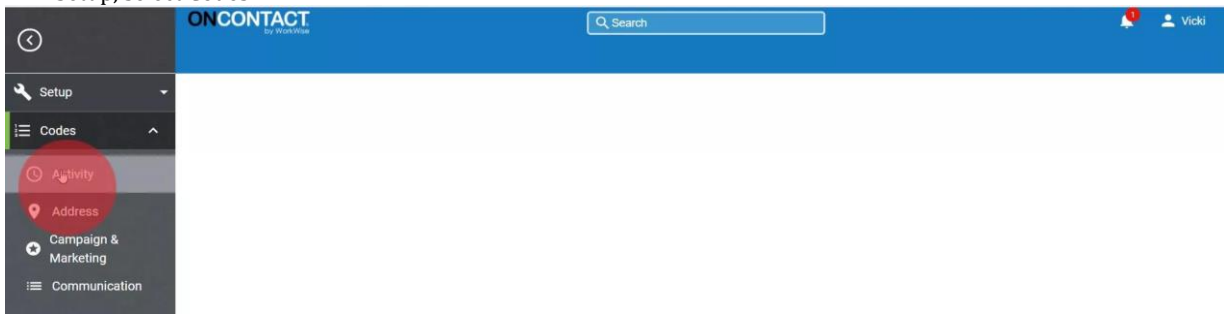
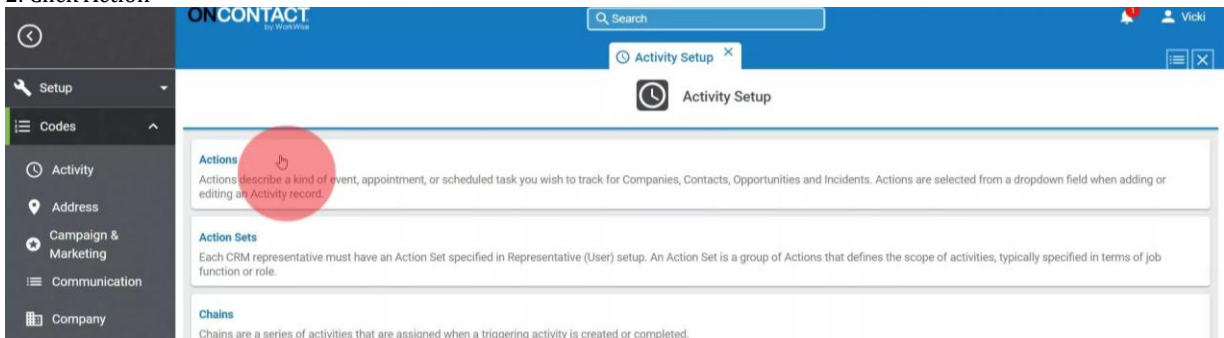


