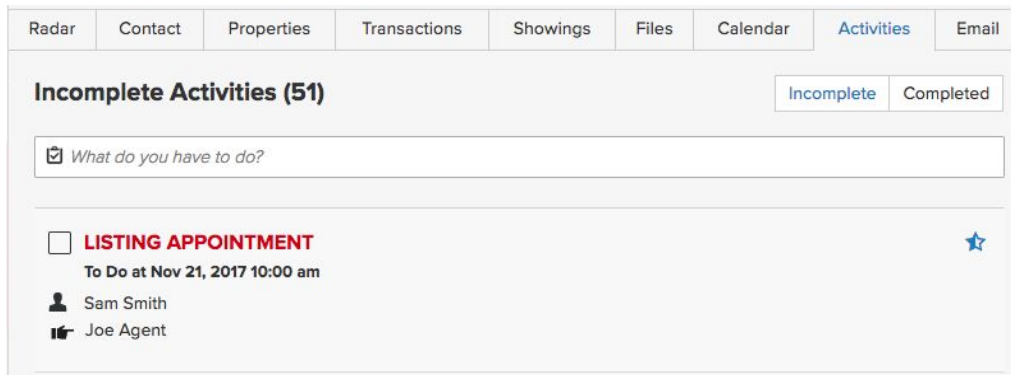


# Activities Tab

**Basics: All Users**

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The **Activities** tab is similar to the Calendar tab. It shows the activities and tasks in a list format based on its due date. Activities that are due or past due will show when “**Incompleted**” is selected, completed activities display when “**Completed**” is clicked. In the example below, you can see the **Listing Appointment** that was previously added calendar training. Click in the Square box to the left of the Activity title to mark the activity as completed to have it move into the Completed section.



To add an activity in this area, simply click in the box labeled "**What do you have to do?**" This will open up an area to enter information for a new Activity.

Enter the information needed for the activity and then click the **Create** button to add it to the system. Activities can be added with or without dates/times. Non-dated items are considered TASKS and automatically synchronized to Google as Tasks if you have Google Sync turned on.

If you have any questions, please contact us at: [support@realvolve.com](mailto:support@realvolve.com)

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## Questions?

Please direct questions and comments to [support@realvolve.com](mailto:support@realvolve.com).

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