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# Workforce Management Web for Supervisors Help

[Set Activities Dialog](#)

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## Set Activities Dialog

1. In the **Intra-Day** or **Agent-Extended** view, **right-click** an agent's **shift** or **activity set**. (The agent's schedule must already contain a shift with or without an activity set.)
2. From the shortcut menu that appears, select **Set Activities For**.
3. From the submenu, select the activity set that you want to modify.
  - If right-clicking on dark blue activity work inside a shift, the submenu allows you to select **Work** (you can change the color with the **Colors Tool**).
  - If right-clicking on a yellow activity set, the submenu also allows you to select **Activity Set** (you can change the color with the **Colors Tool**).
  - If a work set exists, the submenu also allows you to select **Work Set**, which starts the **Insert Work Set Wizard**.

**Depending on your selection from this submenu, you will either edit the work activities or the activities inside the Activity Set.**

**The Set Activities dialog box opens. Its grid shows all activities that belong to the selected work or activity set. (If necessary, a vertical scroll bar appears to the right.)**

**In the first column, a check mark indicates activities that have already been assigned.**

4. Add or remove activities.
  - Select a check box to add an activity.
  - Clear a check box to remove an activity.
  - You can add multiple activities within any one activity set.
5. Click **OK** to save your changes.

**If your changes violate no constraints, the dialog box closes and the view reappears.**

**If your changes would delete an activity set's last remaining activity, an error message appears. Use the **Delete** command to delete the activity set itself.**

**If your changes violate any constraints (for example, keeping too few activities to fill the activity set's hours of operation), a warning message informs you of the problem.**