

# Activity Status

Last Modified on 01/30/2018 5:55 pm EST

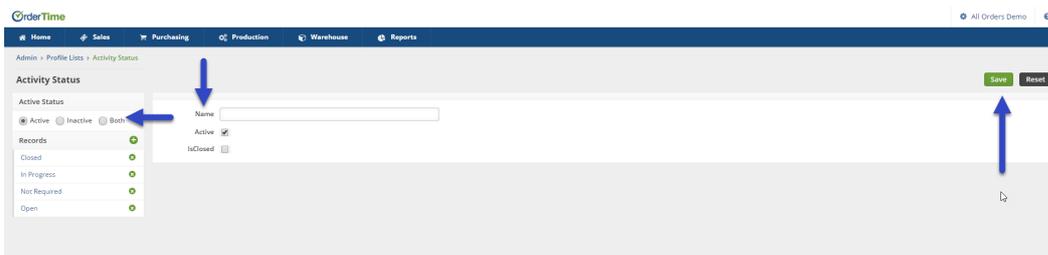
## Overview

The Activity Status provides visibility for open and closed activities.

## Activity Status

This function allow users have the ability to create custom statuses for activities. The Activity Status page allows you to create new statuses for when you assign a new task. You can give this new statuses any name that will meet your business needs. To access the Activity Status function, click on the Gear icon (near the upper-right corner of the screen) > Profile List > Activity Status.

After selecting + Icon, you can write the *Name* of your new status, select if the status is *Active* and/or if the status *Closed*.



A Task will require the user to change the Activity Status to closed while Events automatically close when the End Date transpires.



If you select the status as *Closed*, any Activity that is given that corresponding Status will automatically be closed. An example of this would be if a task is not required to be completed, but you would still like to make a note of it on the record. You can create an *Activity Status* named Not Required, that is *Active*, so it makes a note on the record but *Closed*, so the task is automatically ended, and won't show up on a

users task list.

After you setup the new Activity Status, click on **Save** when done.