

Activities

- Activities

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Providing clear and detailed information about available activities enables guests to make informed choices, enhances their engagement, and ensures a more enjoyable and organized stay. This section also promotes the facility's offerings and can improve overall guest satisfaction.

Please find attached the video for the **Activities**.

- **All Activities** - You can view all activity names, statuses, and logged dates. Additionally, you can also view and update activities as needed by clicking the three-dot icon under "Actions."

The screenshot displays the Pacific Vista Intranet interface. On the left, a navigation sidebar includes 'Intranet Dashboard', 'Guest', 'Delivery / Parcel', 'Reservations', 'Units', 'Contacts', and 'Activities'. The 'Activities' menu is expanded, showing 'New Activity' and 'All Activities', with 'All Activities' selected and highlighted by a red box. The main content area is titled 'All Activities' and features a table with the following data:

ACTIVITY NAME	STATUS	DATE LOGGED	ACTION
Apartment Key Assist	ACTIVE	May 22, 2024	⋮
Garage	ACTIVE	May 20, 2024	⋮
GUEST and PARKING SIGN IN	ACTIVE	May 30, 2024	⋮
Temporary Vehicle	ACTIVE	Jun 14, 2024	⋮
Visitor Parking/Visitors	ACTIVE	Jun 24, 2024	⋮

Additional UI elements include a 'Back' button, a search bar, and a '10 entries per page' selector. A red box highlights the 'Action' column header, and another red box highlights the three-dot menu icon for the first activity, with a red arrow pointing to it. A third red box highlights the 'View Activity' and 'Update' options in the dropdown menu.

Watch the Comprehensive Step-by-Step Instructions on "Activities".

Follow these Steps to Activities.:

1. Click "Activities"
2. Click "New Activity"
3. Click "Activity Type" choose from the list the activity type that you want.
4. Go to "Origin" option list, choose from there.
5. Choose the appropriate "Recipient Unit".
6. Kindly provide your desired "Comments"
7. Select the desired "Person Responsible"
8. Type in the correct "Phone #".
9. Type in the "Quantity"
10. Enter the correct "Duration Start" and "Duration End".
11. Click here "Specific date"
12. Click the desired "Date" and Click "Done"

13. Click "Save Activity"

Please find the link to the Capture Step-By-Step reference guide for Activities. [Activities pdf.pdf](#)

□ **Tips for Creating Effective Activities:**

1. **Define Objectives**

Know the purpose of the activity and desired outcomes

2. **Give Clear Instructions**

Ensure participants understand what to do and expected results.