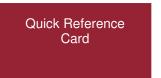


the activity.

Real partners. Real possibilities.™



## SureClose - Add Activity Log Entry

## Add Activity Log Entry Most Activity Log entries are recorded to the Activity Log when you select the Record this message/document/task to the Activity Log check box that displays when sending a message, scheduling/completing a document or task. However, you can manually add an entry to the Activity Log from the Activity Log page. Steps 1. On the navigation pane, click Files. Recent Files open at the top of the navigation pane. 2. From Recent Files, click the file you want to work with. If needed, search for the file. 3. With the file selected, click Activity Log. 4. Click Add. 5. Under New Activity Log Entry, complete these fields:

Activity Type – select the type of entry you want to add. Subject – type a subject line to display that describes

Notes - type any notes you want to associate with the

Under Log Entry Permissions, assign activity permissions

for each party shown using the selection list.

•	Viewable to all parties with access to this file – select
	to allow all parties on the file to view the log entry.
•	Full Control – (default for team members) select if the
	party can edit or delete the log entry.
•	No Access – (default for guests) select if the part cannot
	view the log entry.
•	View – select if the party can view the log entry.
•	Edit – select if the party can edit the log entry.
7. Wh	en finished, click Save.
Notes	
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New Activity Log I	Entry		* Required Fields	
Activity Type: *	<select activity="" an="" type=""> ▼</select>			
Subject *				
Notes:			A	
			-	
Log Entry Permiss				
DeMora, Sam : (Seller)	Il Control →	Lockey, Beedie : (Lender)		
DeMora, Sam : (Seller) Fu Hennessy, Pam : (Site Admin) No	Il Control ▼	Lockey, Beedie : Full Control -		
DeMora, Sam : Fu (Seller)	Il Control ▼	Lockey, Beedie :   Full Control   Fu		