

Activity properties

You can find these properties when [adding \(or editing\) an activity](#) to a [duty](#).

 Create activity form

Property (* required)	Description
Activity type *	Choose the type of activity from the dropdown. Click here to see the available types.
Description	Add a short description about or comment on the activity. You can also add the number of staff members who performed the activity.
Activity start date and time *	The activity start date. Use the date time controls to set the date and time.
Activity end date and time *	The activity end date. Use the date time controls to set the date and time.

