

## **Allied Financial Software Knowledgebase**

### **How can I simultaneously reschedule several activities? I want to move all of them to the same day**

Answer: First locate the activities you want to reschedule, then move them to the new date:

Choose View, and click Task List, then choose Edit, and click Filter. Use the Filter Activities dialog to distill the activities you want to reschedule. (If you are unable to reduce your list of activities using the Filter Activities dialog, proceed to the next step.) Using the gray selection buttons on the left side of the Task List window, highlight the first activity in the list, then Shift+Click on the last one to select all the activities. You also can select individual activities in the list by Ctrl+Clicking their selection buttons. Once all the desired activities have been selected, press F4 on the keyboard to bring up the Mini-Calendar. Scroll to the month to which you would like to reschedule the activities. Position your mouse pointer over the selection button of one of the highlighted activities. Press the left mouse button and drag onto the Mini-Calendar until the outline surrounds the desired reschedule date. Release the mouse button. All selected activities are rescheduled to the desired day.

Act4Advisors

<http://software4advisors.com>

Allied Financial Software, Inc.

<http://kb.actforadvisors.com/questions.php?questionid=40>