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.

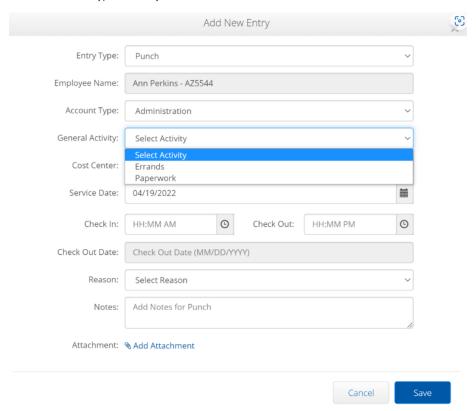
Role Required: Super User
Permission Required: N/A

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 **Admi nistration** account type time entry.



Related articles

- Time Entry Account Type Administration
- Custom Note Sub Types
- General Activity Custom Drop Down
- Client Fees