



MY ACTIVITIES



ASTREA IT SERVICES
C-52 Sector – 65, Noida

OVERVIEW

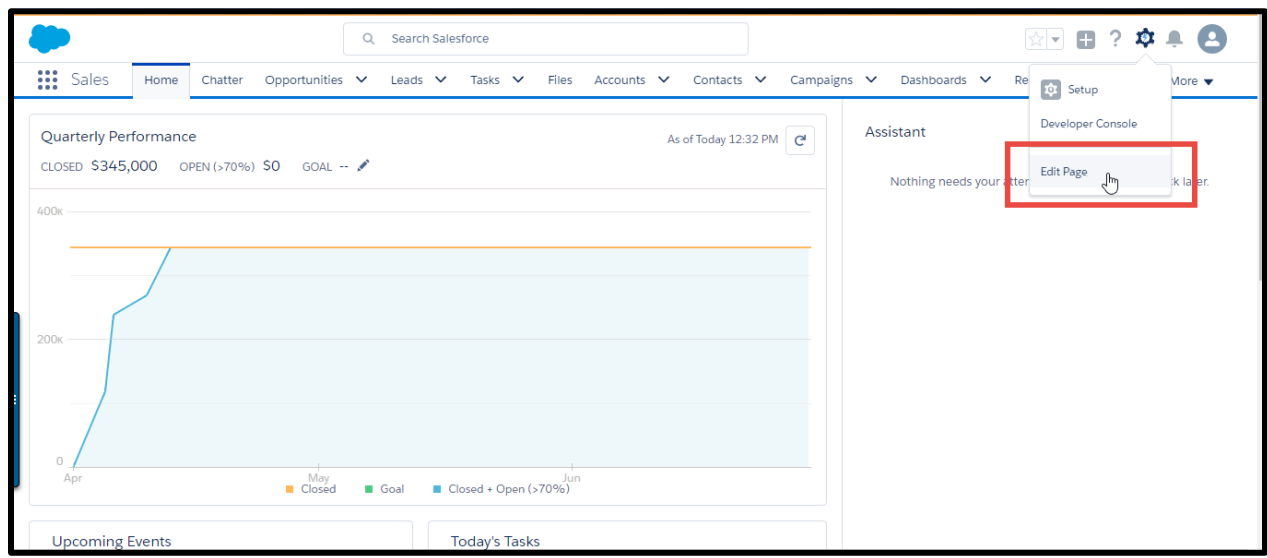
My Activities is a lightning component used to give the logged in user the information of all the Activities (Tasks and Events) scheduled for the day