ADD ACTIVITY

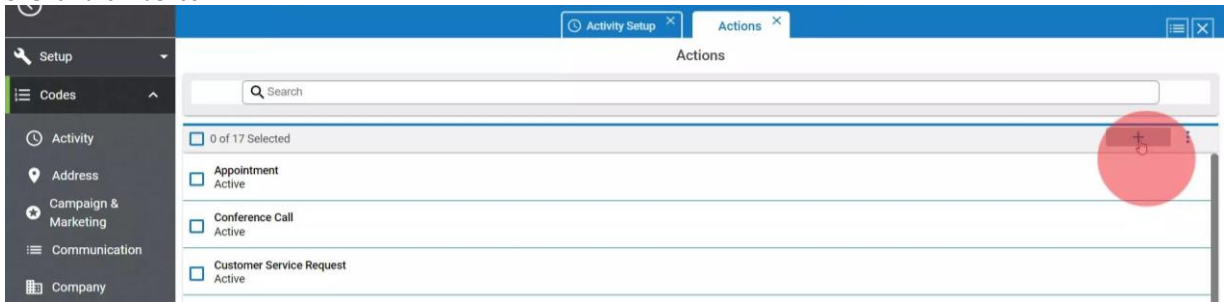
1. In Setup, select Codes



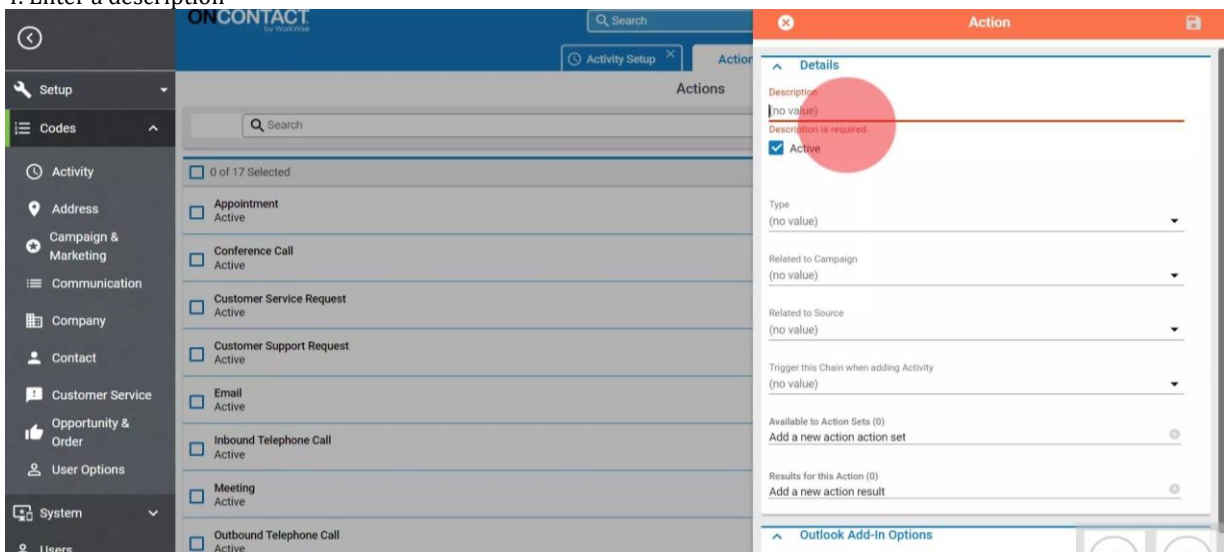
2. Click Action



3. Click the Plus icon

