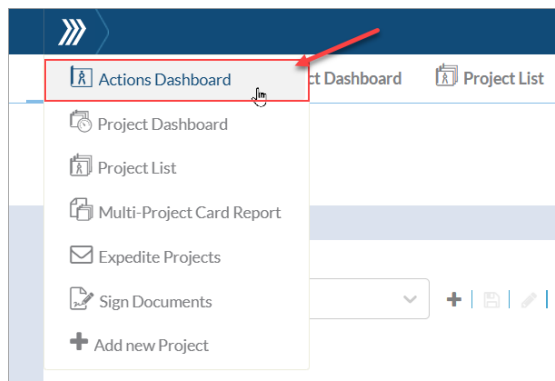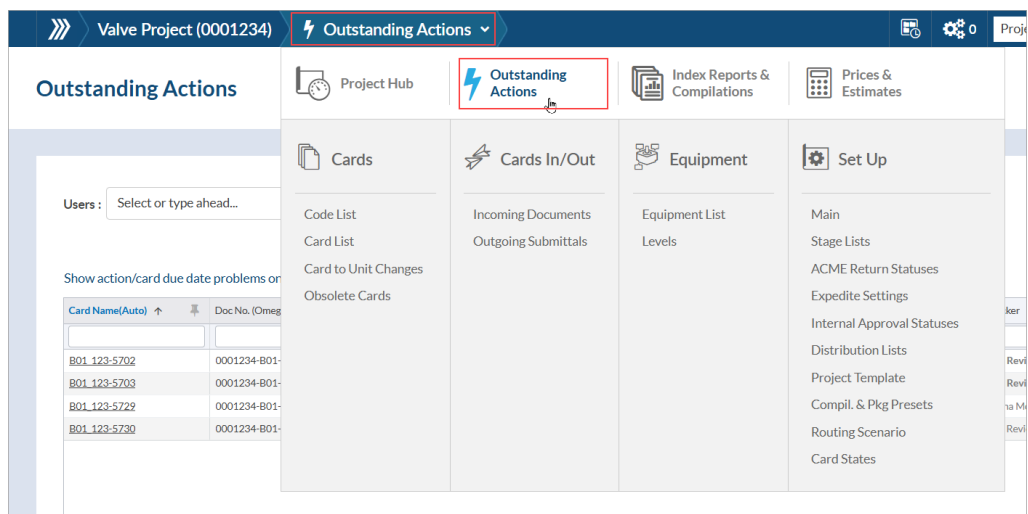# Outstanding Actions

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.

Sorting

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

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.

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 Actions

Filter set   Select Filter Set   + | ✎ | 🗑

Doc Code IN: B01 ×   Status (Combined) IN: 3 ×

Show my actions only   Show   Completed Project   Show   Hidden Project   Show   Show action/card due date problem

Card Name(Auto)	Doc C...	Doc No. (Omega)		Status (Com...	Title	
	(1) B01 ×			(1) 3 ×		
B01_123-5730	B01	0001234-B01-012-01	☐	3.dc(+)	General Arrangement Drawings	
B01_123-5729	B01	0001234-B01-011-01	☐	3.pc(+)	General Arrangement Drawings	

No more pages   ⚙   Show on page: 10 ▾

❓ Grid row colors

Outstanding Action

Card: B01_123-5730

Review Progress (click to see full workflow):   Doc Controller

Viewer Off   ⏱ History

File in Document Card

0001234-B01-012-01_Rev0_Sub001.pdf   💬 ☁

New File

☁ Drag and drop new file   Or choose files from disk

Maximum individual file size (for normal handling) is 400Mb ❓

Document Info

Linked Equipment Sub-Suppliers

Valve Company

Document Sub-Supplier Override

- Select Sub-Supplier - ▾

Title

General Arrangement Drawings

Rev # (Omega)

0

Cancel   Save for later ▾   **Complete action** ▾