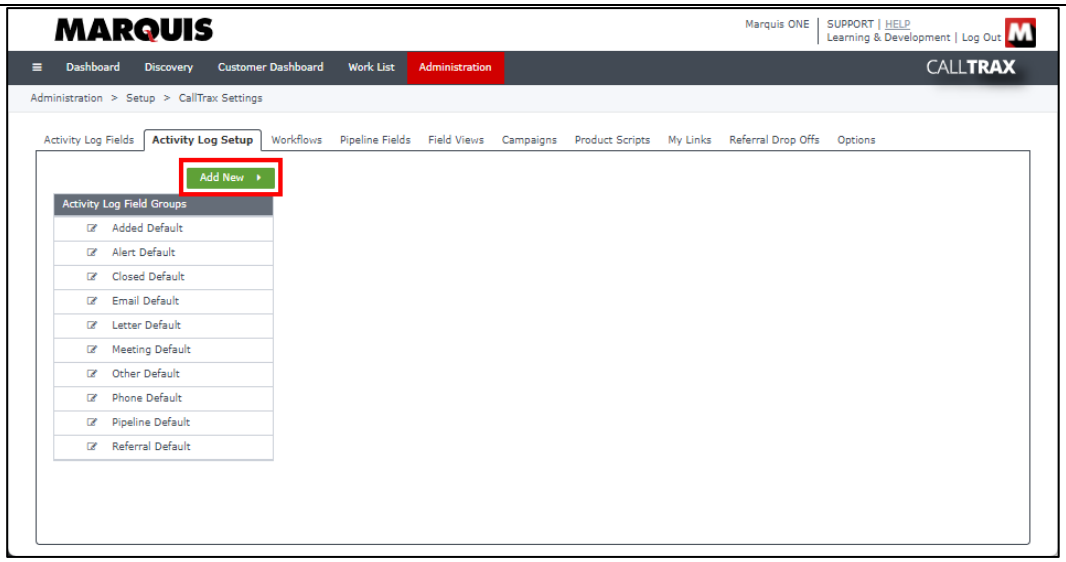
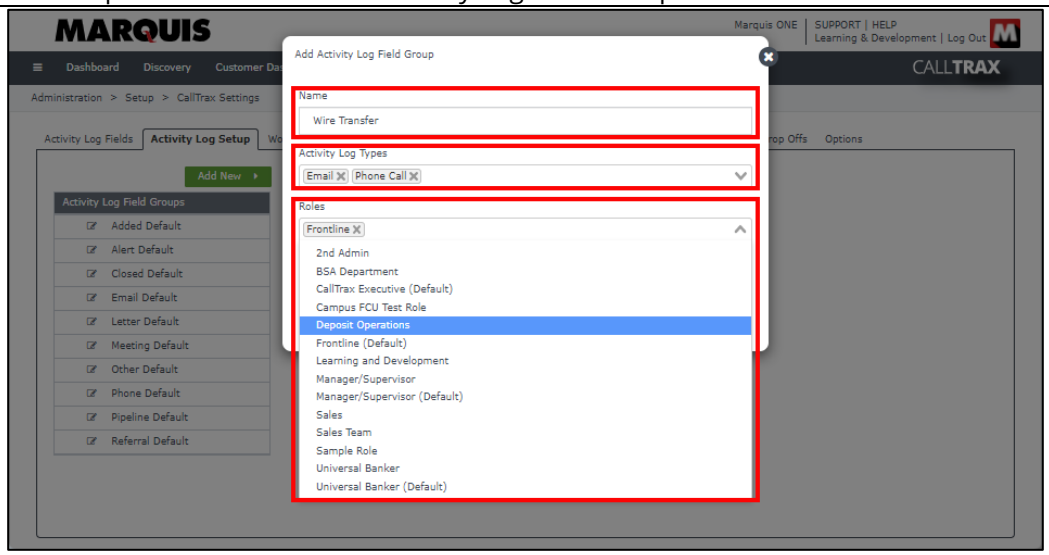
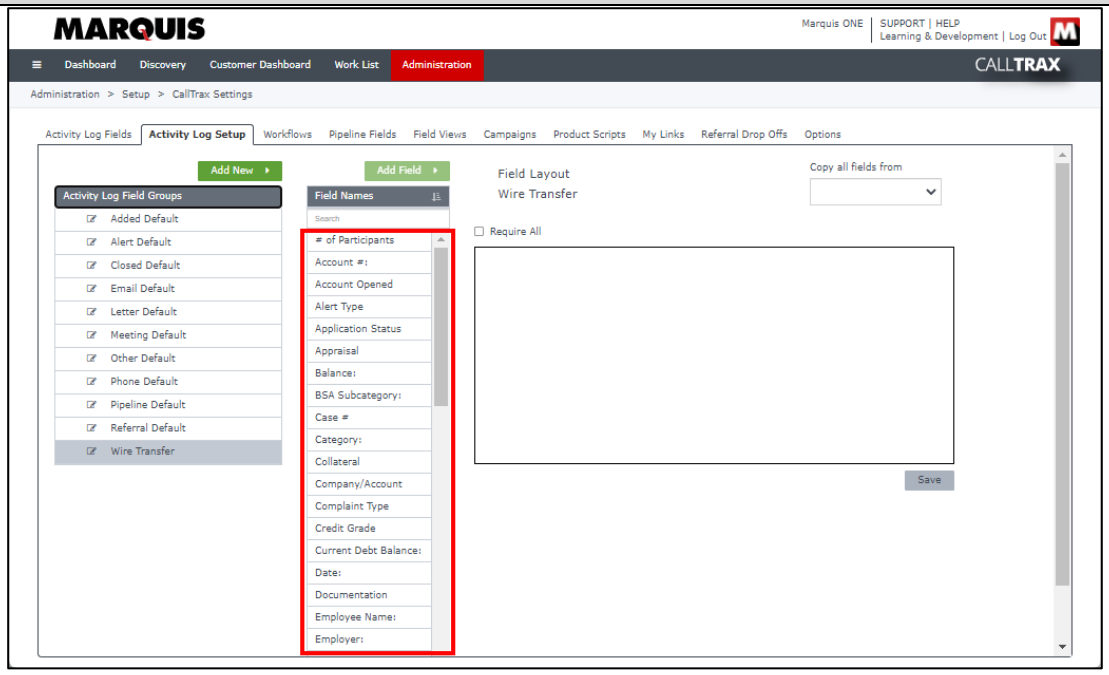
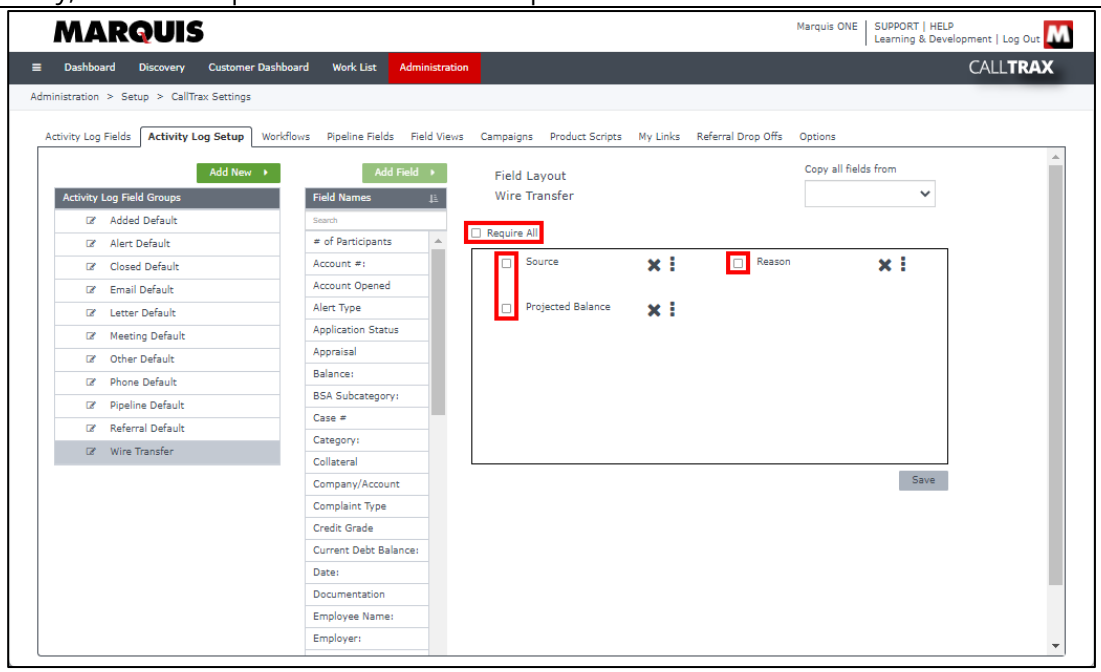
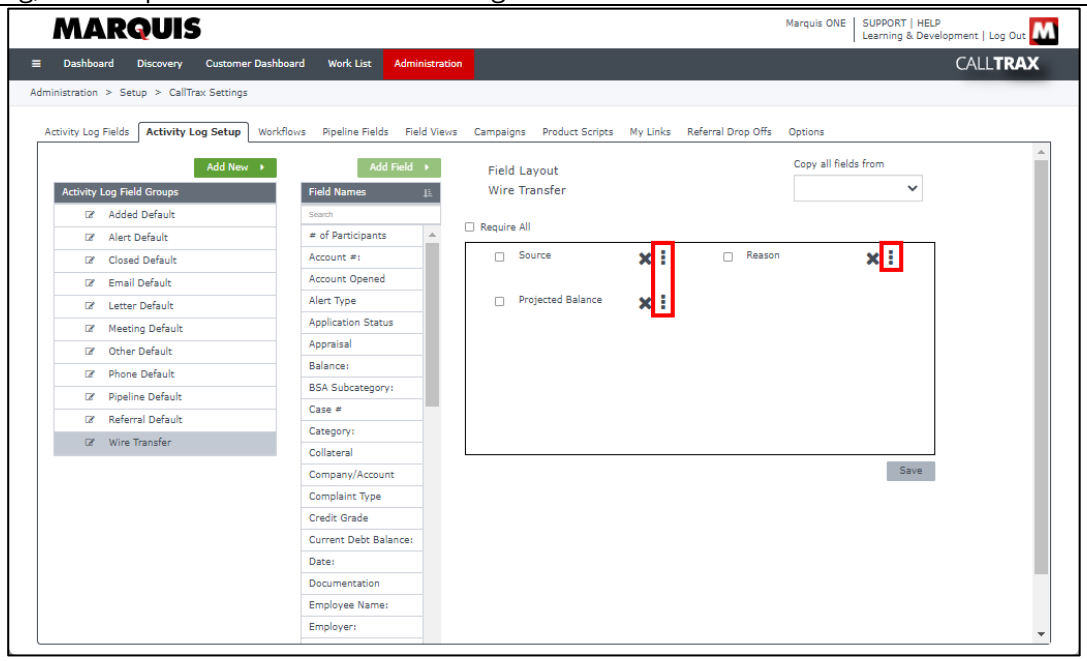
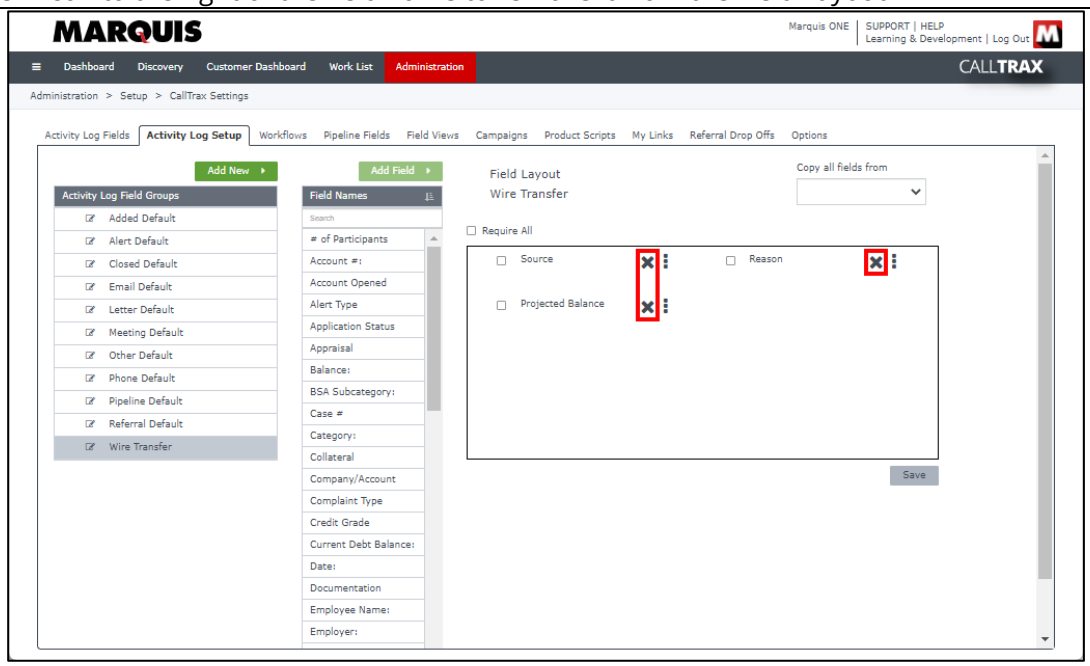
