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.

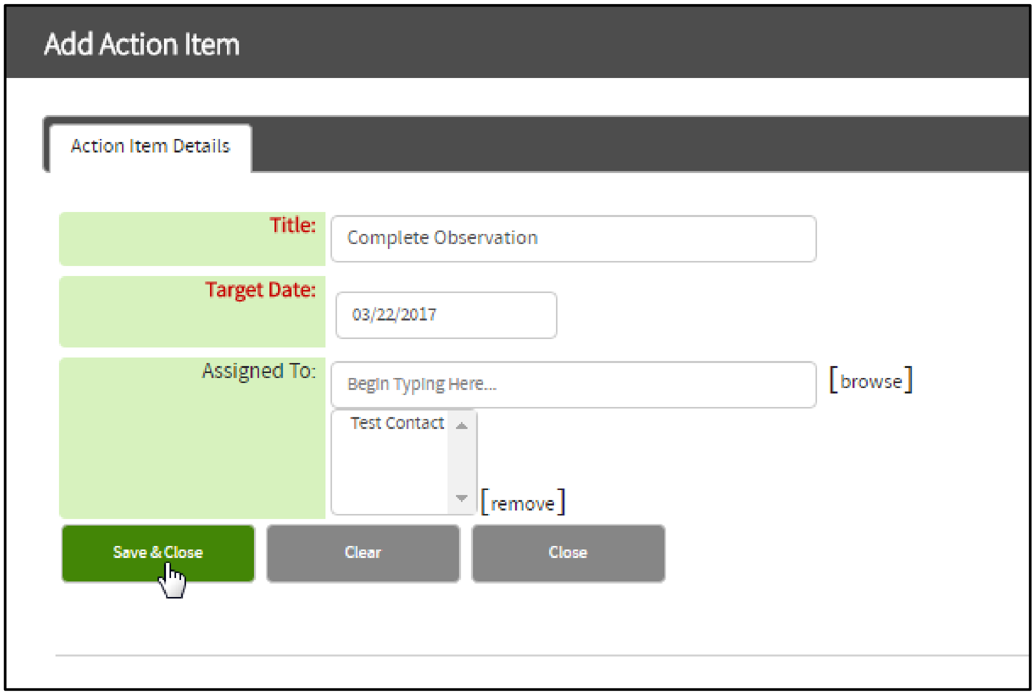
Regardless of user role, you can find the action items in SafetyNet within the main set of tabs. From here, Administrators can add and manage Action Items, and all other user roles can find those that are assigned to them.

Adding Action Items as an Administrator

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

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

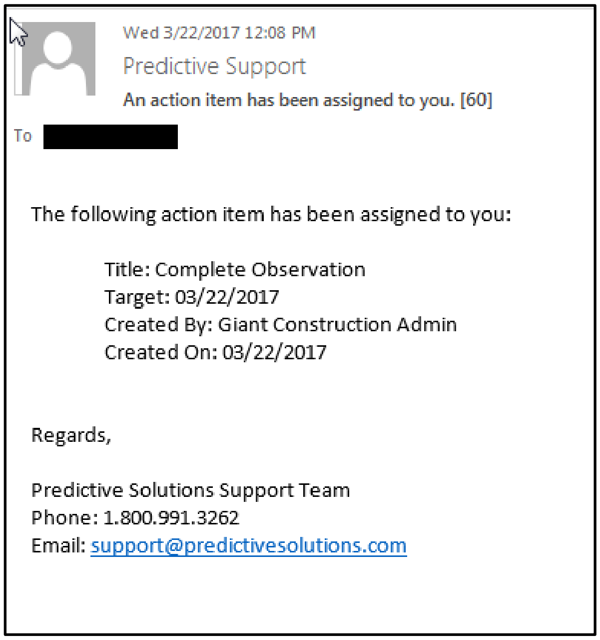
Click Save &
the assignee of
task.



Close to alert
their new

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.

