button with a plus sign and the word 'Task', and a 'History' button below it. To the right of these buttons is a row of four action buttons: 'Complete', 'ReAssign', 'ReSchedule', and 'Delete'. Below these buttons is a section with several filters: 'Assignees' (All, Today), 'Contacts' (No Contact), 'Recurring?' (All), 'Tracking?' (All), 'Warning?' (All), 'Activities' (All), and 'Statuses' (All). Below the filters is a 'Show 5 entries' dropdown. Below that is a row of five buttons: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. To the right of these buttons is a search box. Below the search box is a table header with columns: 'Task', 'Contact', 'Due', 'Activity', 'Status', 'Assignee', 'Actions', and a star icon. The table body is empty, showing 'No data available in table'. At the bottom right, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. Red boxes and numbers 1.1 through 1.4 highlight specific elements: 1.1 points to the '+ Task' and 'History' buttons; 1.2 points to the filter section; 1.3 points to the bulk action buttons; and 1.4 points to the 'Copy', 'CSV', 'Excel', 'PDF', and 'Print' buttons.

- 1.1 You can add a new task with the green plus task button or you can select an existing task and click on the history button to see all previous comments or actions made on this task.
- 1.2 Several filters you can use to filter out your data in the table.
- 1.3 Bulk actions will allow you to select multiple tasks and perform an action on them.
- 1.4 These buttons will allow you to copy the data in the table, to print the data, to download a csv, excel or pdf file of the data.