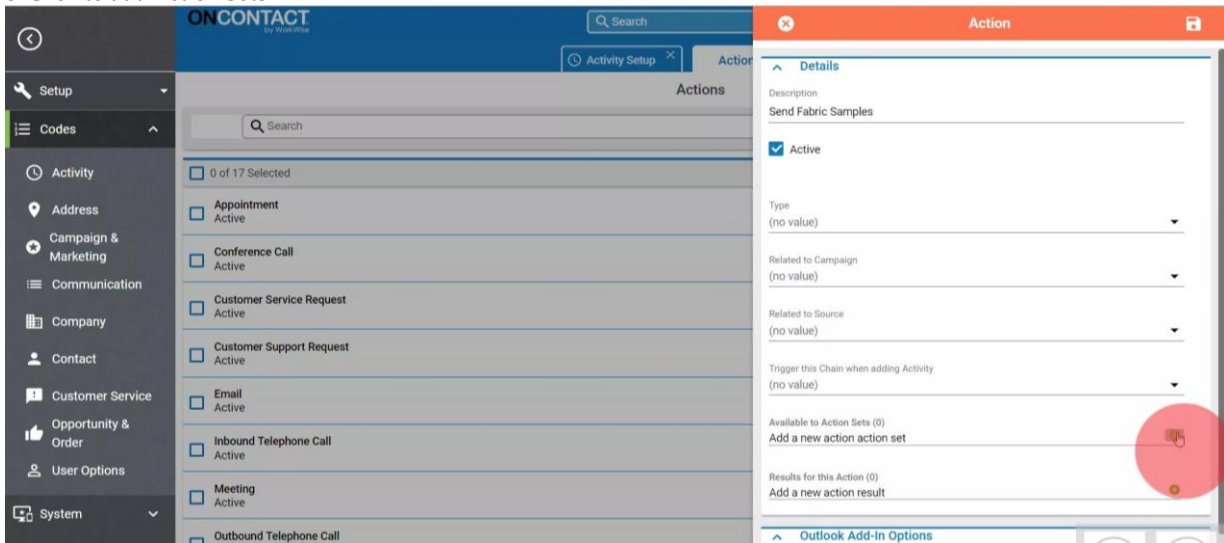


4. Enter a description

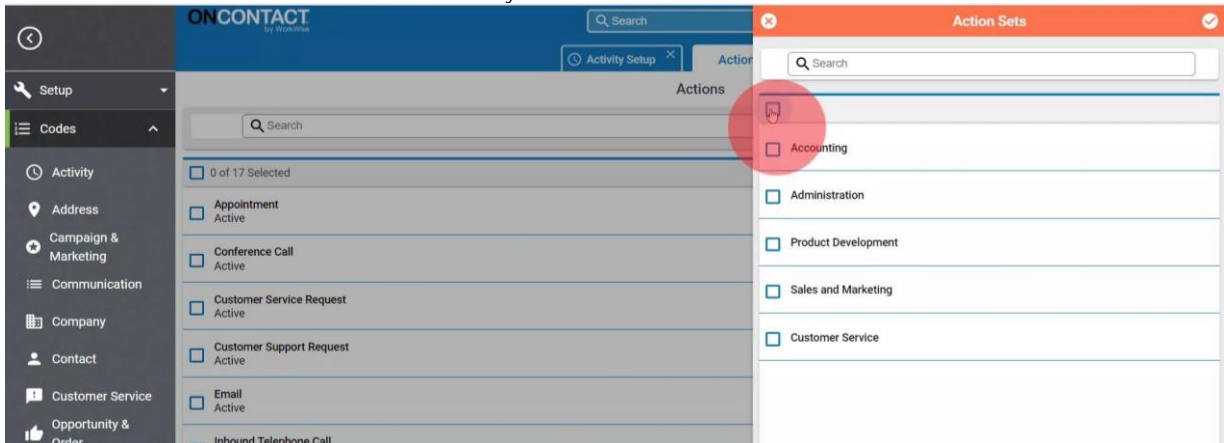


ADD ACTIVITY

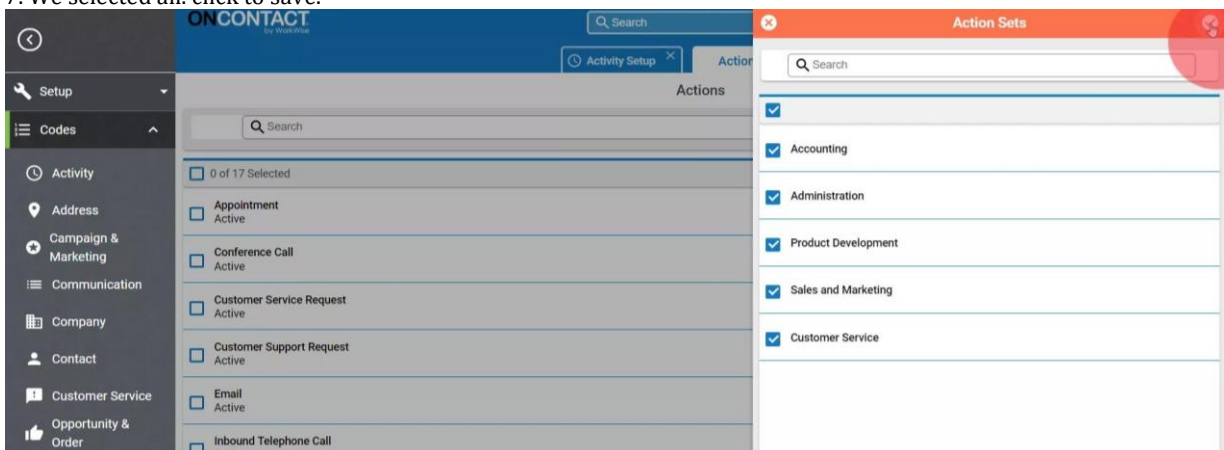
5. Click to add Action Sets.



