

## **Allied Financial Software Knowledgebase**

### **Compute Time Spent on Specific Activities in ACT!**

How can I compute the time spent on custom activities in ACT!? For instance, the hours spent traveling or time spent meeting a customer, etc.

You can create a report of time spent on custom activities in ACT! by creating a new activity type and recording the time spent in the History. To do this:

1. Create a new 'Activity Type' by clicking 'Schedule > Manage > Activity Types'.
2. Whenever you do this, right-click the 'History' tab and record the activity and the time spent.
3. Create 'History Time Spent' report to view the total time spent on this activity.

<http://kb.actforadvisors.com/questions.php?questionid=20>