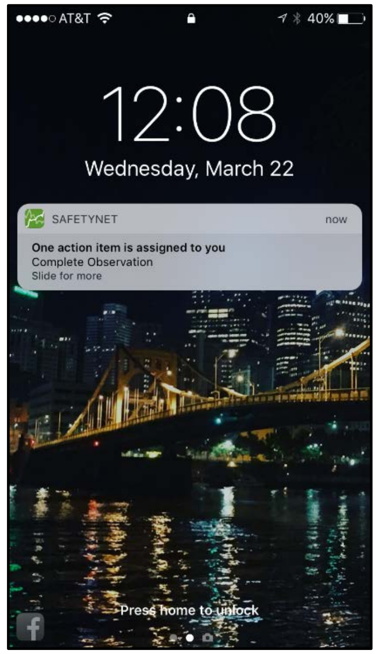

Wed 3/22/2017 12:08 PM
Predictive Support
An action item has been assigned to you. [60]
To [redacted]

The following action item has been assigned to you:

Title: Complete Observation
Target: 03/22/2017
Created By: Giant Construction Admin
Created On: 03/22/2017

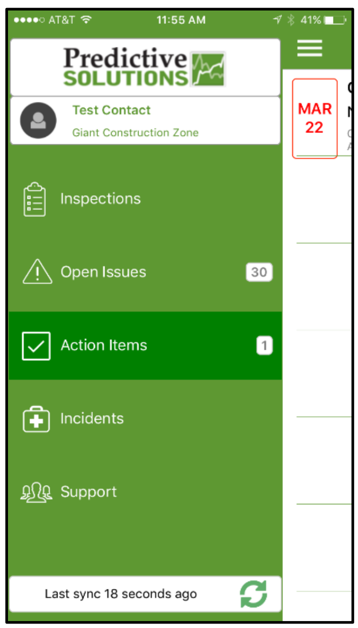
Regards,

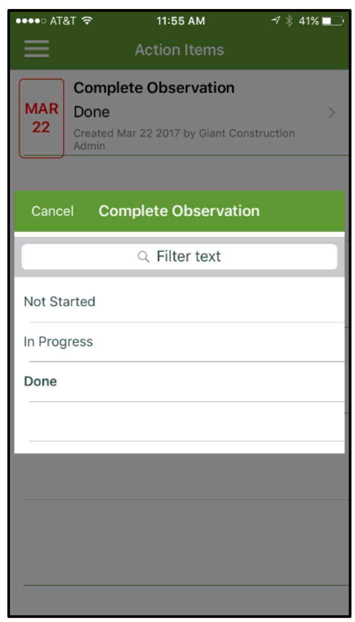
Predictive Solutions Support Team
Phone: 1.800.991.3262
Email: support@predictivesolutions.com



Completion on the App:

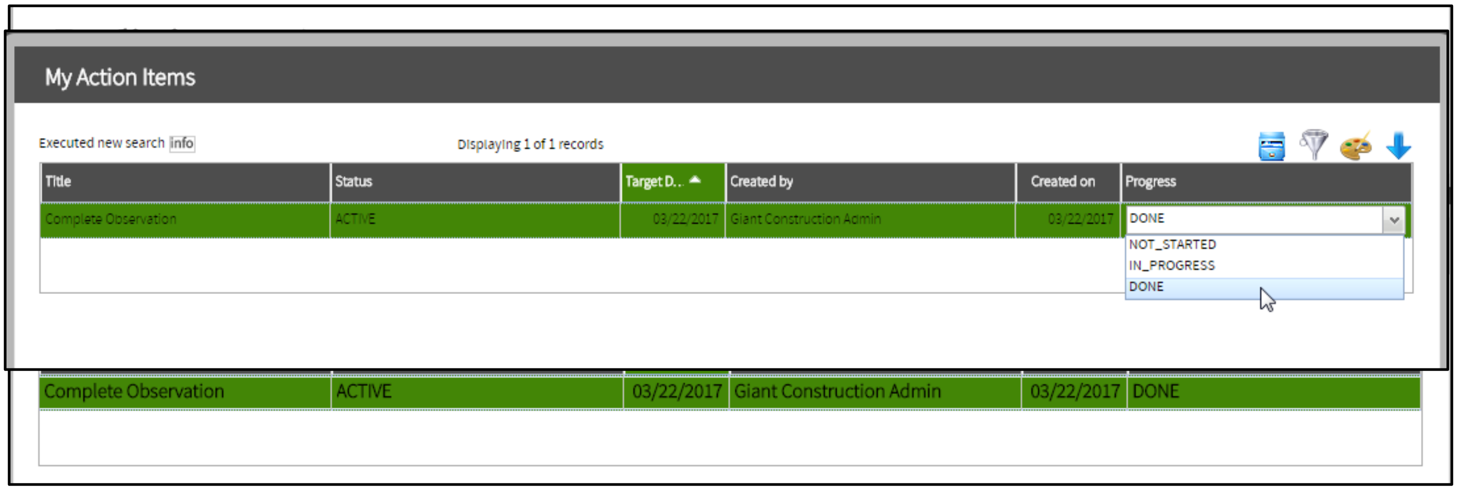
- Select Action Items from the main menu
- Select the Action Item you wish to mark completed, and choose Done.





