Dispatching activities to devices

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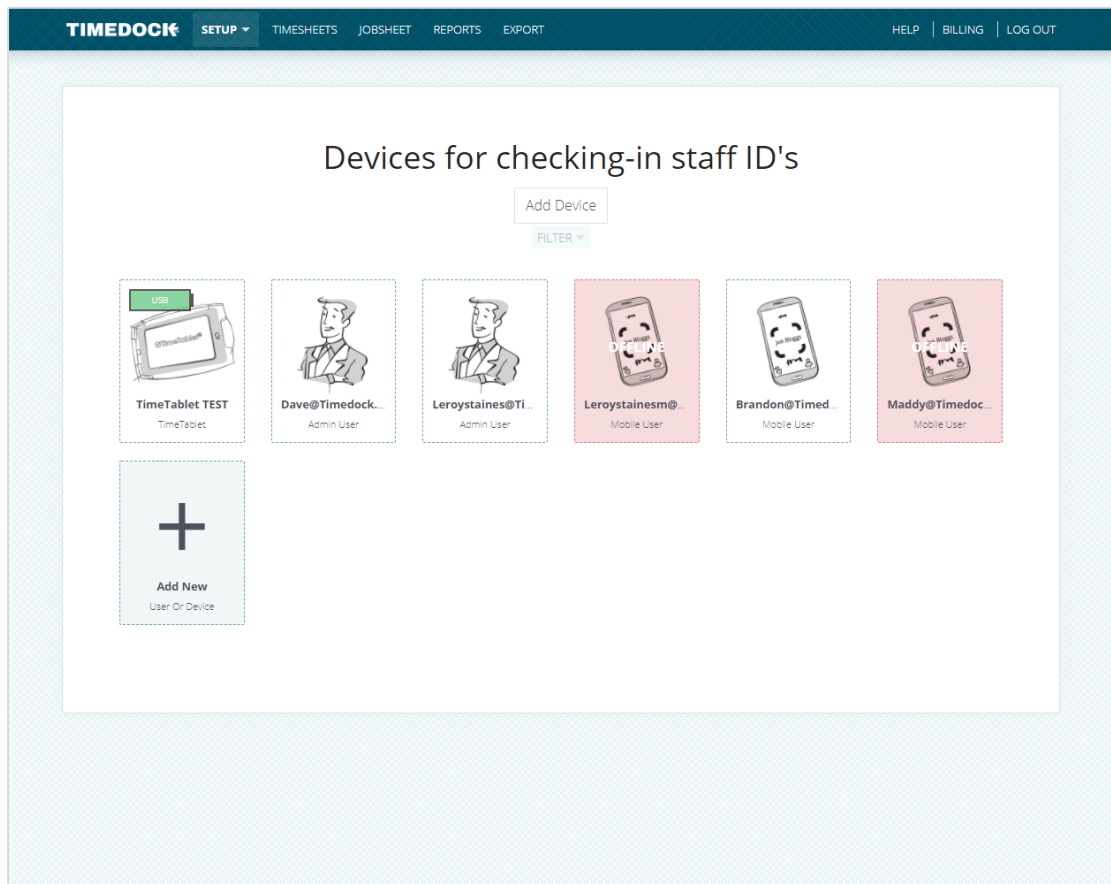Local phone: (09) 444 1384

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Restrict the visible activity list for a device

For a device to only display activities that have been dispatched to it, the *Activity Setting* must be set to "*Can only see activities dispatched to device*".

1. Navigate to *Setup > Devices*.
2. Click on a device.

3. Set the *Activity Setting* to *"Can only see activities dispatched to device"*.

4. Click *Save*.

View activities currently dispatched to a device

Follow these steps to view what activities (if any) are currently dispatched to a device:

