

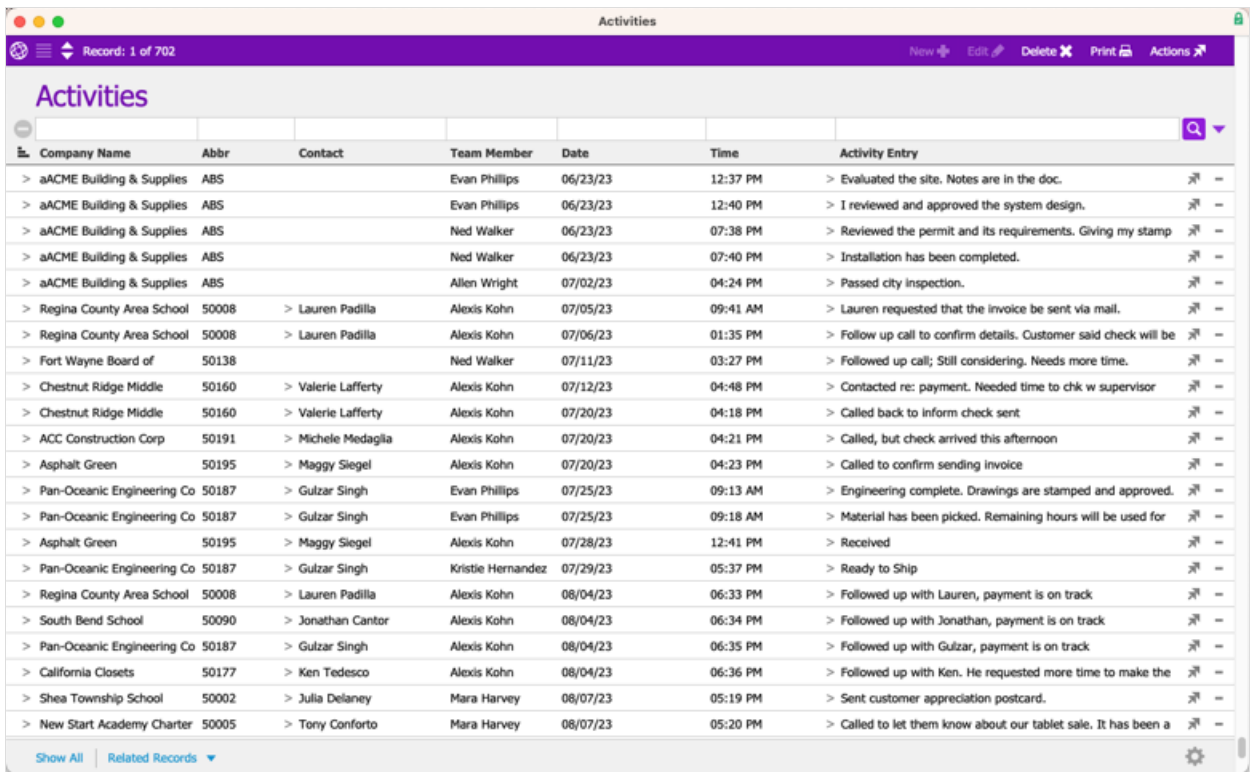
# Overview of Activities

Last Modified on 10/04/2023 12:01 pm EDT

This guide provides an overview of the Activities module. It is intended for system administrators.

You can track every [activity entry](https://aace6.knowledgeowl.com/help/adding-activities-support-or-next-steps) recorded by team members in your aACE system. Review and organize these notes using the Activities module. This module can help you monitor work completed by team members, check on updates for a company, or research when an activity was logged. This module only has a [list view](https://aace6.knowledgeowl.com/help/overview-of-the-list-view).

You can access the Activities module by navigating from the Main Menu > CRM & Sales > Details > Activities. This list view provides [go-to links](https://aace6.knowledgeowl.com/help/overview-of-the-list-view#ListViewBody) you can click to easily navigate to various records in your system.



Company Name	Abbr	Contact	Team Member	Date	Time	Activity Entry
> aACME Building & Supplies	ABS		Evan Phillips	06/23/23	12:37 PM	> Evaluated the site. Notes are in the doc.
> aACME Building & Supplies	ABS		Evan Phillips	06/23/23	12:40 PM	> I reviewed and approved the system design.
> aACME Building & Supplies	ABS		Ned Walker	06/23/23	07:38 PM	> Reviewed the permit and its requirements. Giving my stamp
> aACME Building & Supplies	ABS		Ned Walker	06/23/23	07:40 PM	> Installation has been completed.
> aACME Building & Supplies	ABS		Allen Wright	07/02/23	04:24 PM	> Passed city inspection.
> Regina County Area School	50008	> Lauren Padilla	Alexis Kohn	07/05/23	09:41 AM	> Lauren requested that the invoice be sent via mail.
> Regina County Area School	50008	> Lauren Padilla	Alexis Kohn	07/06/23	01:35 PM	> Follow up call to confirm details. Customer said check will be
> Fort Wayne Board of	50138		Ned Walker	07/11/23	03:27 PM	> Followed up call; Still considering. Needs more time.
> Chestnut Ridge Middle	50160	> Valerie Lafferty	Alexis Kohn	07/12/23	04:48 PM	> Contacted re: payment. Needed time to chk w supervisor
> Chestnut Ridge Middle	50160	> Valerie Lafferty	Alexis Kohn	07/20/23	04:18 PM	> Called back to inform check sent
> ACC Construction Corp	50191	> Michele Medaglia	Alexis Kohn	07/20/23	04:21 PM	> Called, but check arrived this afternoon
> Asphalt Green	50195	> Maggy Siegel	Alexis Kohn	07/20/23	04:23 PM	> Called to confirm sending invoice
> Pan-Oceanic Engineering Co	50187	> Gulzar Singh	Evan Phillips	07/25/23	09:13 AM	> Engineering complete. Drawings are stamped and approved.
> Pan-Oceanic Engineering Co	50187	> Gulzar Singh	Evan Phillips	07/25/23	09:18 AM	> Material has been picked. Remaining hours will be used for
> Asphalt Green	50195	> Maggy Siegel	Alexis Kohn	07/28/23	12:41 PM	> Received
> Pan-Oceanic Engineering Co	50187	> Gulzar Singh	Kristie Hernandez	07/29/23	05:37 PM	> Ready to Ship
> Regina County Area School	50008	> Lauren Padilla	Alexis Kohn	08/04/23	06:33 PM	> Followed up with Lauren, payment is on track
> South Bend School	50090	> Jonathan Cantor	Alexis Kohn	08/04/23	06:34 PM	> Followed up with Jonathan, payment is on track
> Pan-Oceanic Engineering Co	50187	> Gulzar Singh	Alexis Kohn	08/04/23	06:35 PM	> Followed up with Gulzar, payment is on track
> California Closets	50177	> Ken Tedesco	Alexis Kohn	08/04/23	06:36 PM	> Followed up with Ken. He requested more time to make the
> Shea Township School	50002	> Julia Delaney	Mara Harvey	08/07/23	05:19 PM	> Sent customer appreciation postcard.
> New Start Academy Charter	50005	> Tony Conforto	Mara Harvey	08/07/23	05:20 PM	> Called to let them know about our tablet sale. It has been a