

General

The **General** tab is opened by default when viewing your open activities. This tab allows you to add or revise specific details about the activity.

The **Details** section allows you to add or revise specific details of the activity, including the:

- Description of the activity.
- Reported, assigned, cleared, and closed dates and times.
- Priority (e.g., High, Medium, Low).
- Activity type.
- Activity call source (e.g., alarm, hotline, in person, etc.).
- Activity disposition (e.g., Waiting for Review, Waiting for Approval, or Escalated to Incident).
- Additional notes about the activity.
- People who initiated, dispatched, and/or took the activity call. To add a person to the **Initiated By**, **Dispatched By**, or **Call Taken By**, click the field and begin typing keywords, then click to select from the results. To remove a person, click the **x** beside their record. To view more information about a selected person, click the person's name in the field.

Details

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec tristique ligula id augue vehicula, varius cursus libero viverra. Aenean lacus tellus, efficitur a elit a, commodo pulvinar mi. Suspendisse potenti. Curabitur dictum justo vitae dui fermentum, a suscipit lorem

Reported Date/Time

2020-07-17 18:00

Assigned Date/Time

2020-07-14 18:00

Priority

Low Medium High

Cleared Date/Time

2020-07-15 18:00

Activity Type

Patrol - Security Response

Closed Date/Time

2020-07-18 18:00

Activity Call Source

Internal Security Request

Activity Disposition

Waiting for Review

Activity Notes

Nullam non cursus mi. Nullam vel gravida nisi, nec ornare turpis.

Initiated By

Dispatched By

Call Taken By

The details section.