

Manage Activities

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Overview

Activities are something you do, for example; Swimming Lessons, Crash Courses, Gymnastics. These instructions will show you how to Create, Delete Edit and Search an Activity. Activities need to be created before creating your courses.

Create Activity

Show entries
Search:

Pos		Activity	
1	Edit	Swimming	Delete
2	Edit	Private Lessons	Delete
3	Edit	Crash Courses	Delete
4	Edit	Aqua Yoga	Delete
5	Edit	Gymnastics	Delete
6	Edit	Badminton	Delete
7	Edit	Aquability	Delete

Showing 1 to 7 of 7 entries

[Previous](#)
1
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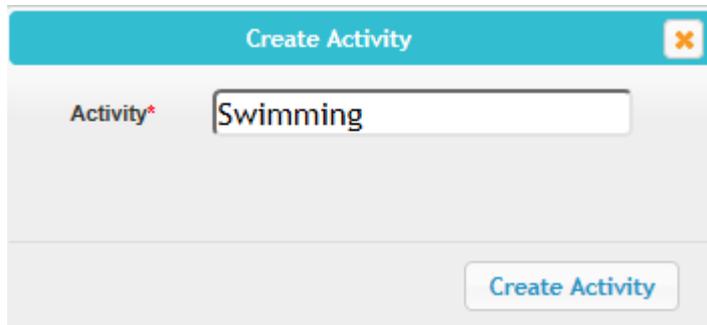
CSV
Excel
PDF
Print

New Activity

Exit

Click New Activity

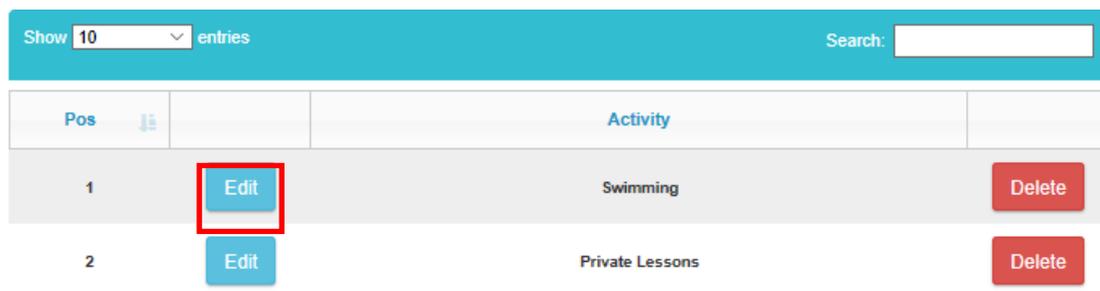
The box below will appear, add your activity and click on Create Activity. The activity will appear on your list of activities.



A dialog box titled "Create Activity" with a close button (X) in the top right corner. It features a text input field labeled "Activity*" containing the word "Swimming". Below the input field is a button labeled "Create Activity".

Edit Activity

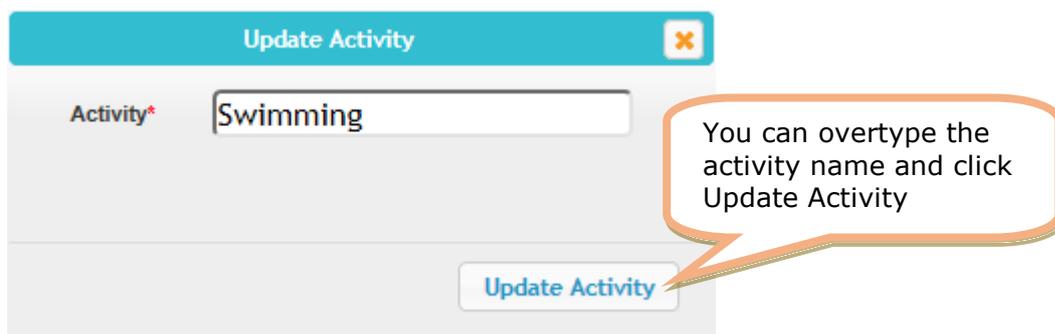
To edit an existing activity click the edit button.



A table showing a list of activities. The table has columns for "Pos", "Activity", and "Delete". The first row shows "Swimming" with an "Edit" button highlighted by a red box. The second row shows "Private Lessons" with an "Edit" button and a "Delete" button.

Pos	Activity	Delete
1	Swimming	Delete
2	Private Lessons	Delete

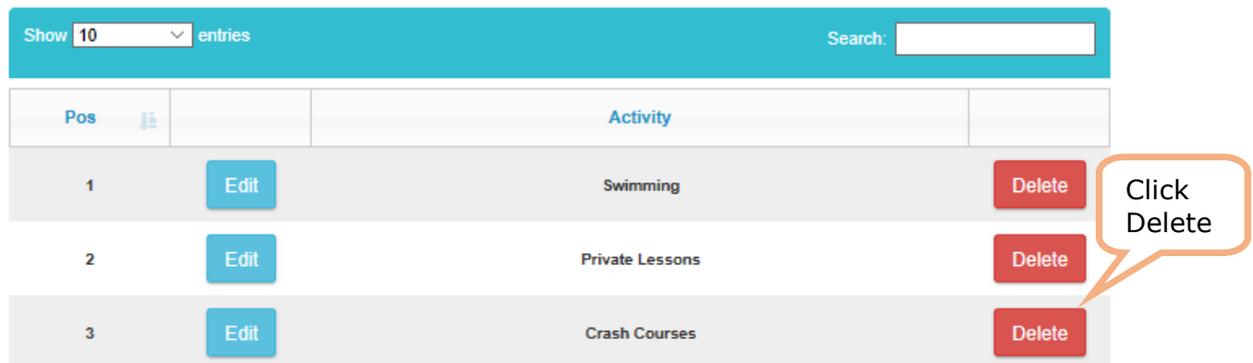
The following box will appear.



