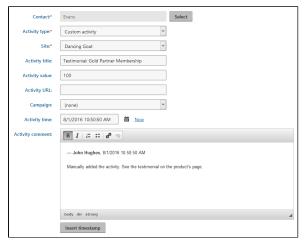
In addition to the <u>default activity types</u>, you can also ask your administrator to <u>add custom activity types</u> or log a single activity of a custom type for a contact.

To log a single custom activity manually:

- 1. Open the Contact management application on the Activity log tab.
- 2. Click **New custom activity**.
 - a. Fill in the details of the activity:

| Contact | Select the contact associated with the activity. |
|-------------------|---|
| Activity type | Select one of your custom activity types. |
| Site | Select the site for which you want to log the activity. |
| Activity title | Add basic information about the event that the activity represents. |
| Activity value | Here you can assign a value to the activity. You can associate values with activities such as ratings or e-commerce purchases. |
| Activity URL | The URL of the page where the activity occurred. |
| Campaign | The marketing campaign associated with the activity. Used e.g. if you need to monitor the behavior of the visitors of your website. |
| Activity time | The time when the activity occurred. |
| Activity comment | Here you can add any additional information related to the activity, either as plain text or with basic formatting. |
| | Click Insert timestamp to insert your timestamp into the comment. The default stamp contains the full name of your user account and the current date and time. |



3. Click Save.

You can now see the custom activity logged for the given contact.

Automatically logging custom activities

In most cases, logging activities manually one-by-one is not a practical option. If you need the system to automatically record custom activities for contacts who perform a specific action, you can use one of the following approaches:

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- Log the activity as part of a <u>marketing automation</u> process via the <u>Log custom activity</u> action step.
- Ask your developers to develop custom components for your website that <u>log the activity through the API</u>.

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