

# Remove an Action

03/06/2026 2:00 pm MST

Once an Action has been applied to a card, it remains in the Outstanding Actions Grid until the Action has been marked complete or **REMOVED**.

You can view all Outstanding Actions (for all projects in your instance) OR you can view Outstanding Actions specific to a project.

**Step 1.** Click on the applicable card under the **Card Name (Auto)** column to open the action.

The screenshot shows the 'Outstanding Actions' interface. At the top, there is a navigation bar with 'E-House Project (13245)' and 'Outstanding Actions'. Below this is a filter section with a 'Filter set' dropdown and several icons. The main area contains a table with the following data:

Card Name(Auto)	Doc Code ↓	Title	Doc No. (Omega CAN)	Status (Combined)
<input type="checkbox"/> B01 Fire Alarm 1	B01	General Arrangement Drawings	13245-B01-002-01	B.dp(+)

**Step 2.** Review the details of the card included in the article [Complete an Outstanding Action](#).

**Step 3.** Switch the **Add reviewers (before next submittal)** option from "Yes" to "No". Then, click "Complete action".

**Workflow (IFA)**

**Doc status**  
B - Approved with Major Comments. Re-submit

**Add reviewers (before next submittal)**  Yes  No

**Doc Controller user**  
Alysha Mosveen x

**Preparer user**  
Clemente Palermo x

**Checker user**  
Select or type ahead...

**Approver user**  
Dwayne Callahan

**Doc Controller action due date**  
13-Mar-2026

**Other submittals (before last step)**

Cancel Save for later Complete action

You will also have the option to notify the user(s) whose action was removed and/or any users you specify - by default, the doc controller on the project will be included on the notification list.

Who would you like to notify?

**Doc Controller user**  
Alysha Mosveen +

**Preparer user**  
Clemente Palermo +

**People to notify:**  
Alice Harrison x

Cancel Send Email Notification