



SECTION 02

Activity

What happened on my work while I was away?



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Activity

Activity is the running record of what happened in your workspace: what got created, finished, shared, commented on or moved to the recycle bin, and who was added to what. It's for the morning after a day off, when you'd like to know what happened without opening forty tasks to find out.

Open it from **Activity**, second in the left menu.

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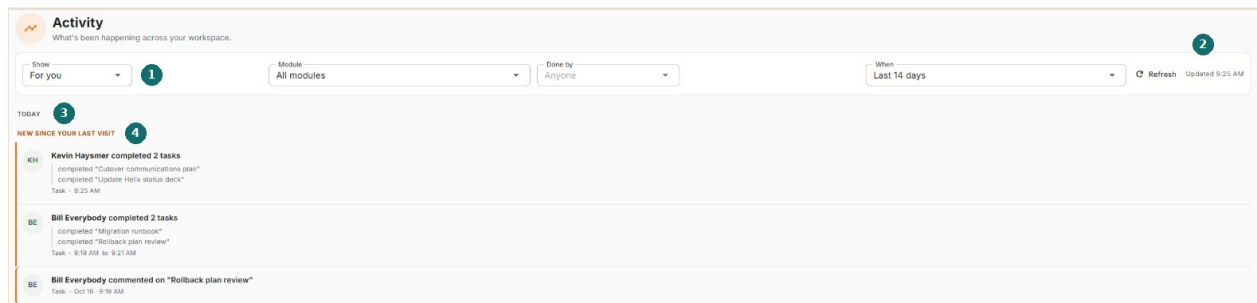
Three questions Activity answers

QUICK START

- 1 What happened on my work while I was away?** Open the page. It starts on your work, newest first, with a line marking where the news begins.
- 2 What's going on in one project?** Set **Show** to **A place** and pick it.
- 3 What did one person do?** Type their name in **Done by**.

And one thing you can stop worrying about: **Activity is read-only**. Nothing here changes, deletes or hides anything, and looking never changes the work it describes. Click around all you like.

The lay of the land



The Activity page, with the main areas numbered

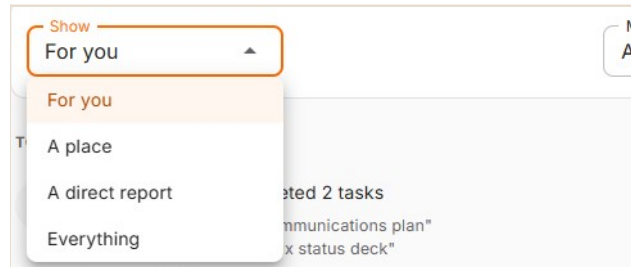
- 1 The filter bar.** Four controls that decide what you're looking at.
- 2 Refresh** and the time the page last loaded.
- 3 The feed.** What happened, newest first, grouped by day.
- 4 New since your last visit.** Everything above this line is news to you.

At the bottom of the feed you'll find **Load more**, or a line telling you you've reached the end.



Show: whose activity?

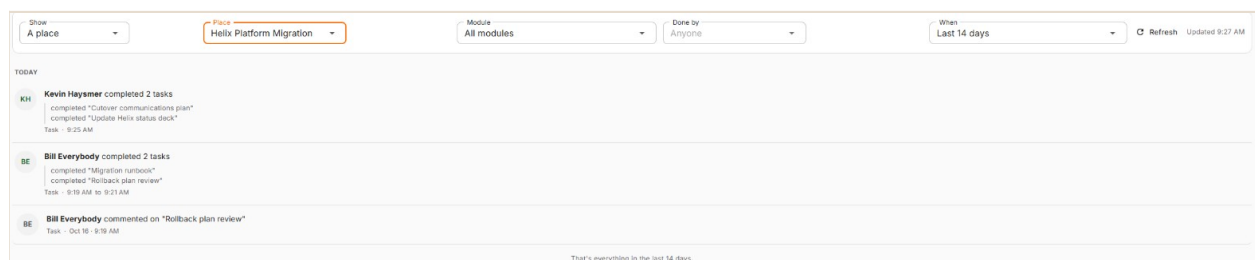
Show is the big one. The other filters narrow a list. This one picks which list you start from.



The Show options

OPTION	WHAT YOU GET
For you	The default. Your own records, anything inside a project, program or portfolio you're on, and anything you did yourself.
A place	One project, program or portfolio and everything inside it. A Place box appears so you can pick which one. Offered if you're on at least one.
A direct report	One person who reports to you, and the work they're part of. A Who box appears, showing each person's name and email. Offered if somebody reports to you.
Everything	Everything in the workspace that you're allowed to see.

