

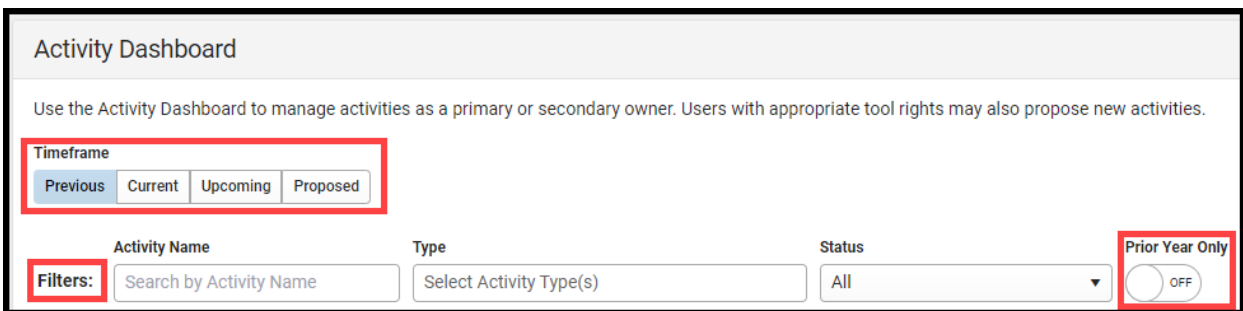
# View Activities (Activity Dashboard)

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Tool Search: Activity Dashboard

The Activity Dashboard allows primary and secondary activity owners to manage their activities. This tool also allows users who have the correct tool rights to create and submit proposed activities for approval.

The Activity Dashboard's initial view is a summary of all Current activities. However, you can view other activities by using the following options.



The screenshot shows the 'Activity Dashboard' interface. At the top, there is a title 'Activity Dashboard' and a brief instruction: 'Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.' Below this, there are several interactive elements:
 

- Timeframe:** A set of four tabs: 'Previous', 'Current', 'Upcoming', and 'Proposed'. The 'Previous' tab is highlighted with a blue background.
- Filters:** A section with three input fields: 'Activity Name' (with a search icon and placeholder 'Search by Activity Name'), 'Type' (with a dropdown arrow and placeholder 'Select Activity Type(s)'), and 'Status' (with a dropdown arrow and 'All' selected).
- Prior Year Only:** A checkbox labeled 'Prior Year Only' which is currently unchecked (OFF).

Option	Description
<b>Previous</b>	All activities in a <b>Complete, Canceled, or Declined</b> status. Declined activities include comments from the reviewer, which can be seen here.
<b>Current</b>	All activities in a <b>Registration Open, Registration Closed, Active-Registration Open, or Active - Registration Closed</b> status.
<b>Upcoming</b>	All activities in <b>Ready</b> or <b>Approved</b> status.
<b>Proposed</b>	All activities in a <b>Draft - Proposal, Pending, In Review, or Returned</b> status. <ul style="list-style-type: none"> <li>• Users can only view activities they submit or view activities for which they are listed as the primary or secondary activity owner.</li> <li>• Activities that are <b>In Review</b> cannot be edited.</li> <li>• Activities in a <b>Returned</b> status can be edited and re-submitted for approval.</li> </ul>
<b>Filters</b>	You can further narrow the number of activities that display by using the following filters: <ul style="list-style-type: none"> <li>• <b>Activity Name</b></li> <li>• <b>Type</b> (Activity, Athletics, Field Trip)</li> <li>• <b>Status</b></li> </ul>
<b>Prior Year Only</b>	When this checkbox is marked, only activities from the prior calendar year display. This checkbox only displays on the <b>Previous</b> tab.