Completion on the Web:

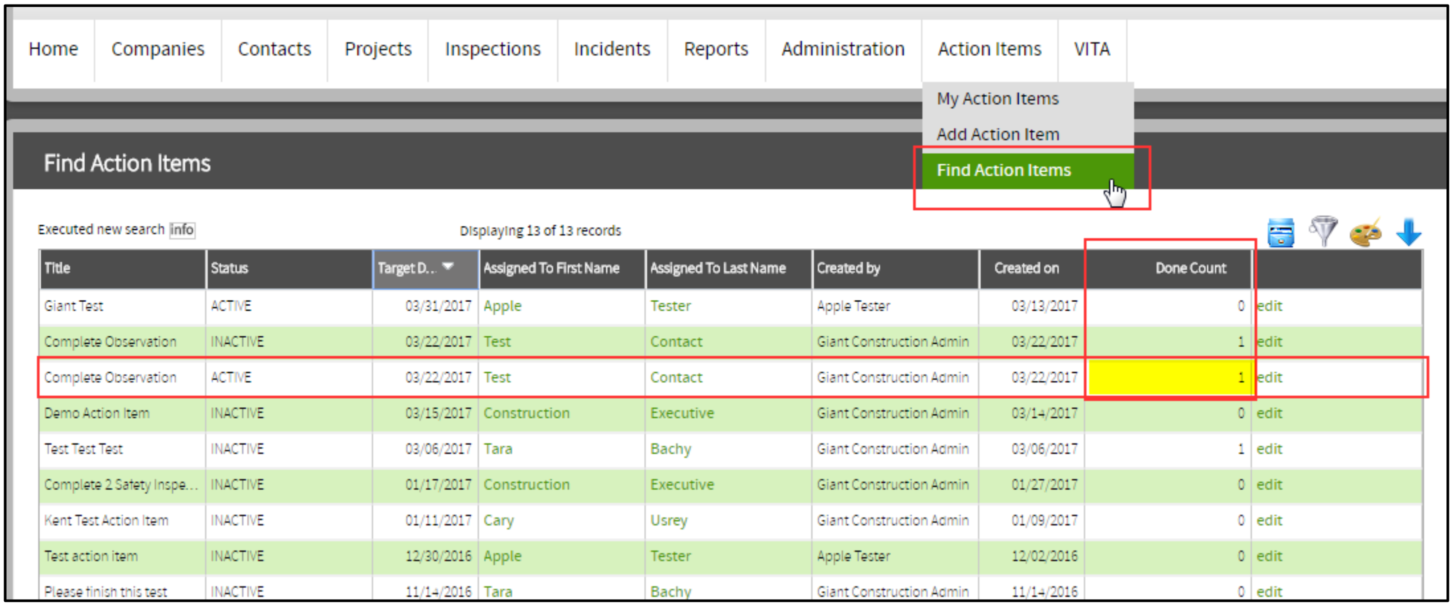
- Choose My Action Items from the Action Items tab
- Select the drop down on the Action Item you wish to complete, and mark as Done



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.

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.



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