1. Navigate to *Setup > Devices*.
2. Click on a device.
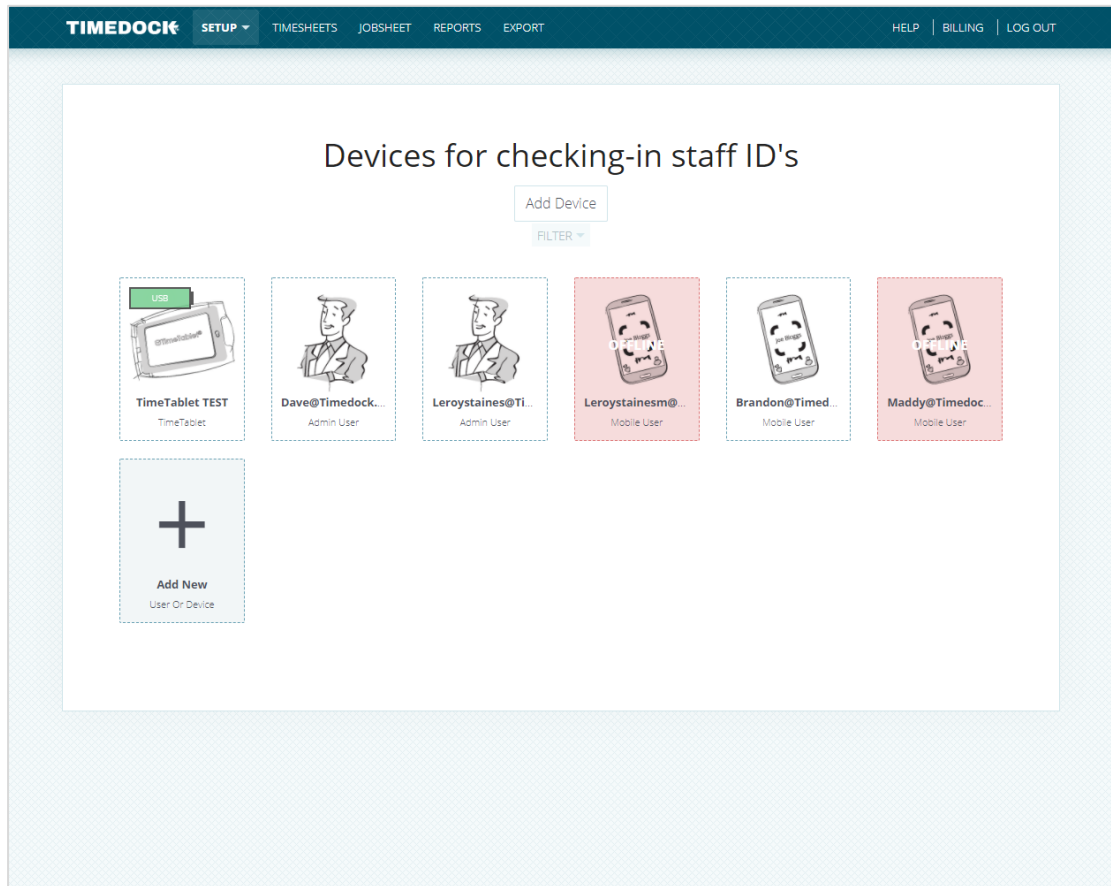
3. If at least 1 *active* activity is dispatched to the device, a link will be displayed underneath the device name displaying how many *active* activities are dispatched.

Click this link to view the open dispatched activities.

4. A list of dispatched activities for this device will be displayed.

Dispatching new activities to a device

Follow these steps to dispatch a new activity to a device:

