

Lesson 3 **Creating Activities**

3.1 **Requirements**

Create a new general activity pattern called “Inspect Vehicles”, due in 30 business days (from activity creation date), escalated in 40 business days (from activity creation date), normal priority, and Reminder category. You can reference this activity pattern to all assignable.

3.2 **Configuration**



Activity

Creating Activity Pattern

1. **Log in to PolicyCenter as super user (su/gw).**
2. **Go to Administration → Business Settings → Activity Patterns.**
3. **Click New Activity Pattern.**



Stop