KEY FEATURES

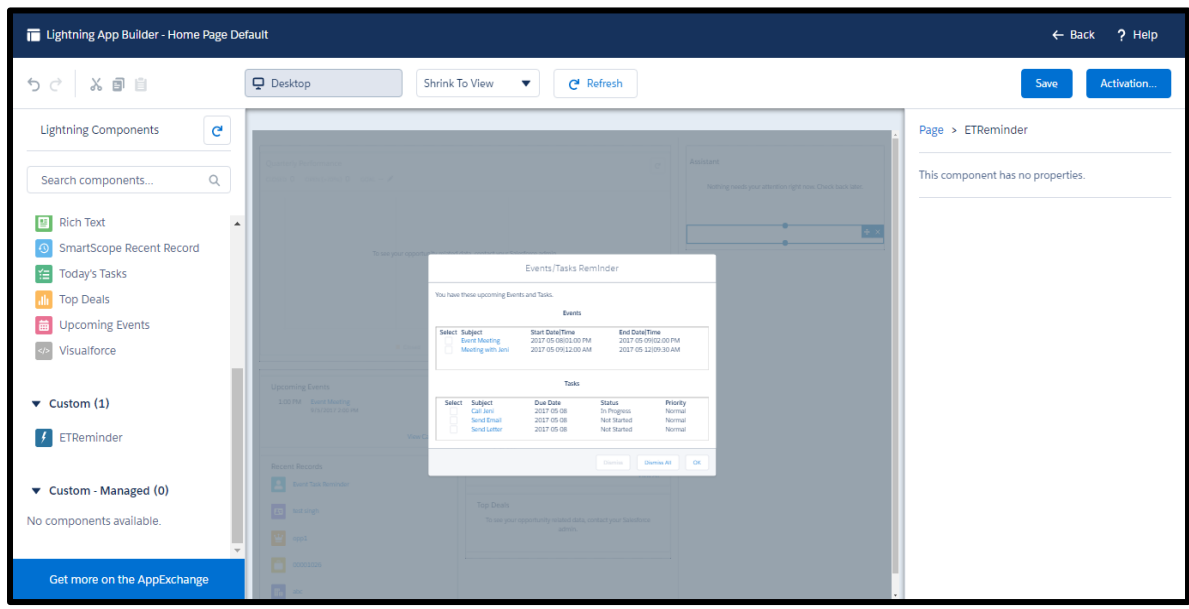
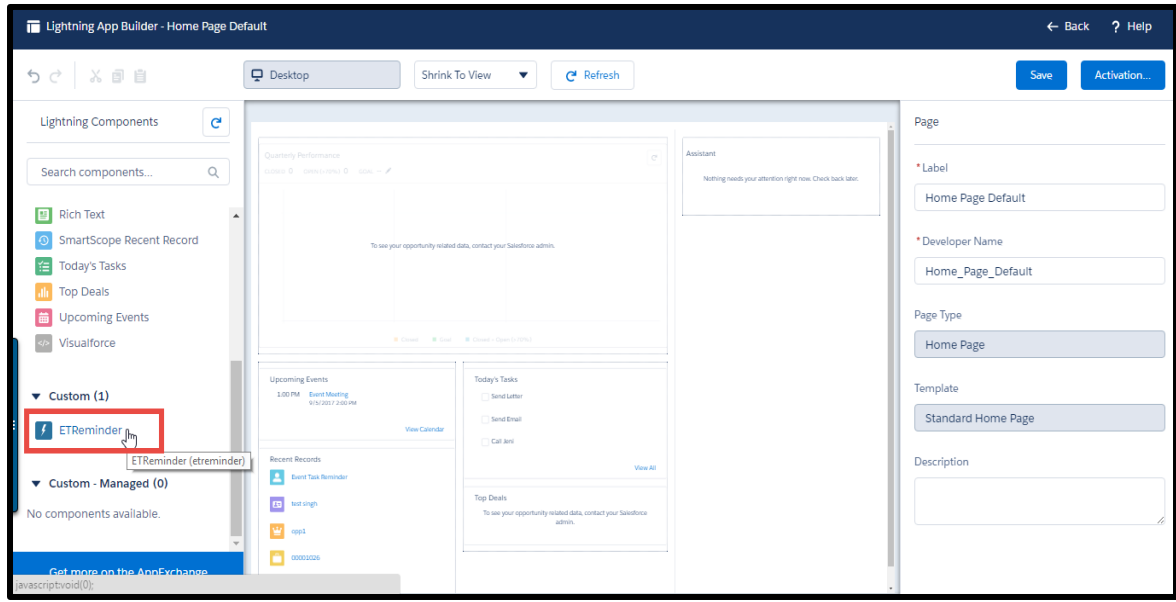
- Shows the notification of all the Events and Tasks as a pop up separately.
- Reminder Notification can be dismissed for a particular activity or for all activities