6. These sets allow users to enter this new activity. Select one or more sets of users.

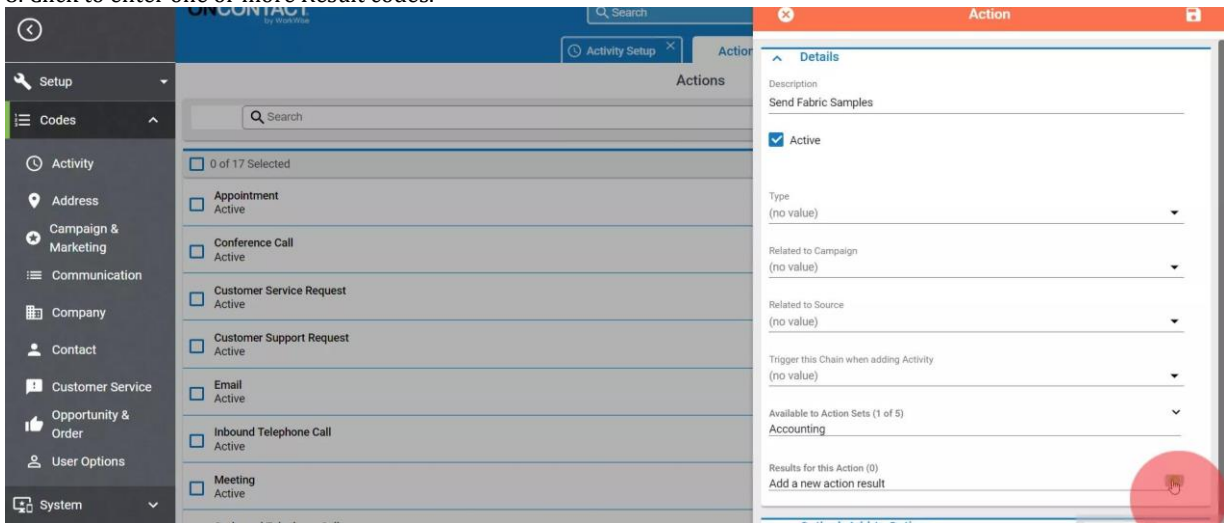


7. We selected all. click to save.

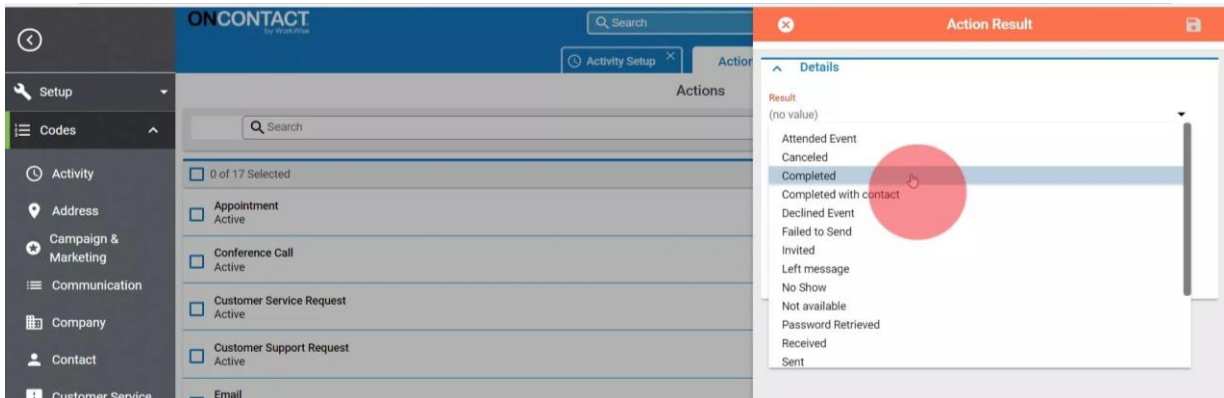


ADD ACTIVITY

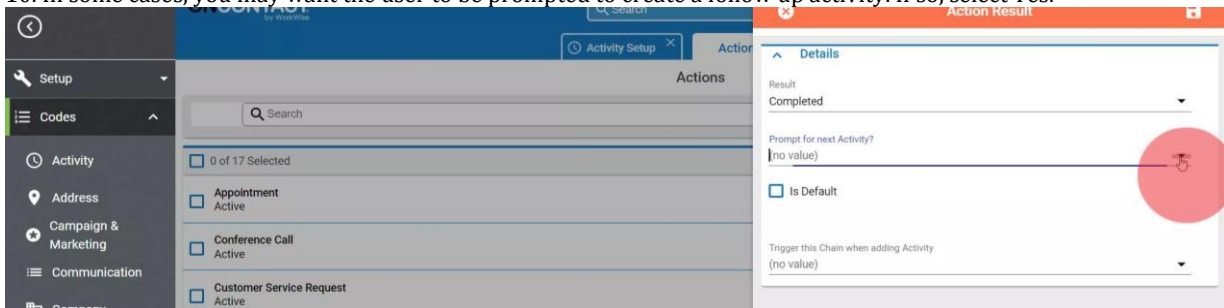
8. Click to enter one or more Result codes.



