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.

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".

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.