

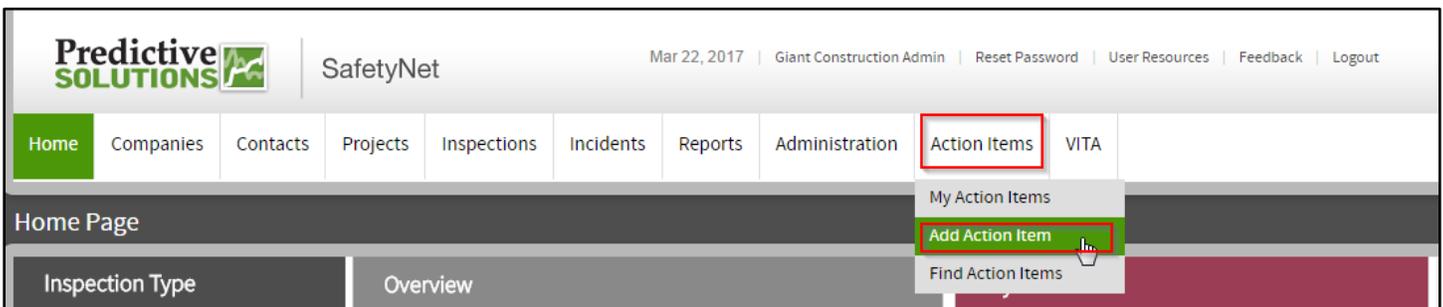
How can I assign tasks to my team members and ensure their completion?

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.

Add Action Item

Action Item Details

Title:

Target Date:

Assigned To: [browse]

Test Contact
 [remove]

Save & Close

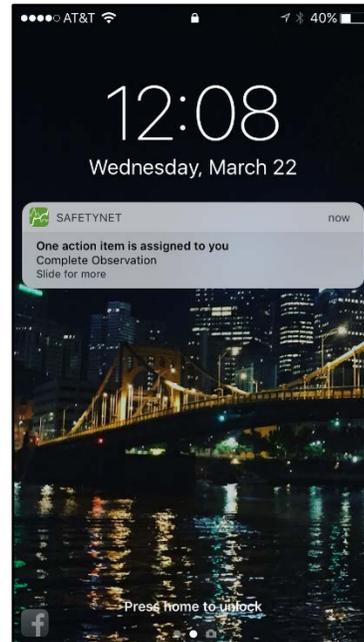
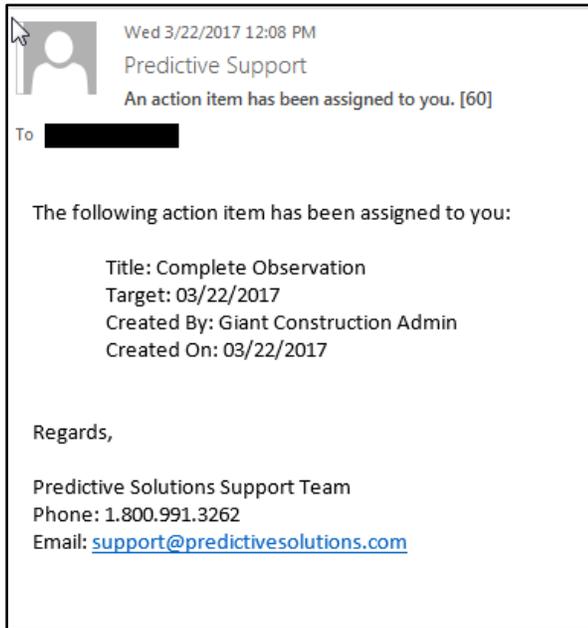
Clear

Close

Close to alert their new

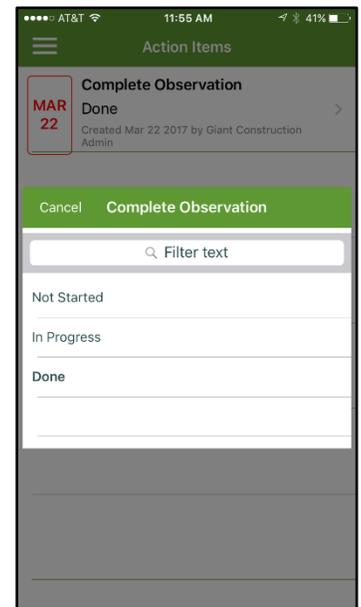
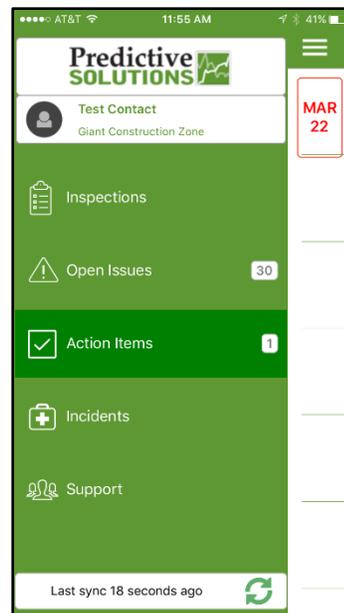
Handling Action Items as an Assignee

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.



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

My Action Items

Executed new search [info](#) Displaying 1 of 1 records

Title	Status	Target D. ▲	Created by	Created on	Progress
Complete Observation	ACTIVE	03/22/2017	Giant Construction Admin	03/22/2017	<div style="border: 1px solid #ccc; padding: 2px;"> DONE NOT_STARTED IN_PROGRESS DONE </div>
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.

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.

Title	Status	Target D.	Assigned To First Name	Assigned To Last Name	Created by	Created on	Done Count	edit
Giant Test	ACTIVE	03/31/2017	Apple	Tester	Apple Tester	03/13/2017	0	edit
Complete Observation	INACTIVE	03/22/2017	Test	Contact	Giant Construction Admin	03/22/2017	1	edit
Complete Observation	ACTIVE	03/22/2017	Test	Contact	Giant Construction Admin	03/22/2017	1	edit
Demo Action Item	INACTIVE	03/15/2017	Construction	Executive	Giant Construction Admin	03/14/2017	0	edit
Test Test Test	INACTIVE	03/06/2017	Tara	Bachy	Giant Construction Admin	03/06/2017	1	edit
Complete 2 Safety Inspe...	INACTIVE	01/17/2017	Construction	Executive	Giant Construction Admin	01/27/2017	0	edit
Kent Test Action Item	INACTIVE	01/11/2017	Cary	Usrey	Giant Construction Admin	01/09/2017	0	edit
Test action item	INACTIVE	12/30/2016	Apple	Tester	Apple Tester	12/02/2016	0	edit
Please finish this test	INACTIVE	11/14/2016	Tara	Bachy	Giant Construction Admin	11/14/2016	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... [browse]
Test Contact [remove]

Status: Inactive (dropdown menu open showing Active and Inactive)

Created by: [Name] Admin

Created on: 03/22/2017

Buttons: Save & Close, Clear, Close