
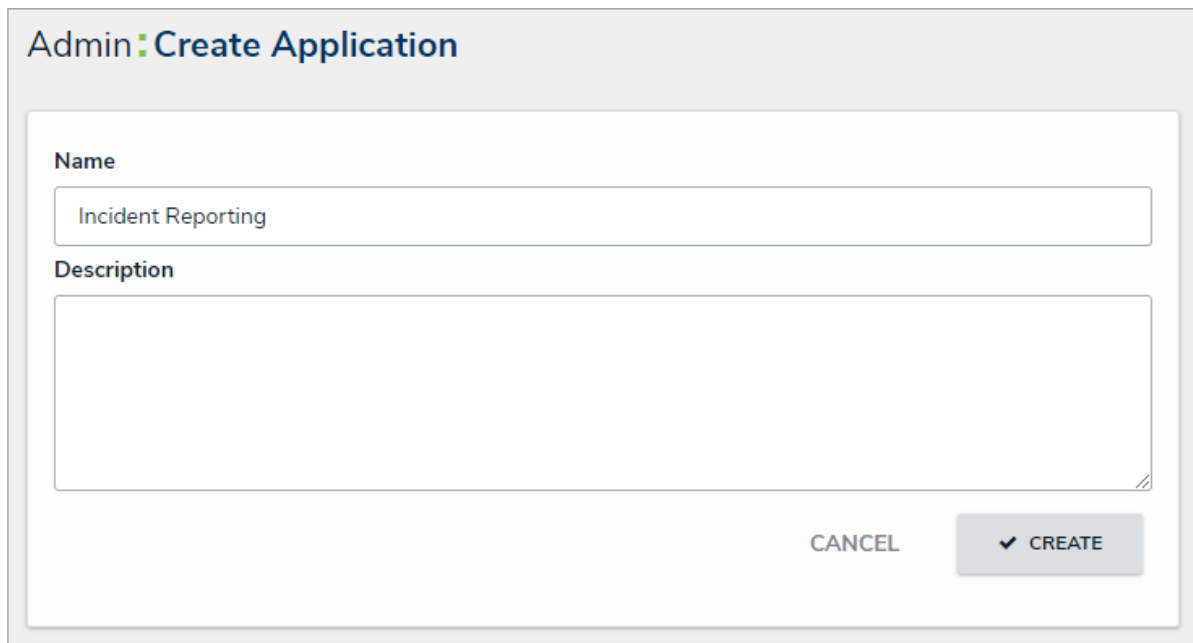


Create an Application & Activity

To create an application and activity:

1. Click the  icon in the top bar > **Applications** in the **Application Management** section.
2. Click **Create Application** to display the **Create Application** page.
3. Enter the application name in **Name** field.
4. **Optional:** Enter a description of the application in the **Description** field. This description will appear on the **Applications** page and on the **Edit Application** page in **Administration**.



Admin: Create Application

Name

Incident Reporting

Description


CANCEL

✓ CREATE

The Create Application page.

5. Click **Create** to show the **Edit Application** page.


Admin: **Edit Application**

Incident Reporting 

Activities

[+ CREATE AN ACTIVITY](#)

There are no Activities on this Application

 **✓ DONE**

The Edit Application page.


6. Click **Create an Activity**.
7. Enter a name for the activity in the **Name** field.
8. **Optional:** Enter a description or brief instructions to users in the **Description** field which will appear when editing an activity and viewing the Activity settings. If necessary, you can apply additional styling to the text using [Markdown](#) formatting. Click **Basic Markdown Formatting** to show popular styles.

Activities

Name

Report an Incident

Description


Basic Markdown Formatting 

CANCEL **✓ CREATE**

Creating a new activity.



9. Click **Create** to display the **Edit Activity** page, where you can create actions and views and add roles.


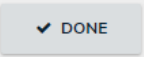
Admin: **Edit Application**

Incident Reporting 

Activities

[+ CREATE AN ACTIVITY](#)

Report an Incident  

The Edit Application page with a new activity.