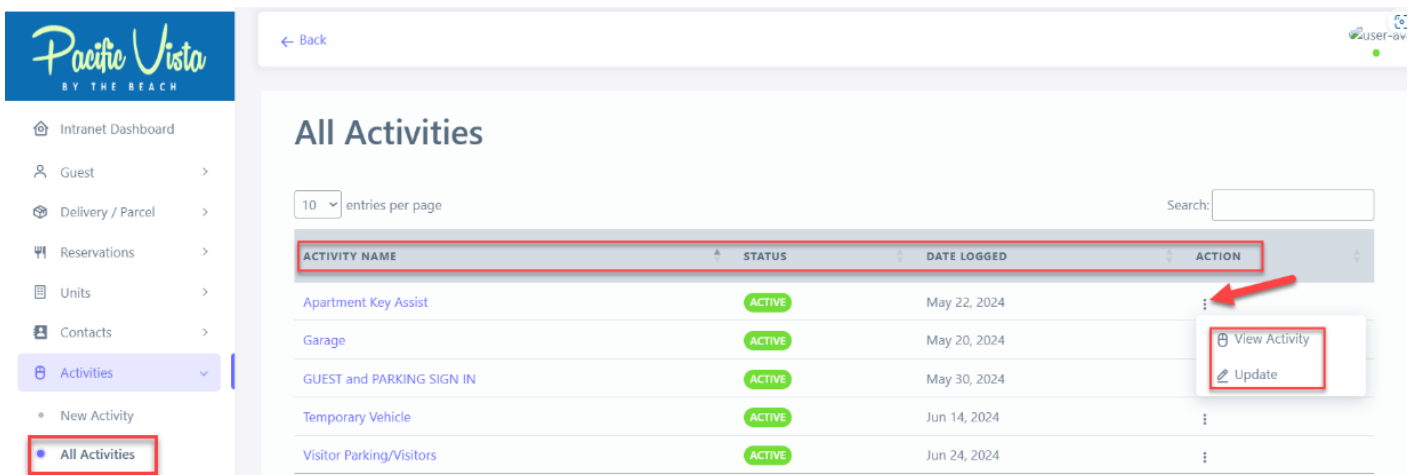


# Activities

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 sidebar contains navigation links: Intranet Dashboard, Guest, Delivery / Parcel, Reservations, Units, Contacts, and Activities. The 'Activities' link is selected and highlighted with a red box. Below it, there are options for 'New Activity' and 'All Activities', with 'All Activities' also highlighted by a red box. The main content area is titled 'All Activities' and features a table with the following columns: ACTIVITY NAME, STATUS, DATE LOGGED, and ACTION. The table lists several activities, all with a status of 'ACTIVE'. A red box highlights the 'ACTION' column header. A red arrow points to the three-dot menu icon for the first activity, 'Apartment Key Assist'. A dropdown menu is open, showing 'View Activity' and 'Update' options, both of which are also highlighted with red boxes.

| 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 | ⋮      |

**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.

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