GETTING STARTED WITH MY ACTIVITIES

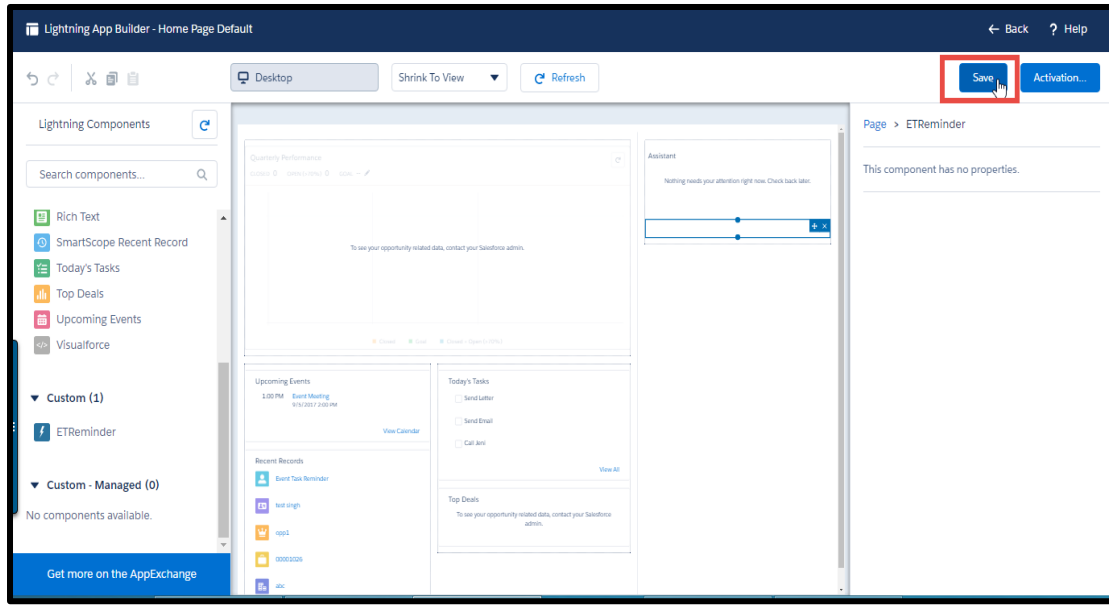
- To start using “My Activities” lightning component, the first step is to add the component on the Home Page Layout
- Click on the setup sign on the home page and select “Edit Page”



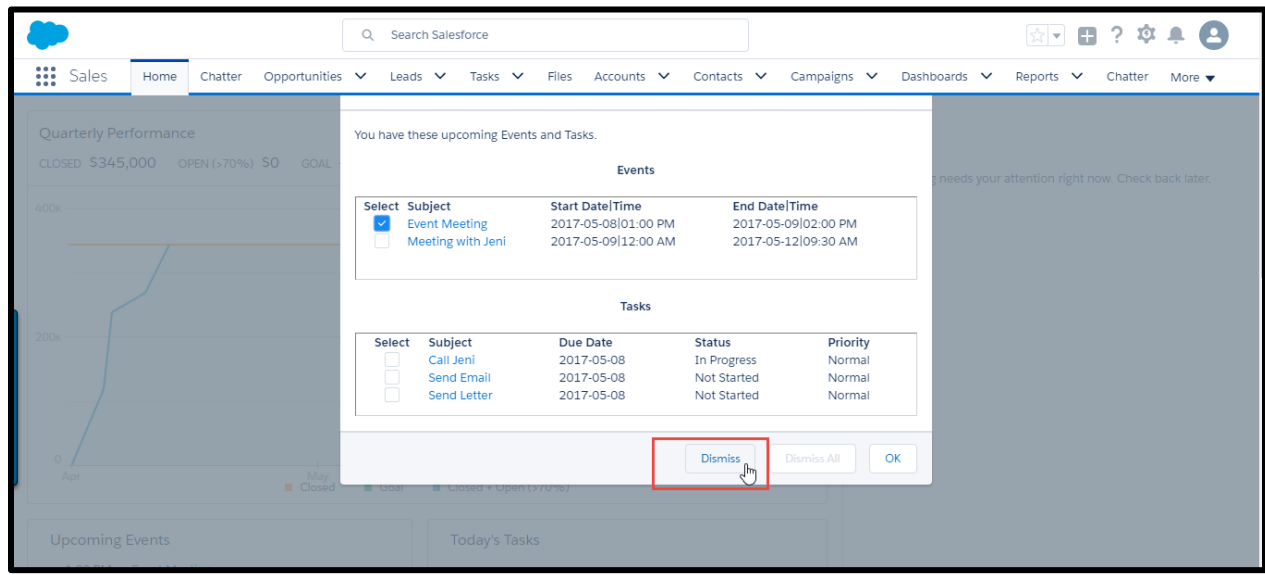
- On the Home Page Layout screen, add the component from the to the page layout



