

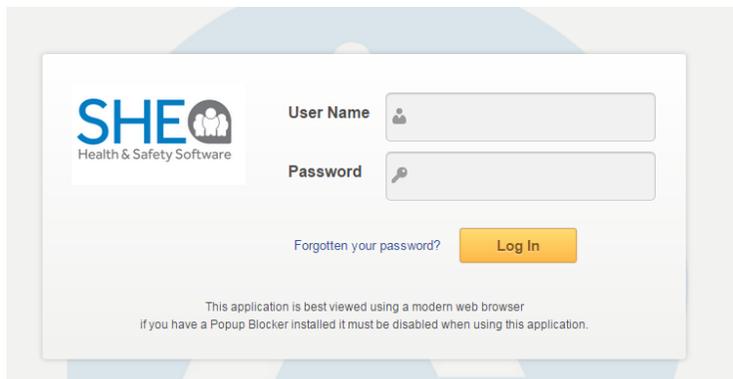
HOW TO MANAGE YOUR ACTIONS IN ASSURE

Step 1: Click on the link in the action email you have received from the system



SHE Assure Action
Notification.msg

Step 2: The following log on screen is displayed:



Step 3: Log onto the system (if you are logging in for the first time, please refer to the How to Guide for Logging in & Navigating the Assure System)

Step 4: The following Action Incident screen will be displayed showing you what action needs to take place on the record and the due date of the action:

Home — Incident — Incident Record — Action — Detail

Cancel

Details

Module	Incident Record
Reference	SS_LOW_3
Action	Please provide the telephone contact number.
Action Detail	
Raised by User	Narinder Parmar
For User	Mandeep Jandu
Date Raised	16/12/2015
Due Date	17/12/2015
Priority	Medium
Current Status	Not Started
Complete Percent	0
Comments	

Step 5: Click on the Cancel button

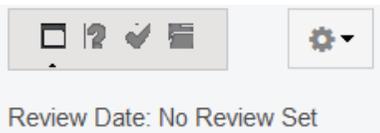
Step 6: The system will take you to the Action dashboard for the incident record. See screen below:

Action

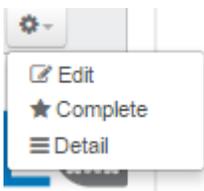
+ New Record

Search: <input type="text"/>							
Reference: SS_LOW_3	Org Unit: Streetpride South	Incident Date: 15/11/2015	☆ (2) 🔗 (0) 🔑 (0)	Review Date: No Review Set <small>Last Edited: 16/12/2015 11:23:00</small>			
Type of Incident: Accident	Incident Details: sdasd	Incident Severity: No Lost Time					
Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Not Started	0

Step 7: Click on the top cog wheel as shown below



Step 8: You will be presented with the following options. Select the Edit option



Step 9: The Incident Record will be displayed allowing you to edit the record:

▼ About the Incident

Org Unit	Streetpride South	
Reference*	SS_LOW_3	<input checked="" type="checkbox"/> System Assigned
Is This Confidential	<input type="checkbox"/>	
Project Reference		
Vehicle Incident Reference		

Step 10: Once you have edited the record, click on the Save button:



Step 11: Now click on the Star icon. This will take you back to the Action record as shown below:

Action

+ New Record

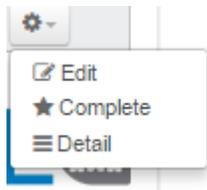
Search:

Reference: SS_LOW_3	Org Unit: Streetpride South	Incident Date: 15/11/2015	☆ (2)	Review Date: No Review Set <small>Last Edited: 16/12/2015 11:23:00</small>
Type of Incident: Accident	Incident Details: sdasd	Incident Severity: No Lost Time	📎 (0)	
			🔍 (0)	

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	⚙️
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Not Started	0	⚙️

Step 12: Locate your name against the Action and click on the cog wheel

Step 13: The cog wheel will display the following options. Select the Complete option to confirm that you have completed the Action marked against you:



Step 14: The following screen will be displayed. The complete Date will default to today's date, you can add any comments if you wish. Click on the save and close button

▼ Complete Action

Complete Date

18/12/2015 

Comments

 Save & Close

 Cancel

The status on the Action you have completed will automatically update to show that you have completed your action

Action

[+ New Record](#)

Search:

Reference: **SS_LOW_3** Org Unit: **Streetpride South** Incident Date: **15/11/2015**

Type of Incident: **Accident** Incident Details: **sdasd** Incident Severity: **No Lost Time**

☆ (2) ? (0)  (0) 

 (0)   Review Date: No Review Set

 (0) Last Edited: 18/12/2015 10:09:10

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Completed	0	

Showing 1 to 2 of 2 entries

If you are unable to fully complete you Action but have made some progress on the Action, you should select the Edit option rather than the Complete Action on the Action record as shown below:

Action + New Record

Search:

Reference: SS_LOW_3	Org Unit: Streetpride South	Incident Date: 15/11/2015	☆ (2)	Review Date: No Review Set
Type of Incident: Accident	Incident Details: sdasd	Incident Severity: No Lost Time	🔗 (0)	Last Edited: 15/12/2015 10:28:30
			🔧 (0)	

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	⚙️
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Completed	0	✎ Edit ★ Complete

The Edit option will take you to the following screen:

 Marking Complete Percent as 100 will automatically complete the action when record saved.

▼ Action Details

Module	Incident Record
Reference	SS_LOW_3
Action*	<input type="text" value="bbb"/>
Action Detail	<input type="text" value="rr"/>
Raised by User	<input type="text" value="Richard Goral"/>
For User*	<input type="text" value="Streetside South Supervisor"/> 
Date Raised	<input type="text" value="02/12/2015"/>
Due Date*	<input type="text" value="02/12/2015"/> 
Priority*	<input type="text" value="High"/>
Current Status	<input type="text" value="Not Started"/>
Complete Percent*	<input type="text" value="0"/>
Comments	<input type="text" value="aaa"/>

Enter the % completed in the Complete Percent field and add any comments in the Comments box. Click on Save and Close.

The Action Record will show that your Action is now In Progress. See screen below:

Action

[+ New Record](#)

Search:

Reference: **SS_LOW_3**

Type of Incident: **Accident**

Org Unit: **Streetpride South**

Incident Details: **sdasd**

Incident Date: **15/11/2015**

Incident Severity: **No Lost Time**

☆ (2)

📎 (0)

🔧 (0)

📄?✓📄

Review Date: No Review Set

Last Edited: 18/12/2015 10:09:10

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	In Progress	0	⚙️

When completed, follow step 13 on how to complete the action.

Upon approval of the action/s by the person/s initiating the action, the action will be removed from your TASKS.