

An Action's Details Page

Clicking an action title on the Actions Module Home Page or on an Action Group Summary Page will open an action's Details Page.

First Action Mon Jan 26th 2026

In [Yearly Event](#)

Action created by Sean Edwards (_sedwards) on Tue Dec 20th 2022

Status: Open

Assigned To: morkus53

Approver(s): am2020

Interested Parties: cjohnson

Files Drag and drop or click for advanced options

No files have been uploaded

Actions Taken / Comments

- Ben Holness / Mon Apr 17th 2023 at 12:10 PM
The status was changed to Closed
- Ben Holness / Mon Apr 17th 2023 at 12:11 PM
The status was changed to Open
- Mitzi Orkus / Thu Jan 15th 2026 at 7:05 PM
Mitzi Orkus (morkus53) was assigned

Add a comment

To the left of the action title on the asset's Details Page header row, an icon indicates the action's workflow status. To the right of the action title is the due date of the task. A Page/Pencil Icon can be clicked, opening the Edit Action Modal where key action information can be updated.

The action's status, who the action is assigned to, who is designated as an action approver, and interested parties are all displayed.

Any files uploaded to the action will show on the Details Page, as well as a history of actions taken and comments made.

Comments can be added directly to an asset's Details Page. The user who made the comment as well as a date/time stamp will show on the Asset Details Page.

Revision #4

Created 2026-01-16 01:02:59 UTC by Mitzi Orkus

Updated 2026-01-24 23:15:21 UTC by Mitzi Orkus