

Webforms Related Lists

Overview

In this section, you will find information about:

- how to assign a webform

Table of content

- [Step-By-Step](#)
 - [Open Activities](#)
- [Related articles](#)
- [Need help?](#)

Step-By-Step

Open Activities

It is possible to assign significant tasks to users directly from the Webform

T
h
e
s
e
t
a
s
k
s
h
a
v
e
a
p
r
i
o
r
i
t
y
,
a
d
u
e
d
a
t
e
,
a
c
l
o
s
e
d
a
t
e
a
n
d
f
r
e
e
t
e
x
t
f
i
e
l
d
s
t
o
c
a
p
t
u
r
e
t
h
e
a
c
t
i
o
n
a
n
d
t
h
e
r
e
s
u
l
t

To create a new task, the user clicks on the "New Task" on the Open Activities

The screenshot shows a web application interface. At the top, there is a navigation bar with 'New Event' and 'New Task' buttons. The 'New Task' button is highlighted with a red box and a blue arrow pointing down to the 'Task Edit' form below. The 'Open Activities' table has the following data:

Action	Subject	Name	Task	Due Date	Status	Priority	Assigned To
Edit Cls	Approval required	Christian De Jong	<input checked="" type="checkbox"/>	25/06/2015	In Progress	High	Christian Cano

The 'Task Edit' form contains the following fields:

- Assigned To: Christian Cano
- Subject: [Empty]
- Due Date: 15/07/2015
- Process: --None--
- Closed Date: 15/07/2015
- Action: [Text area]
- Result: [Text area]
- Related To: Case 00001126
- Name: Contact - John Wayne
- Status: Not Started
- Priority: Normal
- Phone: 0499673848
- Email: john.wayne@weston.com

Activity History

All the **activities** linked to the Webforms **are monitored** in this related list.

These activities include:

- Tasks
- Emails

The 'Activity History' section has a header with 'Log a Call', 'Mail Merge', and 'Send an Email' buttons, and an 'Activity History Help' link. Below the header, it displays 'No records to display' in a table.

Case Comment

This related list can be used to provide an overall comment on the Webform

Case Comments		New
Action	Comments	
Edit Delete	Christian Cano Tue Jul 14 09:07:55 GMT 2015 The investigation part is completed.	

Case History

Changes made to the Webform are tracked in this related list

This allows to better understand who did what and when

Date	User	Action
2015-07-15 19:39:47	Christian Cano	Changed Contact from John Smith to John Wayne.
		Changed Contact from 0032500001kQWSAA2 to 0032500001kvhXAAQ.
2015-07-15 17:37:41	Christian Cano	Changed Status from Under Investigation to Under Review.
2015-07-15 16:09:30	Christian Cano	Changed Status from Acknowledgement Sent to Under Investigation.
		Changed Severity from Anomaly to Minor.
2015-07-15 15:58:42	Christian Cano	Changed Status from Under Investigation to Acknowledgement Sent.
2015-07-15 15:47:27	Christian Cano	Changed Status from Acknowledgement Sent to Under Investigation.
2015-07-02 18:08:52	Christian Cano	Changed Status from New to Acknowledgement Sent.
2015-07-02 17:18:52	Christian Cano	Changed Severity from Minor to Anomaly.
2015-07-01 16:05:11	Christian Cano	Created.
		Changed Owner (Assignment) from Christian Cano to NoveCare.

[Show More](#)

Google Docs & Attachments

Documents can be **attached** to the Webform in 2 different ways

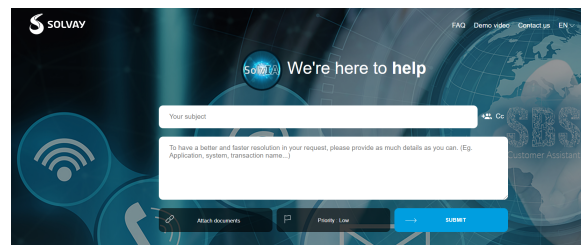
<ul style="list-style-type: none"> • Add Google Doc: add an existing document from its Google Drive URL 	
<ul style="list-style-type: none"> • Attach a file: add a document from your computer 	

Related articles

- [Webforms Process, Steps and Status](#)
- [Webforms Reception](#)
- [Webforms Analysis & Assignment](#)
- [Webforms treatment](#)
- [Webforms Closure](#)

Need help?

To request any support or if you have identified a bug or incident , please create a Freshdesk ticket using Solvia platform : <https://solvia.solvay.com/>



you can copy users with email address , default priority is Low , then Submit . We advise you to put keywords in subject to ease dispatching to correct Agent : CRM - Complaint for example