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Workforce Management Web for Supervisors Help


Adding Activities to Activity Sets

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Adding Activities to Activity Sets



After **creating an activity set**, add the activities, by opening the **Activities** pane.

To add activities to an activity set:

1. In the **Activities** pane, click **Assign regular activities**  .
The **Available Activities** pane opens.
2. From the **Activities** list, select the activities that you want to add to this set.
To quickly find an activity in the list, enter the name of the activity in the **Search** field.

Tip

You will notice that the activities that are already assigned to an activity set, display the activity set name in a separate column. These same activities are still available to select for the new activities set.

3. Click **Apply**  .
4. In the **Associated Activities** pane, click **Save Now**  .
The selected activities are added to the list of activities in the **Activity Sets** pane.