

General Activity - Custom Drop Down

Description: In this topic, the user will learn about General Activity. General Activity is a custom drop-down option available for organizations when employees are entering administrative punch entries. General Activity further defines the activities that an employee is accomplishing during administrative time. For example, completing paperwork or running errands may be examples of general activity that an organization considers part of administration time. General Activity is an optional field and can be created using the steps below. Repeat the steps to add multiple general activities to the drop-down to be available for employees to select.

Role Required: Super User

Permission Required: N/A

Create General Activity

1. Log in to the DCI web portal
2. Select **Settings** from the main menu
3. Select **Custom Drop Down** from the submenu
4. Click **Actions**
5. Select **Add New Custom Drop Down Item** from the drop-down menu
6. Complete the Add New Custom Drop Down Item form wizard
 - a. Item Type: Select **General Activity**
 - b. Item Name: Create a name for the general activity. This is what employees will see in the drop-down when adding an Administration punch.
 - i. Examples may include Paperwork, Errands, etc.
 - c. Item Status: Select **Active** or **Inactive**
7. Click **Save** and **Yes** to confirm

The custom drop-down item has now been created and is available for applicable employees to select from the **General Activity** drop-down for their **Administration** account type time entry.

Add New Entry

Entry Type: Punch

Employee Name: Ann Perkins - AZ5544

Account Type: Administration

General Activity: Select Activity

Cost Center: Errands

Service Date: 04/19/2022

Check In: HH:MM AM

Check Out: HH:MM PM

Check Out Date: Check Out Date (MM/DD/YYYY)

Reason: Select Reason

Notes: Add Notes for Punch

Attachment: Add Attachment

Cancel

Save

Related articles

- [Time Entry - Account Type Administration](#)
- [Custom Note Sub Types](#)
- [General Activity - Custom Drop Down](#)
- [Client Fees](#)