1. Navigate to *Setup > Activities* and click *New* on the left-hand menu.
2. Enter the details for the activity and select what devices to dispatch it to by choosing from the *Show on devices* list.
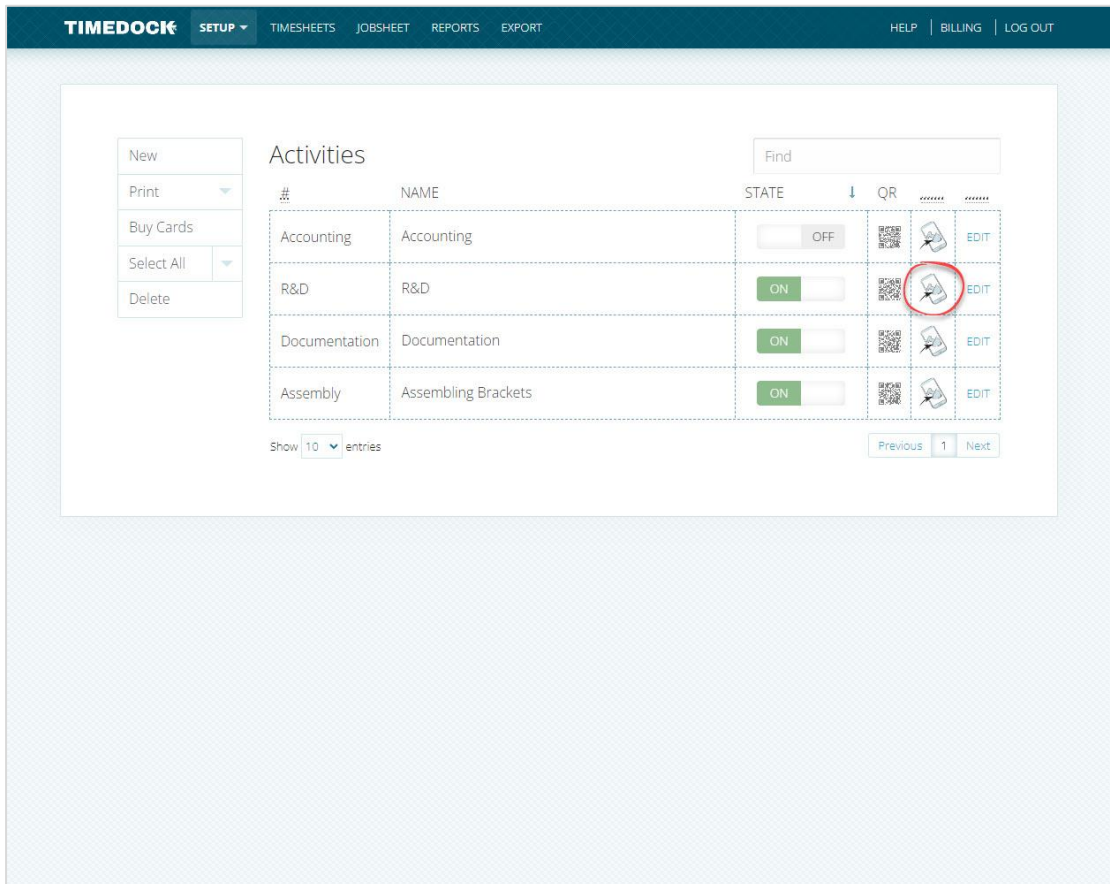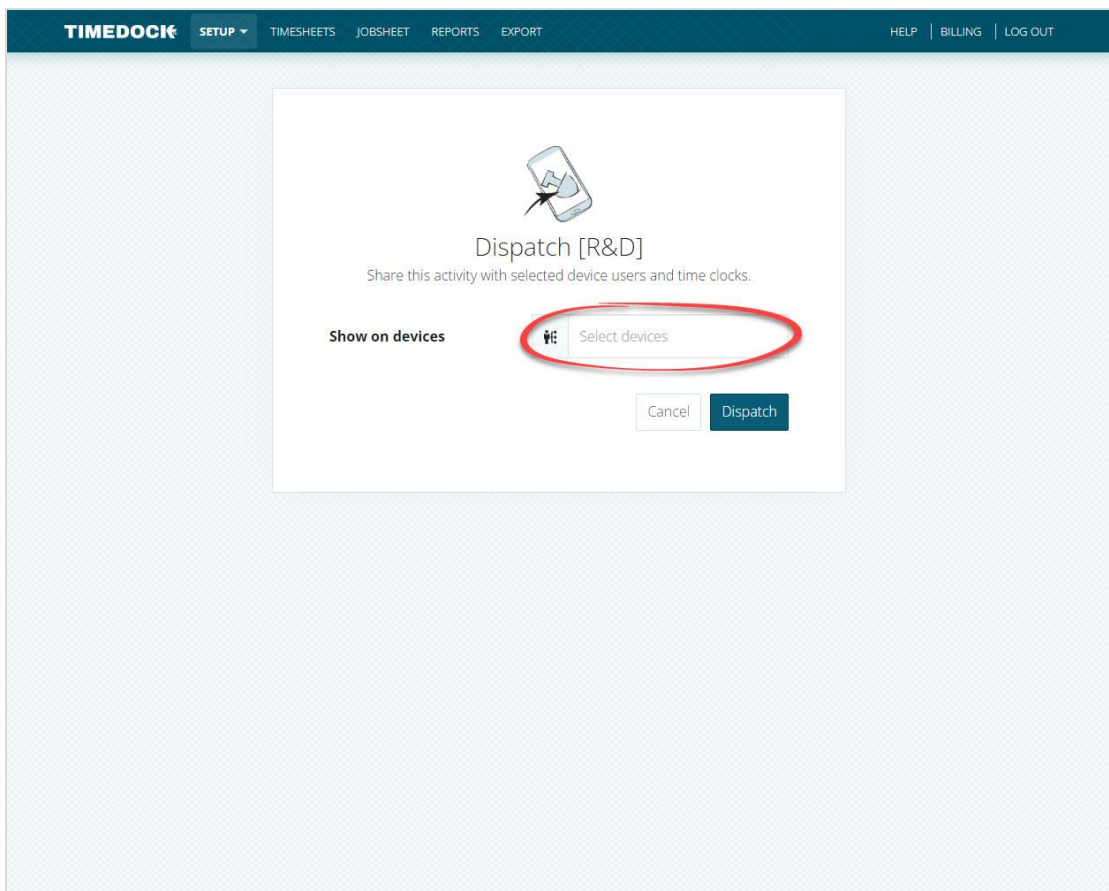

3. Click *Save*.

Dispatching existing activities to a device

Follow these steps to dispatch an existing activity to a device:

1. Navigate to *Setup > Activities*.
2. Find the activity in the list, and click the mobile phone icon on the right-hand side of the table row.