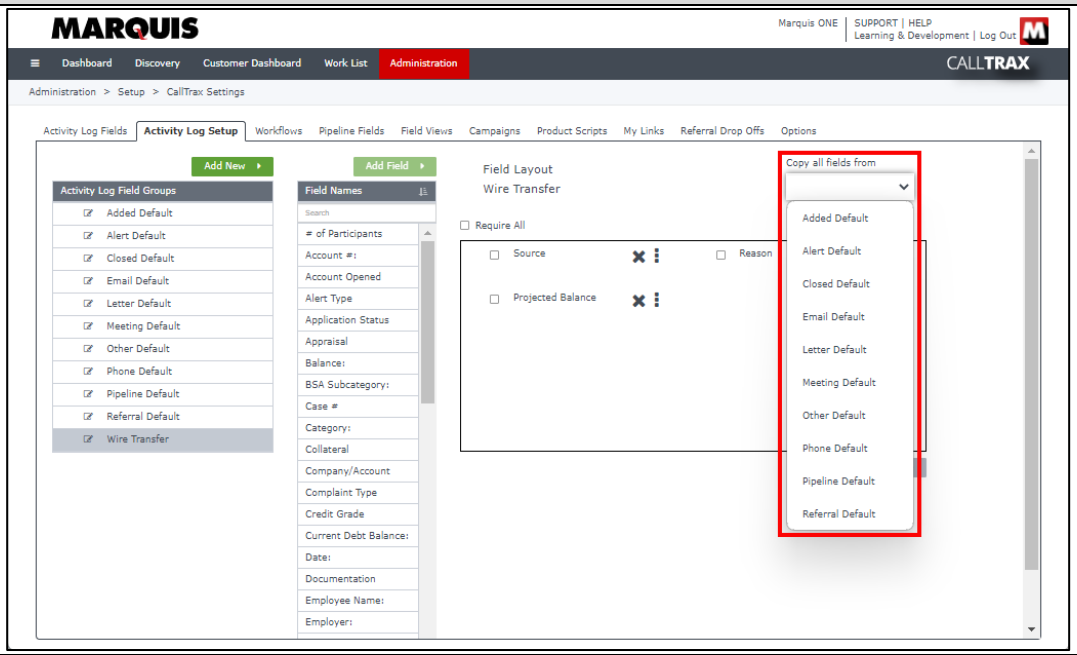
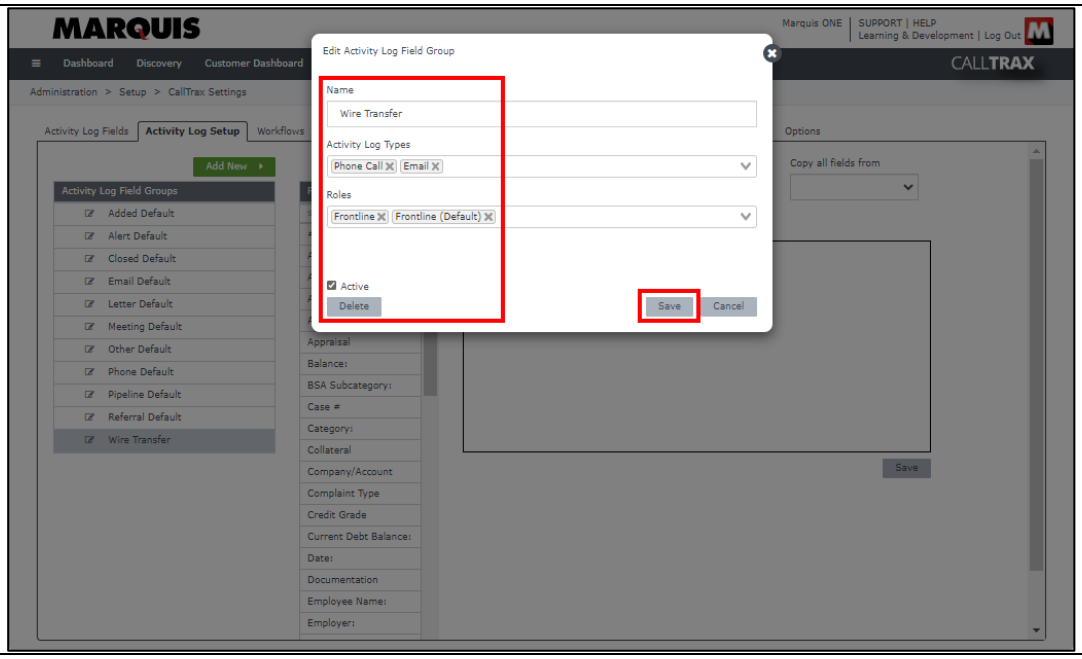
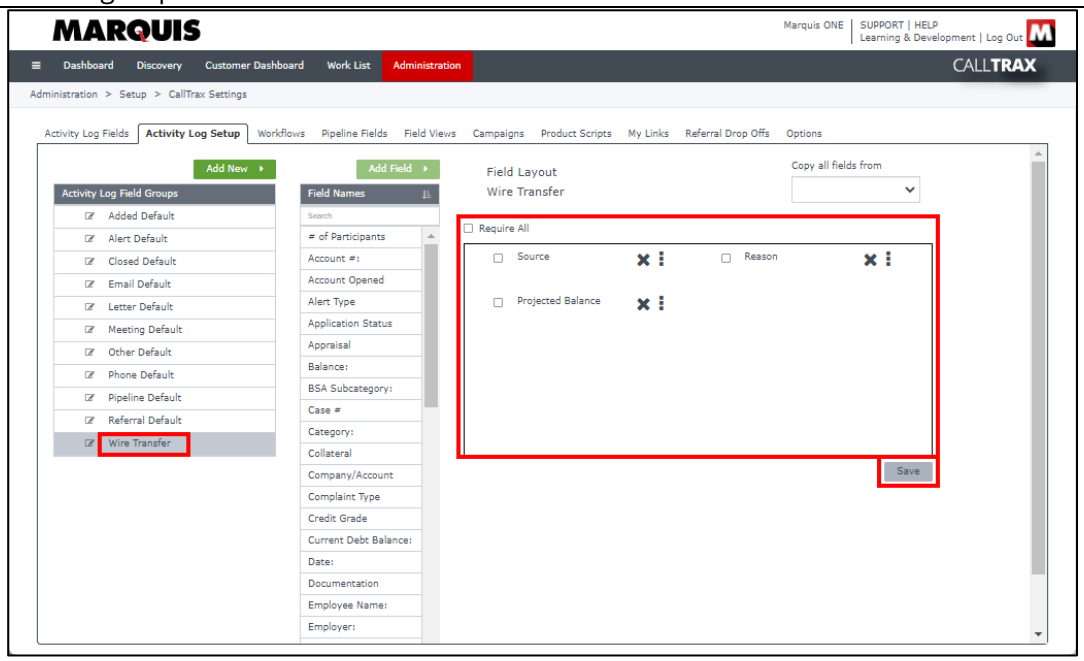
CLTX509	CallTrax NEXT Activity Log Setup Management
	The following procedure will guide you through assigning Activity Log Fields to the desired Activity Log Types for each role within CallTrax NEXT.
Order of Steps	**Tasks**
Step 1	Log into **CallTrax NEXT**
Step 2	On the landing page, click **Administration** from the main menu
Step 3	Hover the mouse over **Setup**, and click **CallTrax Settings**
Step 4	Click the **Activity Log Setup** tab
Step 5	Activity Log Fields have been organized into groups. To create a new group, click the green **Add New** button
	
