Outstanding Actions

07/14/2025 10:08 am MDT

The outstanding actions grid is used to display a list of all the current assigned actions:

Actions can be checked in the Action Dashboard screen where all actions across all Projects are included **Logo** Menu > Action Dashboard)



Or in the "Outstanding Actions" grid (**Project Menu > Outstanding Actions**) where only the actions belonging to that specific project are listed.

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<u>B01_123-5730</u>	0001234-B01-				Routing Scenario	Revi
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Sorting

The cards included in the grid can be sorted to show only the most relevant actions:

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Options are:

- **Show my actions only**: This will show only the actions currently assigned to you. Also, these actions will show your name in green color under the applicable reviewer role (i.e., Doc Controller, Preparer, Checker, Approver) column.

- Show hidden projects: This will show the actions that have been assigned on a Project that has been hidden

- **Show completed projects**: This will show the actions that have been assigned on a Project that has been completed

- Show action/card due date problems only: This will show only the cards where the action due date it is after customer due date

Filters

Filters can be applied directly in the grid using the box under the column header. A value can either be selected from the available options, or typed into the box.

Card Name(Auto)	Doc Code	F Doc No. (Omega)	#	Status (Combined)	Title
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<u>B01_123-5702</u>	B01			2.c(+)	General Arra
B01_123-5730	J02			3.dc(+)	General Arra
<u>B01 123-5729</u>	B01	0001234-B01-011-01		3.pc(+)	General Arra
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Once grid is filtered to show the desired items, the view can be saved using a filter set so it can be used again in the future. For instructions on saving and using filter sets, see this article: Save filters (with filter sets).

Complete Action

Click the hyperlink in the document name column. The action item can be completed from this grid.

For detailed information about completing outstanding actions, see this article: Complete an outstanding action.

	Outstanding Action
Actions Dashboard 🕼 Project Dashboard 🖾 Project List 🖨 Multi-	Expedite Proje Card: B01_123-5730
utstanding Actions	Review Progress (click to see full workflow): Doc Controller Viewer Off Of History
	File in Document Card
	0001234-B01-012-01_Rev0_Sub001.pdf 😪 🚯
Filter set Select Filter Set + +	New File
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(1) B01 × (1) 3	
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