

How can I assign tasks to my team members and ensure their completion?

Action Items allow for exactly that. As an administrator, you may assign and track action items to completion. As a user, you are notified that you've received an assignment and can mark as completed in both the SafetyNet App and on the web.

Regardless of user role, you can find the action items in SafetyNet within the main set of tabs. From here, Administrators can add and manage Action Items, and all other user roles can find those that are assigned to them.

Adding Action Items as an Administrator

As an Administrator, you will begin by selecting Add Action Item from the Action Items tab in SafetyNet.

			SafetyNe	et	M	lar 22, 2017	Giant Construction A	dmin Reset Passv	vord User	r Resources Feedback Logout	
Home	Companies	Contacts	Projects	Inspections	Incidents	Reports	Administration	Action Items	VITA		
Hama								My Action Items			
Homer	rage							Add Action Item	_h_		
Inspe	ection Type		Over	rview				Find Action Item	ns U		

This will direct you to a page where you will add all relevant information.

Click Save & the assignee of task	Add Action Item	Close to alert their new
usi.	Action Item Details	
	Complete Observation	
	Target Date: 03/22/2017	
	Assigned To: Begin Typing Here [browse]	
	Save & Close Clear Close	

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Handling Action Items as an Assignee

If you are assigned an Action Item, you will be notified in two ways – via e-mail, and via push notification on the App, if you are logged in and have notifications allowed.

To	Wed 3/22/2017 12:08 PM Predictive Support An action item has been assigned to you. [60]
The follo	wing action item has been assigned to you:
ד ד ס ס	Title: Complete Observation Target: 03/22/2017 Created By: Giant Construction Admin Created On: 03/22/2017
Regards,	
Predictiv Phone: 1 Email: <u>su</u>	e Solutions Support Team .800.991.3262 pport@predictivesolutions.com



Completion on the App:

- Select Action Items from the main menu
- Select the Action Item you wish to mark completed, and choose Done.



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Completion on the Web:

- Choose My Action Items from the Action Items tab
- Select the drop down on the Action Item you wish to complete, and mark as Done

My Action Items					
Executed new search info	Displaying 1 of 1 records				📑 🖓 🍝 🕇
	Status	Target D 🛎	Created by	Created on	Progress
		05/22/2017		03/22/2011	NOT_STARTED
Complete Observation	ACTIVE	03/22/2017	Giant Construction Admin	03/22/2017	DONE

Checking on Progress as an Admin

Administrators can view the status of Action Items that they have assigned by using the **Find Action Items** section of the Action Items tab. They will be taken to a GRID report containing Action Items that have been assigned out. From here, they may view and edit selected Items.

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Predictive Market Solutions

Action Items

Items have been marked **Done** by assignees if the Done Count column shows 1 instead of 0. If this column does not automatically appear for you, please review our Grid Customization Review guide found in User Resources.

Home	Companies	Contacts	Projects	Inspections	Incidents	Reports	Administration	Actio	n Items	VITA			
_			_	_			_	My Ac	tion Items		_	_	_
								Add A	ction Item		_		
Find /	Action Items	5						Find A	Action Item:	s <hr/> (h)			
Executed	new search info			Displaying 13 o	f 13 records							, 🚍 ð	🤻 🥧 👎
Title		Status	Target D	Assigned To	First Name As	ssigned To Last Nar	me Created by		Created on		Done Count		
Giant Te	st	ACTIVE	03/31	1/2017 Apple	Te	ester	Apple Tester		03/13/20	17	0	edit	
Complet	e Observation	INACTIVE	03/22	2/2017 Test	Co	ontact	Giant Construct	tion Admin	03/22/20	17	1	edit	
Complet	e Observation	ACTIVE	03/22	2/2017 Test	Co	ontact	Giant Construct	tion Admin	03/22/20	17	1	edit	
Demo Ad	tion Item	INACTIVE	03/15	5/2017 Constructi	on Ex	xecutive	Giant Construct	tion Admin	03/14/20	17	0	edit	
Test Test	Test	INACTIVE	03/06	5/2017 Tara	Ba	achy	Giant Construct	tion Admin	03/06/20	17	1	edit	
Complet	e 2 Satety Inspe	INACTIVE	01/1	7/2017 Constructi	on Ex	xecutive	Giant Construct	tion Admin	01/27/20	17	0	edit	
Kent Tes	t Action Item	INACTIVE	01/11	1/2017 Cary	U	srey	Giant Construct	tion Admin	01/09/20	17	0	edit	
Test acti	on item	INACTIVE	12/30	0/2016 Apple	Te	ester	Apple Tester		12/02/20	16	0	edit	
Please fi	nish this test	INACTIVE	11/1-	4/2016 Tara	Ba	achy	Giant Construct	tion Admin	11/14/20	16	0	edit	

Once you see that an Action Item has been done, you may mark it as Inactive.

Edit Action Item		
Action Item Details		
Title:	Complete Observation	
Target Date:	03/22/2017	
Assigned To:	Begin Typing Here Test Contact	[browse]
Status: Created by:	Inactive V Active Inactive vin Admin	
Created on:	03/22/2017	
Save & Close	Clear Close	

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