

Actions Module Legend

The Actions Module has its own color coding system, explained in the Actions Module Legend color coding table below. The colors are used to indicate the status of an individual action.

Action Module Legend - Actions Color Coding	
Icon	Explanation
	The color green indicates that the action has been completed.
	The color sky blue indicates that the action is outstanding with no due date.
	The color blue indicates that the action is outstanding.
	The color yellow indicates that the action is nearing its due date.
	The color red indicates that the action is overdue.
	The color purple indicates the action group is past the number of days of inactivity that was established for the action group. It is never used as an indicator for an individual action.

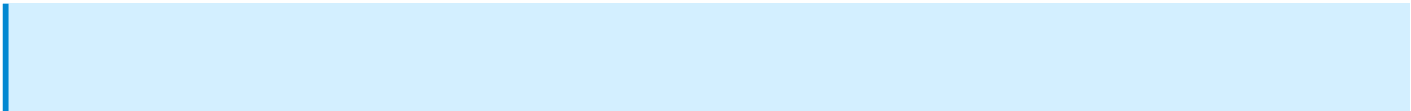
Action Groups



Action Group icons are donut charts that utilize the same color-coding system as individual actions. The color shown for each action group icon will be aligned with the most critical status in the action group. How much of the donut chart is colored indicates the percentage of actions completed out of the number of total actions.



Hover your cursor of the action group icon and the number of actions completed, total number of actions, and percent completed will show. If any actions are overdue, it will be stated here.



Actions are not weighted. Each action counts for an equivalent percentage of the doughnut chart.

Revision #4

Created 2025-12-12 02:01:29 UTC by Mitzi Orkus

Updated 2026-01-24 23:15:01 UTC by Mitzi Orkus