3. Choose the device(s) to dispatch the activity to from the *Show on devices* list.

4. Click *Dispatch*.

Un-dispatching activities from a device

Setting activities to inactive or deleting them from the *Setup > Activities* page will automatically un-dispatch them from any devices.

Follow these steps to un-dispatch activities from a device:

1. Navigate to *Setup > Devices*.
2. Click on a device.
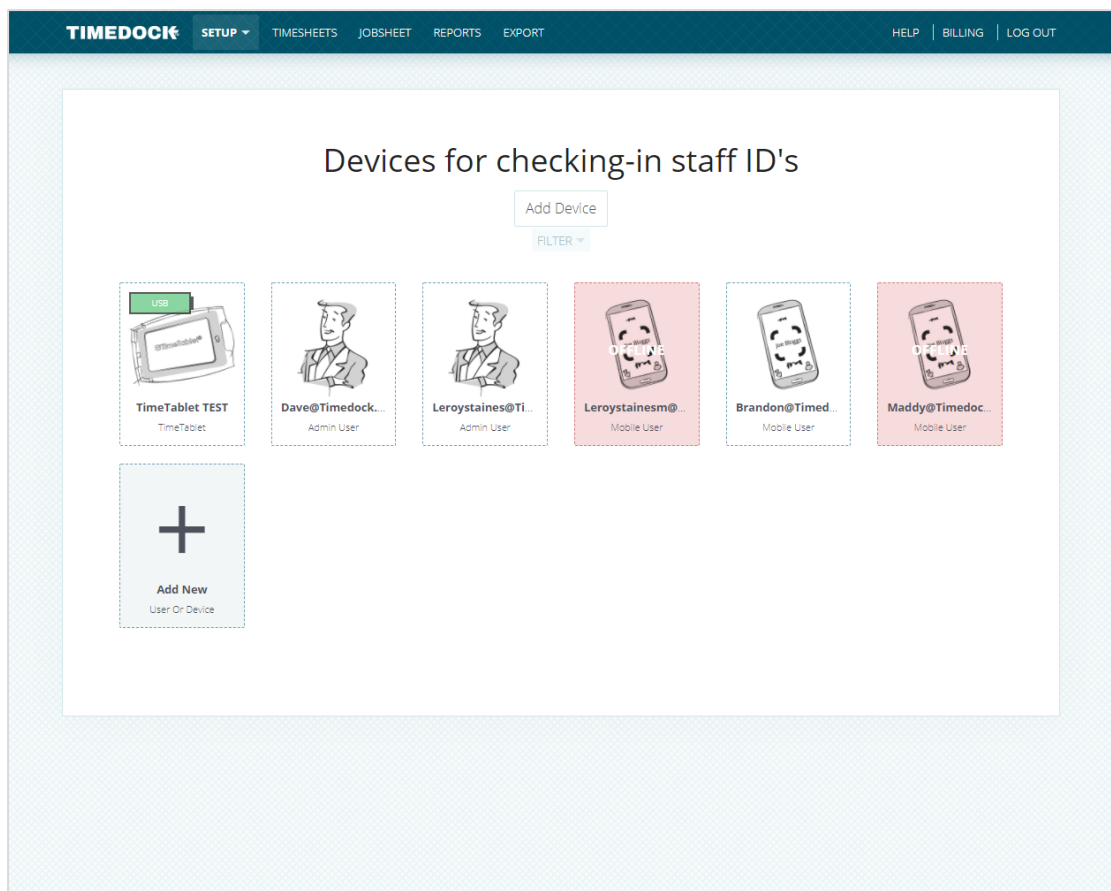
3. If at least 1 *active* activity is dispatched to the device, a link will be displayed underneath the device name displaying how many *active* activities are dispatched.

Click this link to view the dispatched activities.

4. Select the activities to un-dispatch by clicking on the table rows to highlight them.
   Click on *Un-dispatch* in the left-hand menu