Here's **A place** pointed at one project. The feed is now that project's story, and nothing else:

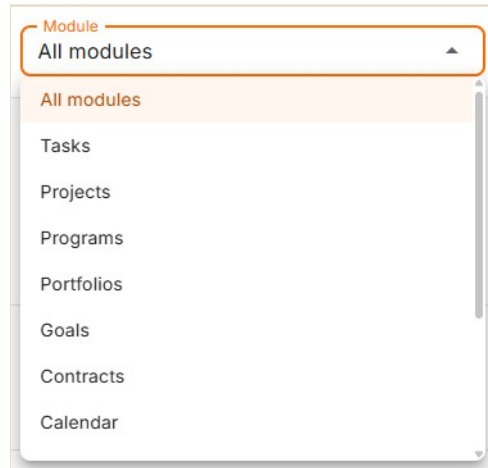


Show set to A place



Module: which part of Nexus?

All modules by default. Pick one to see only that kind of work: Tasks, Projects, Programs, Portfolios, Goals, Contracts, Calendar, Notes, Smart Lists, Resources, Client accounts or Growth.



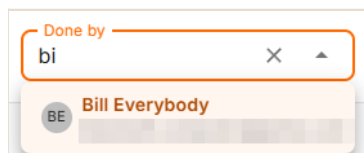
The Module list

Things that live inside something else are filed under their parent, because that's where you'd go looking. A risk on a project shows up under **Projects**. An opportunity shows up under **Client accounts**. Stock received or counted shows up under **Resources**.

Growth is personal. Everyone has the filter, and for most people it's empty. More on that under *Who can see what*.

Done by: who did it?

Start typing a name or email and pick the person. Leave it on **Anyone** to see everybody.



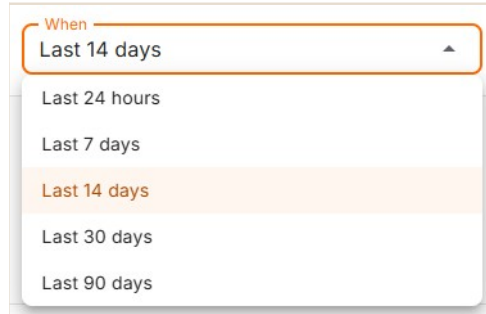
Picking a person in Done by

This is **who did the thing**, not who it was about. Filter to a colleague and you see what *they* did, not what was done to their stuff. Each person shows their email under their name, so two people called Alex don't become one Alex.



When: how far back?

Last 24 hours, **Last 7 days**, **Last 14 days** (the default), **Last 30 days** or **Last 90 days**.



The When options

Ninety days is the limit, because activity is kept for ninety days and then cleared out. There's no "all time" option, since there's no all time to show. Think of it as a very organized goldfish.

Clear filters, Refresh and the time

- **Clear filters** appears once you've changed Module, Done by or When, and puts those three back to their defaults. It leaves **Show** alone on purpose: that's a choice about what you're looking at, not a filter you forgot about.
- **Refresh** reloads the feed. The page doesn't update itself while you read. That's deliberate. Nobody likes the line they're reading jumping away from them.
- **Updated 9:25 AM** tells you how fresh the page is.

TIP

Your filters live in the address bar, so you can bookmark a view you use a lot, or send the link to a teammate. They'll see the same filters applied to what *they* can access.

Reading the feed

Days

Rows sit under day headings. Today and yesterday get names. Older days get dates, and anything more than a year back includes the year.



A single row

Each row is one thing that happened:

- The **circle** on the left has the initials of whoever did it.
- The **sentence** says who, what, and to which record.
- Underneath: the **kind of record** and **when**, in your own time zone.

Click anywhere on the row to open the record.

Grouped runs

When someone does the same kind of thing several times in a row on the same day, the feed bundles it into one block, so one productive afternoon doesn't bury everyone else.

KH	Kevin Haysmer completed 2 tasks
	completed "Customer communications plan"
	completed "Update Hella status deck"
Task - 9:25 AM	
BE	Bill Everybody completed 2 tasks
	completed "Migration runbook"
	completed "Rollback plan review"
Task - 9:19 AM to 9:21 AM	

Two grouped runs in the feed

The bold line counts the **records** involved, not the lines. Up to three detail lines show, then **and N more**. Each detail line is its own link. When the whole run is about one record, there's nothing to count, so the bold line just names it.

Things in the recycle bin

A row about something that has since been deleted still shows up, marked **In the recycle bin**. It isn't a link, because there's no page to open. Restore it from the recycle bin and its rows become clickable again.



New since your last visit

The **New since your last visit** line sits above the first row that arrived after you last opened the page.

TODAY

NEW SINCE YOUR LAST VISIT

BE

Bill Everybody completed "Migration runbook"

Task - Oct 16 - 9:21 AM

BE

Bill Everybody created 2 tasks

created "Old vendor contact sheet" In the recycle bin

added Bill Everybody to "Old vendor contact sheet" as Contributor In the recycle bin

created "Draft go-live announcement"

added Bill Everybody to "Draft go-live announcement" as Contributor

Task - 9:19 AM to 9:20 AM

BE

Bill Everybody completed "Rollback plan review"

Task - Oct 16 - 9:19 AM

BE

Bill Everybody commented on "Rollback plan review"

Task - Oct 16 - 9:19 AM

That's everything in the last 14 days.

