View Activities

Calendar & Activities · https://learning.pcrecruiter.net/site/docs/activities/view-activities/

Once you have created an **activity** within PCR you can view it two different ways, by viewing the record it is tied to, or by conducting an activity search of your database.

Record

1. Access the name, company, or position **record**
2. On the navigation toolbar select the **activities** option
3. This will show all activities for this record in list format
4. You can **filter** your results using the dropdown options at the top of the date/time, activity type, and user name columns
5. You can configure your default activity filters by choosing the **default filters** button from the action icons

To search the database for activities

Select Activities from the main toolbar and then adjust your search criteria:

1. **Search Params**
    1. Date that you would like to search
    2. Records to be displayed per page
    3. The order you would like them to appear grouped by
    4. Text you would like the activity to contain
2. **Filters**
    1. Name
    2. Username
    3. Company name

4. Activity type
5. Rollup list
6. Position id
7. Exclude activity types

3. Enter the proper search criteria and then select **Search** from the action toolbar on the top right.