A dialog box titled "Update Activity" with a close button (X) in the top right corner. It features a text input field labeled "Activity*" containing the word "Swimming". Below the input field is a button labeled "Update Activity". A speech bubble points to the "Update Activity" button with the text: "You can overwrite the activity name and click Update Activity".

Delete Activity

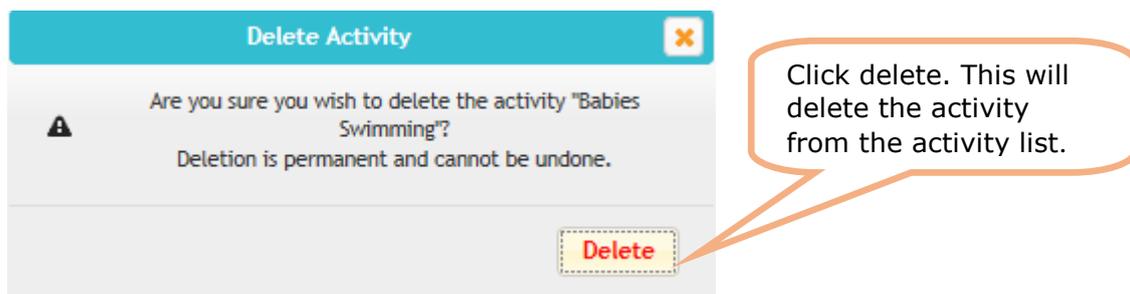
You can delete activities, however, you can not delete an activity that has active courses.



The screenshot shows a table with columns for 'Pos', 'Activity', and 'Delete'. The table contains three rows: 'Swimming', 'Private Lessons', and 'Crash Courses'. Each row has an 'Edit' button and a 'Delete' button. A callout box points to the 'Delete' button for 'Swimming' with the text 'Click Delete'.

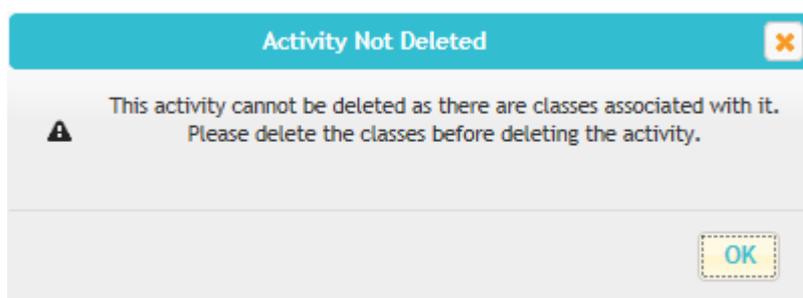
Pos	Activity	Delete
1	Swimming	Delete
2	Private Lessons	Delete
3	Crash Courses	Delete

You will receive the following message to confirm you want to delete the activity.



The screenshot shows a dialog box titled 'Delete Activity' with a warning icon. The text inside reads: 'Are you sure you wish to delete the activity "Babies Swimming"? Deletion is permanent and cannot be undone.' A 'Delete' button is at the bottom right. A callout box points to the 'Delete' button with the text 'Click delete. This will delete the activity from the activity list.'

If you delete an activity which has courses running you will receive the following message. The system will not delete these courses, the course will need to be deleted beforehand.



The screenshot shows a dialog box titled 'Activity Not Deleted' with a warning icon. The text inside reads: 'This activity cannot be deleted as there are classes associated with it. Please delete the classes before deleting the activity.' An 'OK' button is at the bottom right.

General Information

Display the number of entries per page.

Type the activity and the list will start to filter as you type.

You can sort your activities into your order of choice. The most popular being at the top. You can click on the number, hold and drag to the position you want the activity to be. You can also sort by order number.

Select here to navigate through the pages.

The screenshot displays the 'General Information' section of the MORSOLUTIONS Course Management Software. At the top, there is a teal header bar containing a 'Show 10 entries' dropdown menu and a search input field. Below this is a table with 7 rows of activity data. Each row includes a position number, an 'Edit' button, the activity name, and a 'Delete' button. The activities listed are Swimming, Private Lessons, Crash Courses, Aqua Yoga, Gymnastics, Badminton, and Aquability. Below the table, there is a pagination bar with 'Showing 1 to 7 of 7 entries', 'Previous', '1', and 'Next' buttons. At the bottom, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', 'Print', 'New Activity', and 'Exit'.

Pos		Activity	
1	Edit	Swimming	Delete
2	Edit	Private Lessons	Delete
3	Edit	Crash Courses	Delete
4	Edit	Aqua Yoga	Delete
5	Edit	Gymnastics	Delete
6	Edit	Badminton	Delete
7	Edit	Aquability	Delete

Export

You can copy and export the list of activities onto any file.
The copy button will simply copy the list and you can paste this into a document.
CSV and Excel will export to an excel file.
PDF will export the list to PDF
Print will allow you to print your list of activities.



If any aspect of this manual needs improvement please email
support@morsolutions.co.uk with your suggestion(s).