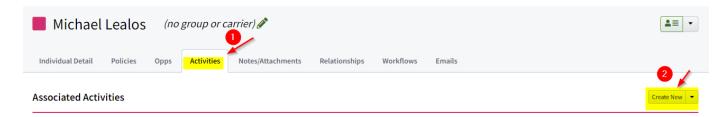
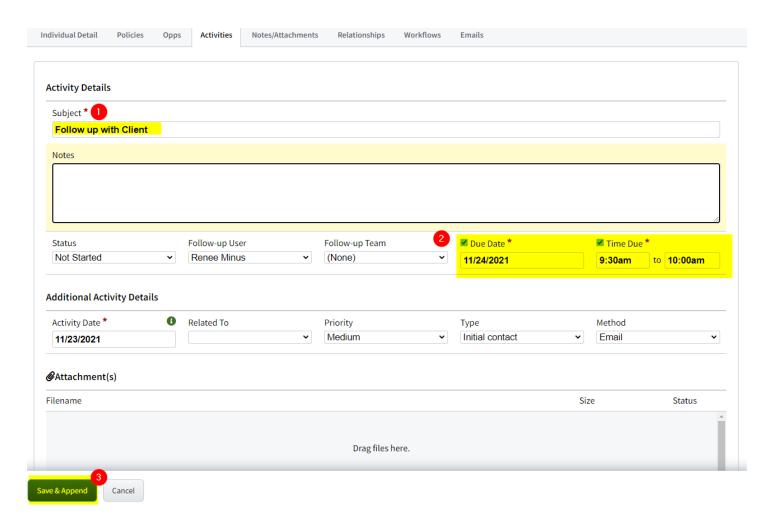
## Updated 08312022

AgencyBloc – How to add an Activity Pull up Individual

- 1. Choose 'Activities' Tab
- 2. Click Create New



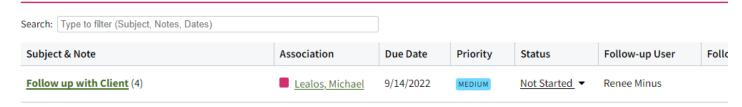
- 3. Add Subject
- 4. Add any notes or attachment if needed to help you remember what you need to do
- 5. Click on Due Date and Choose Due Date (and Time if wanted). If you don't put a Due date it will not be added to the Agencybloc calendar.
- 6. Click Save and Append.



- 7. You will see the activity show up in the following places:
  - a. (1)n the Activity Tab with a Red Dot indicating there is an open Activity



## **Associated Activities**

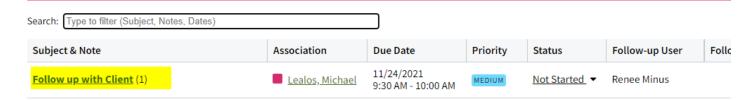


- b. (2) In the Activities To Do Box
- c. (3) On the Agencybloc Calendar

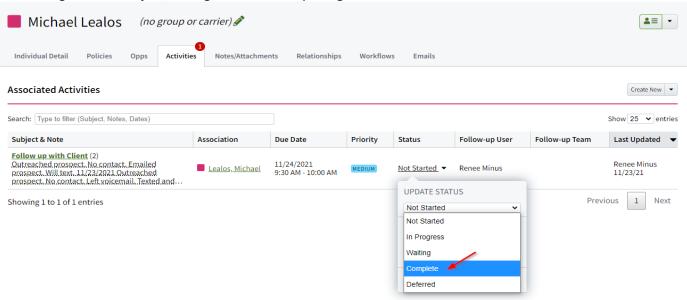




## **Associated Activities**



8. You can go ahead and complete the Activity once it is done, by either the dropdown arrow in the status, or by clicking into the Subject, adding notes and completing



Instructions on connecting your Activities Calendar: <a href="https://help.agencybloc.com/hc/en-us/articles/115003855112-Activities-Calendar-Feed">https://help.agencybloc.com/hc/en-us/articles/115003855112-Activities-Calendar-Feed</a>