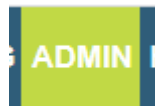
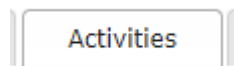


# HOW TO ADD AN ACTIVITY IN TRACMAP ONLINE

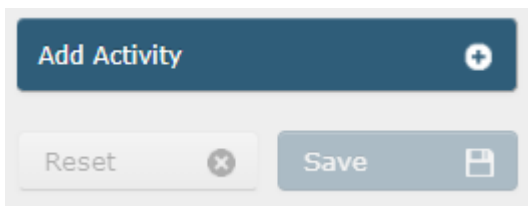
**Adding activities is an important part of setting up TracMap Online as a contractor especially if you're planning to or are going to integrate with Xero.**



1. Open up TracMap Online and navigate to the "ADMIN" tab.



2. From the sub tabs select "Activities".



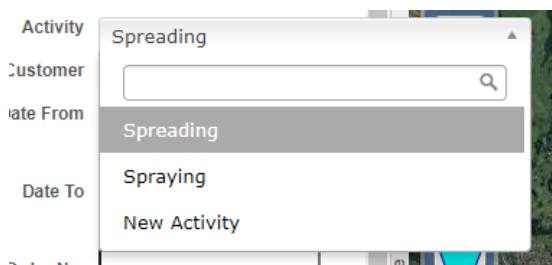
3. Navigate to the bottom left hand corner of the page. Here click "Add Activity".

A form with two sections. The first section is titled "Activity Label" and contains a text input field with the placeholder text "New activity label". The second section is titled "Product type" and contains a dropdown menu with "Standard" selected and a downward arrow icon.

4. Now you will be able to give the activity a label e.g spreading, spraying, baling etc. For the product type you have two options either "Standard" or "Spray". Standard will only allow solid products to be applied on that activity, Spray will only allow liquid products.



5. When you're done filling out the above, you will then be able to come down to the bottom left hand corner and press "Save".



6. You will now be able to see this activity option under the "New Order" tab.