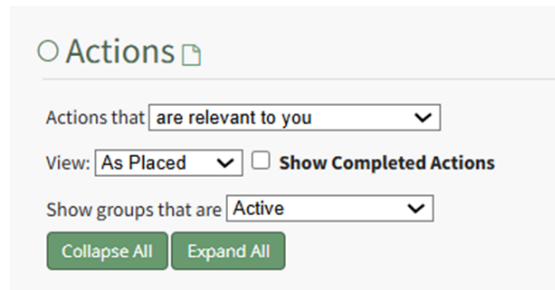


Add Comments to an Action

To add comments to an action, go to the Actions Home Page.



○ Actions 

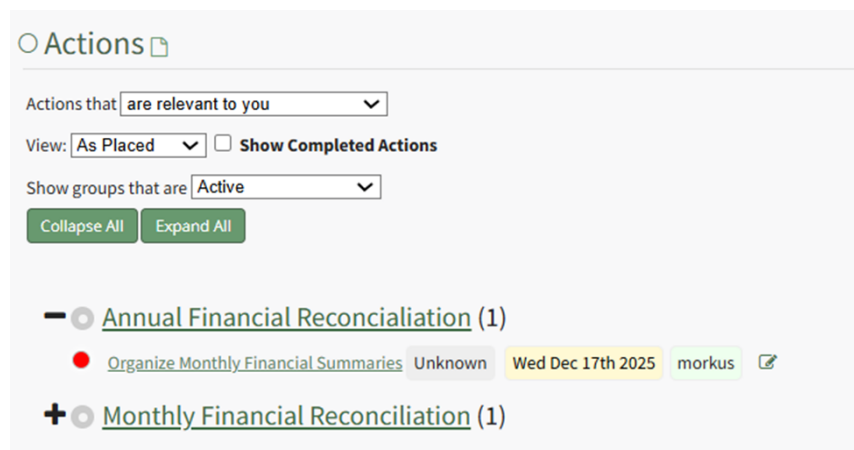
Actions that are relevant to you ▼

View: As Placed ▼ ☐ Show Completed Actions

Show groups that are Active ▼

Collapse All Expand All

Use the filters to pull up the relevant action by Action Group (As Placed), Due Date, or User. If filtering by Action Group or Due Date, expand the section to display the actions.



○ Actions 

Actions that are relevant to you ▼

View: As Placed ▼ ☐ Show Completed Actions

Show groups that are Active ▼

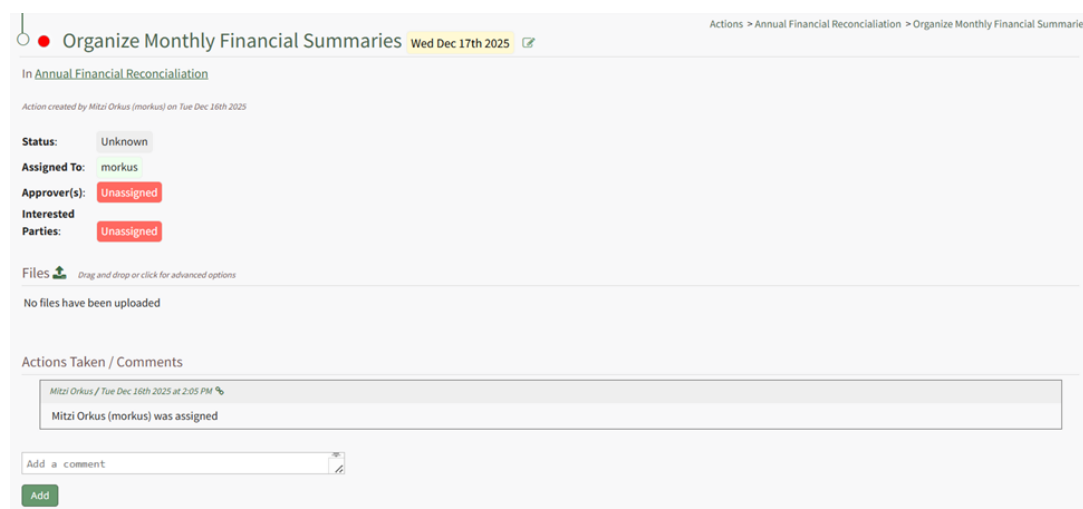
Collapse All Expand All

— ○ Annual Financial Reconciliation (1)

● Organize Monthly Financial Summaries Unknown Wed Dec 17th 2025 morkus 

+ ○ Monthly Financial Reconciliation (1)

Click the Title of the action you wish to add comments too, opening the specific action.



○ ● Organize Monthly Financial Summaries Wed Dec 17th 2025  Actions > Annual Financial Reconciliation > Organize Monthly Financial Summaries

In Annual Financial Reconciliation

Action created by Mitzi Orkus (morkus) on Tue Dec 16th 2025

Status: Unknown

Assigned To: morkus

Approver(s): Unassigned

Interested Parties: Unassigned

Files  Drag and drop or click for advanced options

No files have been uploaded

Actions Taken / Comments

Mitzi Orkus / Tue Dec 16th 2025 at 2:05 PM 

Mitzi Orkus (morkus) was assigned



Add

Input the desired information in the comment text box and select “Add”.

Organize Monthly Financial Summaries

Wed Dec 17th 2025

Actions > Annual Financial Reconciliation > Organize Monthly Financial Summaries

In Annual Financial Reconciliation

Action created by Mitzi Orkus (morkus) on Tue Dec 16th 2025

Status: Unknown

Assigned To: morkus

Approver(s): Unassigned

Interested Parties: Unassigned

Files

Drag and drop or click for advanced options

No files have been uploaded

Actions Taken / Comments

Mitzi Orkus / Tue Dec 16th 2025 at 2:05 PM

Mitzi Orkus (morkus) was assigned

Mitzi Orkus / Mon Dec 22nd 2025 at 7:44 PM

Must be completed and submitted to admin before end of the year.

The comment, user who added it, and the date and time are recorded and now visible on the Action Page.

Revision #5
Created 2025-12-18 22:05:05 UTC by Mitzi Orkus
Updated 2026-02-20 21:19:01 UTC by Mitzi Orkus