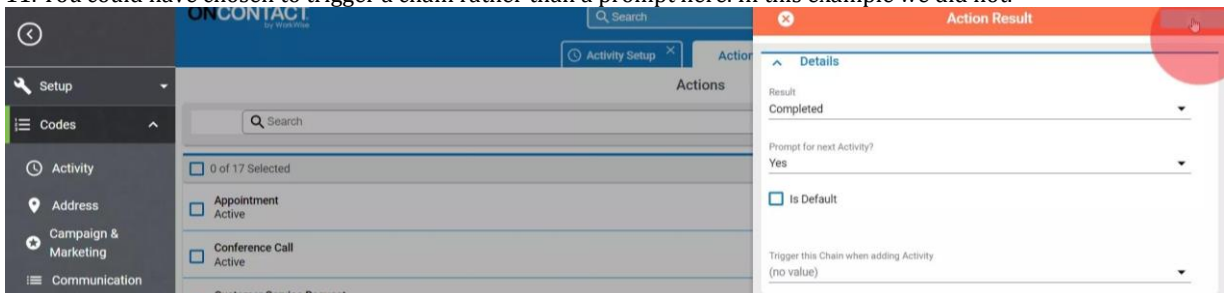
9. Select from the list of result codes.



10. In some cases, you may want the user to be prompted to create a follow up activity. If so, select Yes.

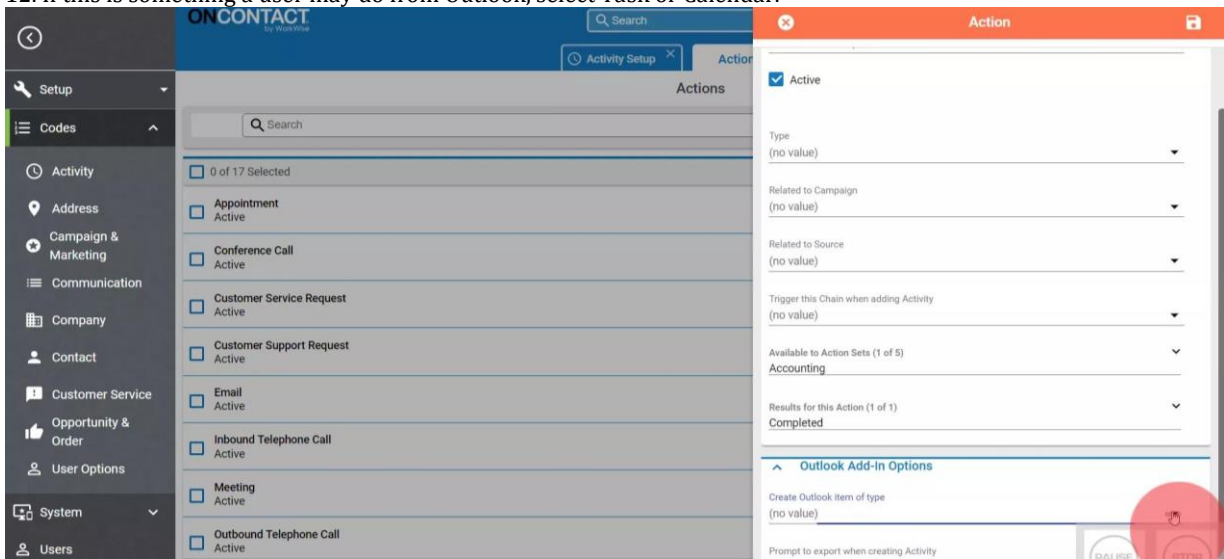


11. You could have chosen to trigger a chain rather than a prompt here. In this example we did not.



ADD ACTIVITY

12. If this is something a user may do from Outlook, select Task or Calendar.



13. Click to save your new activity.