New since your last visit, with a run that includes a deleted task

Opening Activity marks everything as seen, so next time the line moves down. The **Recent Activity** widget on Home shows unread rows in bold but never marks them seen, so a quick glance at Home won't cost you your place.

The end of the feed

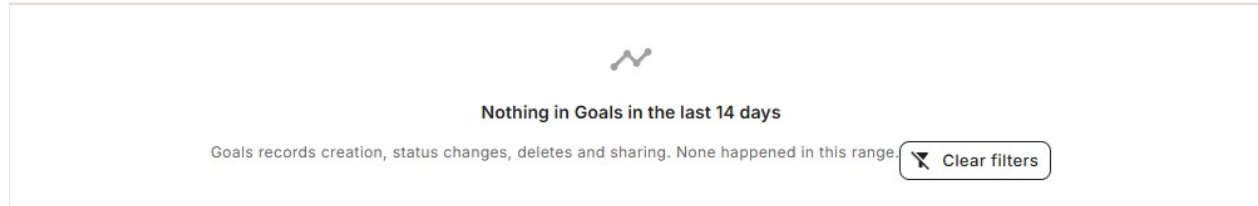
Load more brings in the next batch. When there's nothing left, the feed says so instead of just stopping:

- Most ranges: *"That's everything in the last 14 days."*
- At **Last 90 days**: *"That's everything. Activity before 18 July is not kept."* The date is the real ninety-day line, and it moves with the calendar.



When the feed is empty

An empty feed tells you *why* it's empty, and usually offers the one button that helps.



An empty feed that explains itself

WHAT IT SAYS	WHAT IT MEANS
<i>Nothing for you in the last 14 days</i>	Nothing happened on your work in that window. Look back 90 days is offered, or try Show: Everything .
<i>Nothing in Helix Platform Migration in the last 14 days</i>	That place was quiet. Look back 90 days is offered.
<i>Nothing for Alex in the last 14 days</i>	Your direct report was quiet in that window.
<i>Nothing in Goals in the last 14 days</i>	That part of Nexus does record activity. There just wasn't any in this range.
<i>No matching activity</i>	Your filters are too narrow. Clear filters is right there.
<i>No activity yet</i>	The workspace truly has no activity. New workspaces, this is you.

Recent Activity on Home

The **Recent Activity** widget you can add to Home is this same feed, shortened. It shows the latest rows from **For you**, which is also where this page opens, so a row you see on Home is still there when you click through. **See all activity** opens this page.

What gets recorded, and what doesn't

Activity records things that **happened to work**. It is not a keystroke logger. Nobody wants to read "Alex fixed a typo" forty times.

Recorded:



- Something created, moved to the recycle bin, or restored
- Status changes that matter: a task completed, a contract sent for signature, signed, or its signature request cancelled, an opportunity moved along
- People added to or removed from a project, program, portfolio or task
- Something shared with someone
- Comments
- Records added to or removed from a parent, like a risk added to a project
- Stock received or counted

Not recorded:

- Editing a field: renaming, rewording a description, changing a date or priority
- Autosaves while you type
- Subtasks of a task that's already shown (they appear as detail lines under the parent instead)

Who can see what

Every row is checked against your access at the moment you read it, not when it was written.

- You never see a row about something you couldn't open yourself. That includes **Everything**: widening the view never sneaks you in anywhere.
- If your access changes, the feed changes with it, in both directions.
- **Growth** rows reach only the person they're about, their management chain and an approver.
- Two people using the same filters will often see different feeds. Both are right.

NOTE

So if a row shows up under Everything and disappears when you switch back to For you, nothing is broken. That row belongs to work you're not part of.



Common questions

Why can't I see something I know happened?

Check three things, in this order: the **When** range (14 days by default), the **Show** setting, and whether it's the kind of change the feed records at all. A renamed task is a field edit, so it never appears.

A row on Home disappeared when I clicked through.

Home and this page both open in **For you**. If you picked a narrower view earlier, the link kept it. Set **Show** back to For you.

Why is Growth empty?

Those rows are private to each person and their management chain. Empty means nothing there for you, not broken.

Can I see activity older than 90 days?

No. It's cleared after ninety days and can't be brought back from here.

Does the page update itself?

No. Press **Refresh**. The time on the right tells you how current you are.

Can a row become a notification?

No. Activity is something you go and read. Notifications come to you. They're kept apart on purpose.

I opened the page and my "new since" line moved.

Opening Activity marks everything seen. Use the Recent Activity widget on Home to peek without clearing it.