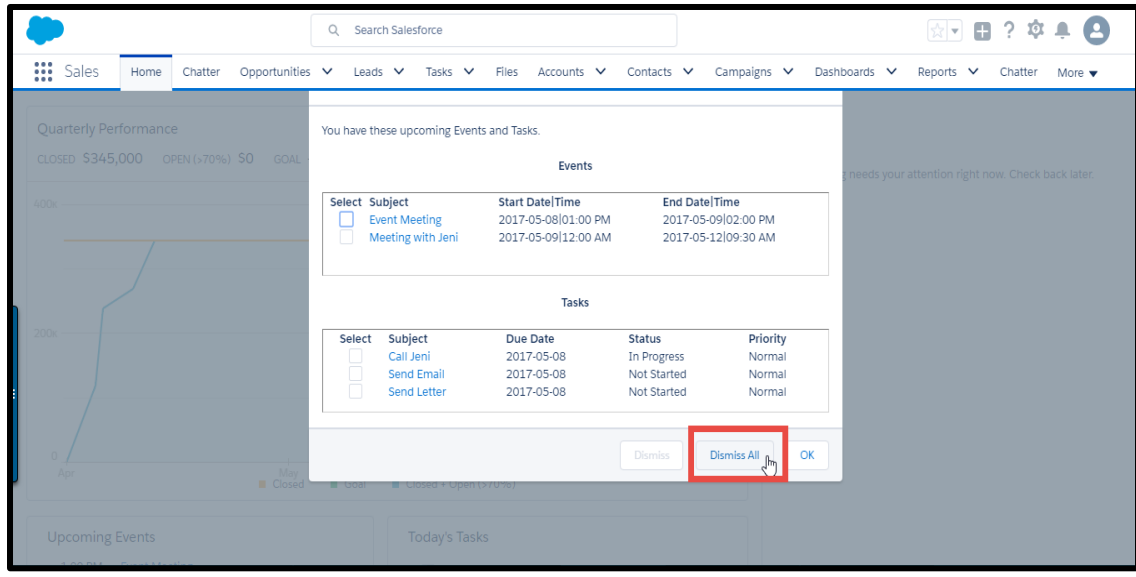
- Click “Save”



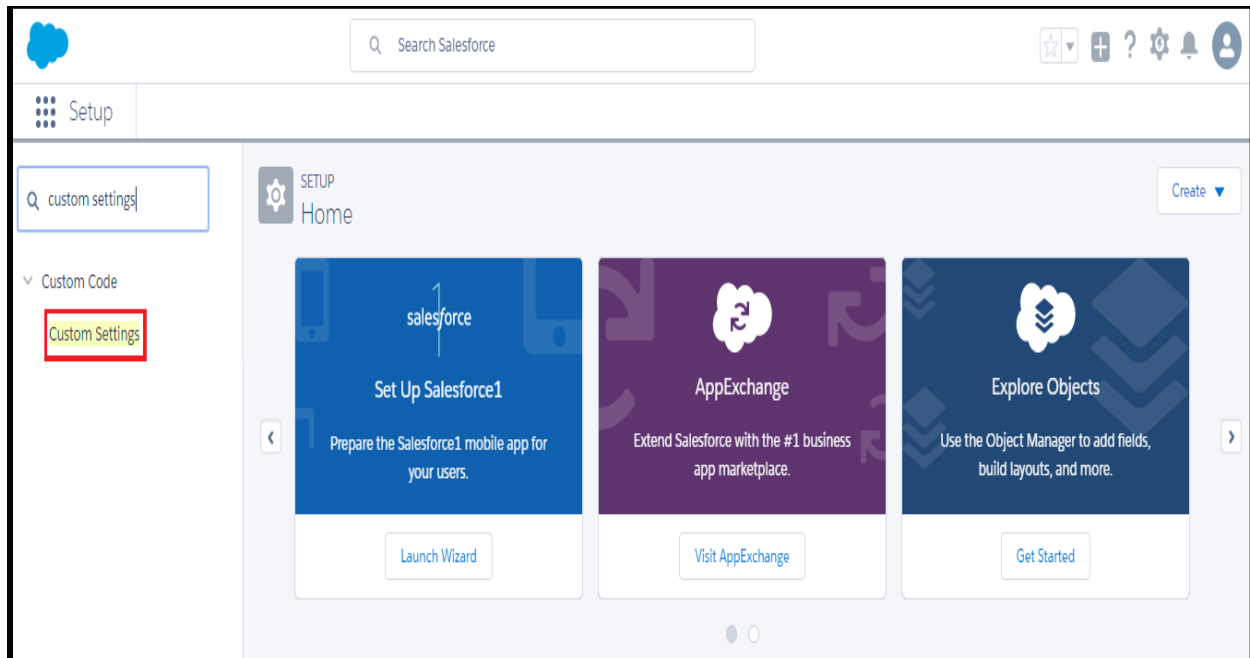
- In case you want to dismiss notification for a particular Event click “Dismiss”



