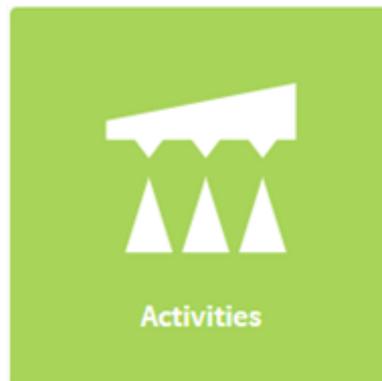


## How to setup Activities

**Setup > Activities** is where tasks that are carried out on a field are managed. They allow you to record a task taking place and also to associate a cost with that task. Examples of activities would include ploughing, spraying, and rolling.

An activity must be associated with an activity type and may be given a unit price per ha.



An activity is selected when creating a job and allows you to see how much the activity will cost, based upon the fields selected and their target area (ha). Some activity types require a product to be selected in the same job, whereas others do not. For example, an activity type of spraying must have at least one product selected in a job, whereas an activity type of tillage does not require a product to be selected in a job. You will also be able to select the equipment needed to carry out the job.

### To add an activity

From the Setup module:

1. Select the Activities icon
2. Select the + New Activity button

Enter the information below:

1. Activity Name
2. Type of Activity
3. Press the tick to proceed
4. In the price section, enter the cost per hectare. If you have multiple businesses, you can add a different price for different businesses.



## To view an activity

All activities are listed on the Activities section, accessed through Setup module. If you need to view a particular activities full details select the desired activity record.

## To edit an activity

Activity records may be edited at any time. To do this, select the required record from within the Activities section of the Setup module and update the relevant information before saving.

### *To delete an activity*

Activity records can be deleted, providing they have not been used within a record.

From the Setup module:

1. Click Activities
2. Find the activity you wish to delete
3. Click the delete icon, located on the right hand side of the page
4. A warning message will appear asking if you are sure that you want to delete the activity - select Delete to confirm.