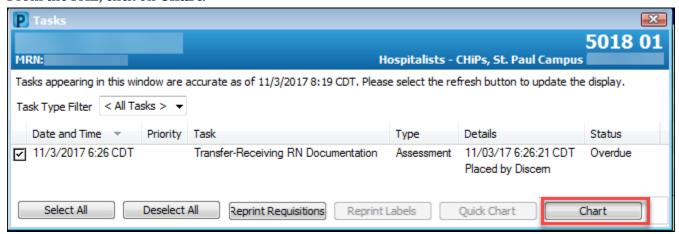## Using Activity View to Complete Tasks in IView

Activity View offers the ability to document a task when the documentation is contained in IView

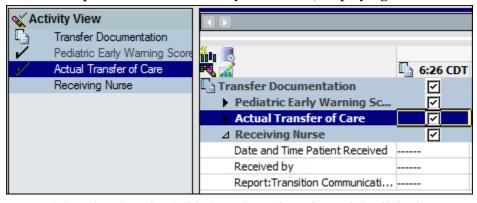Open the task from the Task List or PAL:

1. From Task List, double-click on the task to be charted.

2. From the PAL, click on **Chart**.

The chart will open IView in the Activity View band, displaying the items to be charted to satisfy the task.

- Activity View is only visible in IView when the task is clicked.
- Once charting is completed, the task completes.
- Charting in Activity View will flow to the appropriate corresponding area in IView once signed.
- When IView is refreshed, the Activity View band will become blank.
- The Activity View band will no longer display once the chart is closed and re-opened.