

Remove an Action

09/16/2024 1:34 pm MDT

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.

Both grids have filter options below the grid. You have the ability to select “Show my actions only”

Step 1. Click on the applicable card under the card (Auto) column of the grid.

Outstanding Actions						
Date Received	Card Name(Auto)	Customer Status	Title	Stage	Level	Wolfe PA Doc #
2019-04-29	BOM_E14016-PO-018-RM-400-P-0013_ds1	2	Bill of Material	IFA	Order	147568-0011.BOM

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

Step 3. Uncheck whoever has been marked off for Internal (User) Routing and click Complete Action.

Outstanding Action

Card: BOM_E14016-PO-018-RM-400-P-0013_ds1

Stage Review Progress: [Admin](#) → Tech → Internal Queue

Viewer Off

[History](#)

Status & Routings

Approval Status
A - Approved

Queue for Submittal
 Queue for submittal to Sub-Supplier Internal
 Send the original document + cover page

Internal (User) Routing - Approval Cycle

Admin User
Brad Bowyer

Tech User
Tunde Dorloti

Drafter User
Brad Bowyer

If you are not the User that set up/manages the project you will get a pop up asking if you want to send them an alert to let them know the action has been removed (this is optional)

Routing change



We've noticed that you have changed the routing for this document.

Would you like to notify anyone?

Yes

Brad Bowyer



No

Cancel

Continue