

COLLABORATION

MY ACTIONS

My Actions – Start Page

The start page for Pankow Projects within CMiC is "My Actions" – this page show items that you are listed as the "To:" contact (*They have to be manually closed to clear them from the list*)

Collaboration Suite

Collaboration Manager

Search [] Go

Project: Bishop O'Dowd Center for Environmental Studies

- Communication Management
 - My Actions
 - Project Contact Directory
 - Meeting Minutes
 - Transmittals (20)
 - Communications
 - RFI Log (1)
 - RFI Outstanding Log
 - RFI Question and Answer Log
 - Document Management
 - Reports

My Actions

Bishop O'Dowd Center for Environmental Studies

Items Group By Type

- Overdue (25)
- Today (0) No Actions
- Tomorrow (0) No Actions
- This Week (3)
- Following Week (1)
- Next 30 Days (3)

Click Here

Click "Group By Type" to change from Date Grouping

- There are two different views – can be chosen by you the user.
 - Group By Date (Default – Shown Above)
 - Group By Type (Shown Below)

My Actions

Bishop O'Dowd Center for Environmental Studies

Items Group By Date

- Request For Information (1)
- Submittal (4)
- Transmittal (2)

Click on the "+" sign to expand the header rows to show the action items

COLLABORATION

MY ACTIONS

My Actions			
Center for Environmental Studies			
Items			Group By Type
Overdue (25)	Item #	Action Item	
06-14-2013	Transmittal	000004	Submittal Package 000001-Utilities
06-17-2013	Transmittal	000008	Storm Drainage Catch Basins and Accessories
06-18-2013	Transmittal	000016	Storm Drainage Catch Basins and Accessories
06-19-2013	Transmittal	000010	Utility Aggregates - Manufactured Sand Submittal
06-27-2013	Submittal	071300.1	Self-Adhering Sheet Waterproofing
06-27-2013	Transmittal	000014	Architectural Wall Forming
06-27-2013	Transmittal	000015	Self-Adhering Sheet Waterproofing
06-27-2013	Transmittal	000032	Self-Adhering Sheet Waterproofing - Voltex Submittal
06-27-2013	Transmittal	000012	Concrete Mix Design

Once open, the user can open the individual "Item #" (first blue text column) or "Action Item" (second blue text column)

- The "Item #" – clicking here will open the actual record in a popup window (RFI, Transmittal, Submittal, etc.)
- The "Action Item" – clicking here will open the action item associated in a popup window
 - Action Items need to be manually closed to clear them from showing up in "My Actions" screen

Edit Action Item

Check Spelling Save Save All Recurring Reschedule Save & New Delete Cancel

Type Shared Private Public

Action Code Status

Start Date Duration

Time End Time

Title Urgency

Description

Organization Contact

Project Completed Date

Completion Note

Recurrence Recurring Item

Alert Date Alert Time

To updated "Item #" or close "Action Item":

COLLABORATION

MY ACTIONS

Edit Action Item

Check Spelling Save Save All Recurring Reschedule Save & New Delete Cancel

Type	<input type="radio"/> Shared <input checked="" type="radio"/> Private <input type="radio"/> Public	Status	New Action Item
Action Code	Transmittal	Duration	
Start Date	061713	End Time	
Time	: am	Urgency	
Title	Transmittal-000008		
Description	Storm Drainage Catch Basins and Accessories		
Organization		Contact	
Project	Bishop O'Dowd Center for Environmental Studies	Completed Date	
Completion Note			
Recurrence	<input type="checkbox"/> Recurring Item Hide		
Alert Date		Alert Time	: am

Click Here

Click "Up Arrow" to Change Status - if Select "CLOSED" will Remove from "My Actions" list

Click Note Pad to view the "Item #" - which will open up in a popup window

- Can also "Delete" the "Action Item" to remove it from your "My Actions" list.