- To Dismiss all the reminders of all the Events or Tasks, Click “Dismiss All”



- Initially all those events which are under process or going to start in next 24 hours and all those task which have due as of the current date will be shown. Initial date format is MM-DD-YYYY and time format is 24 hours.
- You can change these time period and format by your own. For that go to Custom Settings



- Then click on Manage for the row with label as Hours_Days

The screenshot shows the Salesforce Setup interface for Custom Settings. The left sidebar has a search bar with 'custom settings' and a list with 'Custom Code' and 'Custom Settings' (selected). The main content area is titled 'Custom Settings' and includes a status bar showing 'Percentage of custom settings data used: 0%' and a table of custom settings. The table has columns: Action, Label, Visibility, Settings Type, Namespace Prefix, Description, Record Size, Number of Records, and Total Size. There is one row with the label 'Hours_Days' and the description 'Custom Setting to enter the number of hours and days for My Activities Component'. The 'Manage' link in the Action column is highlighted with a red box.

Action	Label	Visibility	Settings Type	Namespace Prefix	Description	Record Size	Number of Records	Total Size
Edit Del Manage	Hours_Days	Public	List	etreminder	Custom Setting to enter the number of hours and days for My Activities Component	105	1	105

- To create custom settings record click on new

The screenshot shows the Salesforce Setup interface for a specific Custom Setting named 'Hours_Days'. The left sidebar is the same as the previous screenshot. The main content area is titled 'Custom Setting Hours_Days' and includes instructions on how to use the setting. Below the instructions, there is a 'View' dropdown set to 'All' and a 'Create New View' link. At the bottom, there is a table with one row for 'Name' and a 'New' button highlighted with a red box.

Name
No records to display.

- Enter name of your choice, number of hours till which you want the event to be visible on the popup and number of days for which you want the task to be visible on the popup. If you want to change the date and time format then check the box labeled as **Date Format(MM-DD-YYYY)** and the box labeled as **12 Hours Format** then click on Save.

The screenshot shows the Salesforce Setup interface. The left sidebar has a search bar with 'custom s' and a list of items including 'Custom Code' and 'Custom Settings'. The main content area is titled 'Hours_Days Edit' under the 'SETUP Custom Settings' header. Below the title is a note: 'Provide values for the fields you created. This data is cached with the application.' The form itself is titled 'Edit Hours_Days' and has buttons for 'Save', 'Save & New', and 'Cancel'. It contains a section 'Hours_Days Information' with a legend indicating that a red bar means 'Required Information'. The fields are: 'Name' (with a red bar and the value 'My Activities'), 'Hours for Events' (with the value '72'), 'Days for Task' (with the value '2'), 'Date Format(MM-dd-YYYY)' (with an unchecked checkbox), and '12 Hrs Format' (with a checked checkbox).

NOTE:

- Enter 'Hours for Events' between 1 and 96. Hours less than 1 will be counted as 24 hours and hours more than 96 will be counted as 96 hours.
- Enter 'Days for Task' between 0 and 3. Days less than 0 will be counted as 0 and days more than 3 will be counted as 3.
- 0 Days means task with due date of today, 1 day means task with due date of today or tomorrow and so on.
- Initially date format is DD-MM-YYYY
- Initially time format is in 24 Hours.

