



Online CSS | My Workload

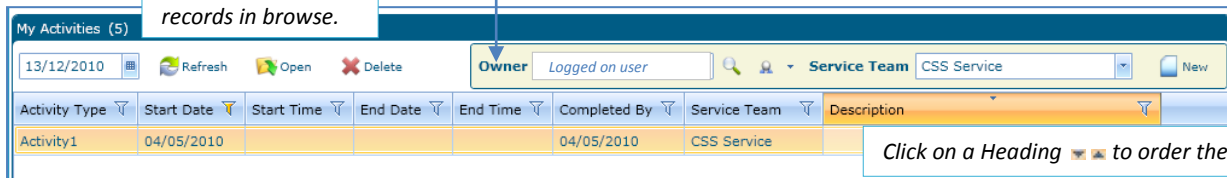
My Activities

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My Activities

My Activities displays a list of the current and future Activities that are **owned** by the **logged on user**. From this panel you can create and maintain Activities. You can also review previous Activities that have already been completed.

Displays number of records in browse.



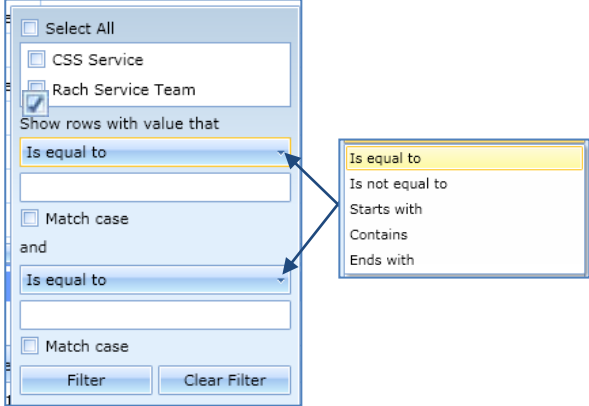
Click on a Heading to order the columns

13/12/2010	From Date. Defaults to System date. Use the drop-down calendar to select required date
Refresh	Click to refresh display list if Date , Owner or Service Team has been changed
Open	Highlight Activity in browse and click to open Activity Details
Delete	Click to delete a highlighted Activity. The System will ask for confirmation
Owner	Displays the person who is the logged on user
Search	Click to open the full Person Search
	Opens the Person Details , displays Identifiers , Contact Details , Role/Post Details
Service Team	Use the drop-down to select a different Service Team
New	Click to add a New Activity . A Service Team must have been selected

Filter: The **filter** functionality is available where data grids are used to display summary lists of data. You can filter the browse list by any of the columns displayed. Click the icon to open the filter:

- Check to **Select All**
- You can **select** any number of the data items
- Use the drop-down to **Show rows with value that** – Is equal to/Is not equal to/Starts with/Contains/Ends with
- Enter the required value
- to **Match case** (not for dates or numbers)
- Use the drop-down to set value at **and** – Is equal to/Is not equal to/Starts with/Contains/Ends with (if required)
- Enter the required value (if **'and'** was selected)
- to **Match case** (if **'and'** was selected)

Click when the values have been chosen
 Use to select different items or change values.
 Click away from the filter to return to the browse
 The orange icon lets you know that a filter is 'on'.



- Related Reference Guides:**
- RG_OL_CSS_MWL_Activities_Activity Details
 - RG_OL_CSS_MWL_Activities_Linked Activities
 - RG_Online_Person Search
 - RG_Online_Common_Filters_Memo