Step 6	Type a name for the new group
Step 7	Click one or multiple Activity Log Types to make this Activity Log Field Group accessible to them
Step 8	Click one or multiple Roles to make this Activity Log Field Group accessible to them
	

Step 9	Choose whether or not this Activity Log Field Group will be active. Inactive groups will not be visible to users, but remain in the system with all corresponding data in tact
Step 10	Click **Save**
Step 11	Begin adding fields to the group by double clicking the desired fields from the center menu
Note: To easily locate the desired field names, use the Search box under the **Field Names** header.	
	
Step 12	Once the desired fields have been added to the group, click the checkboxes to the left of fields for which data entry is to be required
12.1	Alternatively, click the Require All check box to require data to be entered in all fields
	

Step 13	Click, drag, and drop the three-dot icon to change the order of the fields
	
Step 14	Click the X icon to the right of the field name to remove it from the Field Layout
	
Step 15	Click **Save**

Note: As a shortcut, copy all fields from an existing Activity Log Field Group, then make any necessary changes before clicking **Save**.	
	
Step 16	Click the edit icon to make the following changes: • Name of the Activity Log Field Group • The Activity Log Types to which this group is accessible • Roles to which this group is accessible • Set the group as inactive • Delete the group
16.1	Make any desired changes
16.2	Click **Save**
	

Step 17	Click the name of the Activity Log Field Group (to the right of the edit icon) to make changes to fields available in the group and to reorder them.
	
17.1	From here, add new fields, remove fields, reorder fields, and change which fields are required
17.2	Click **Save**