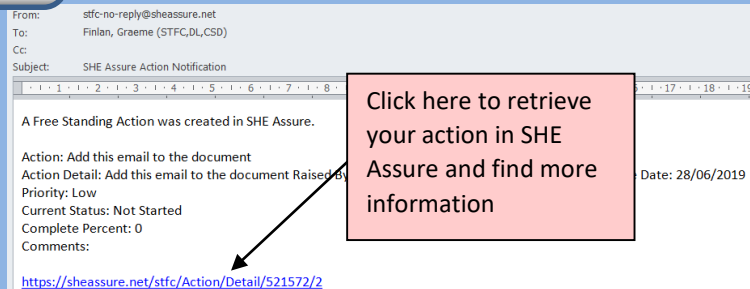


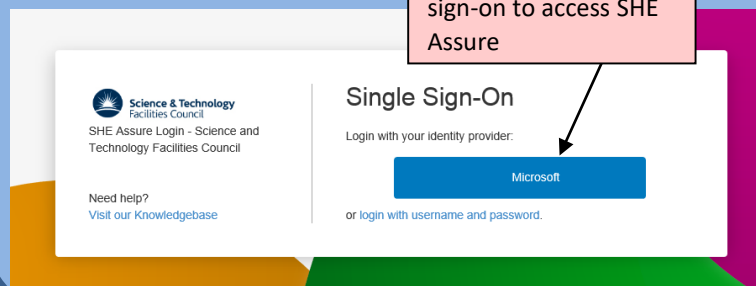
Action Owner: completing an action in SHE Assure

You will have received a SHE Assure e-mail notifying you that an action has been assigned to you or that a previously assigned action is overdue.

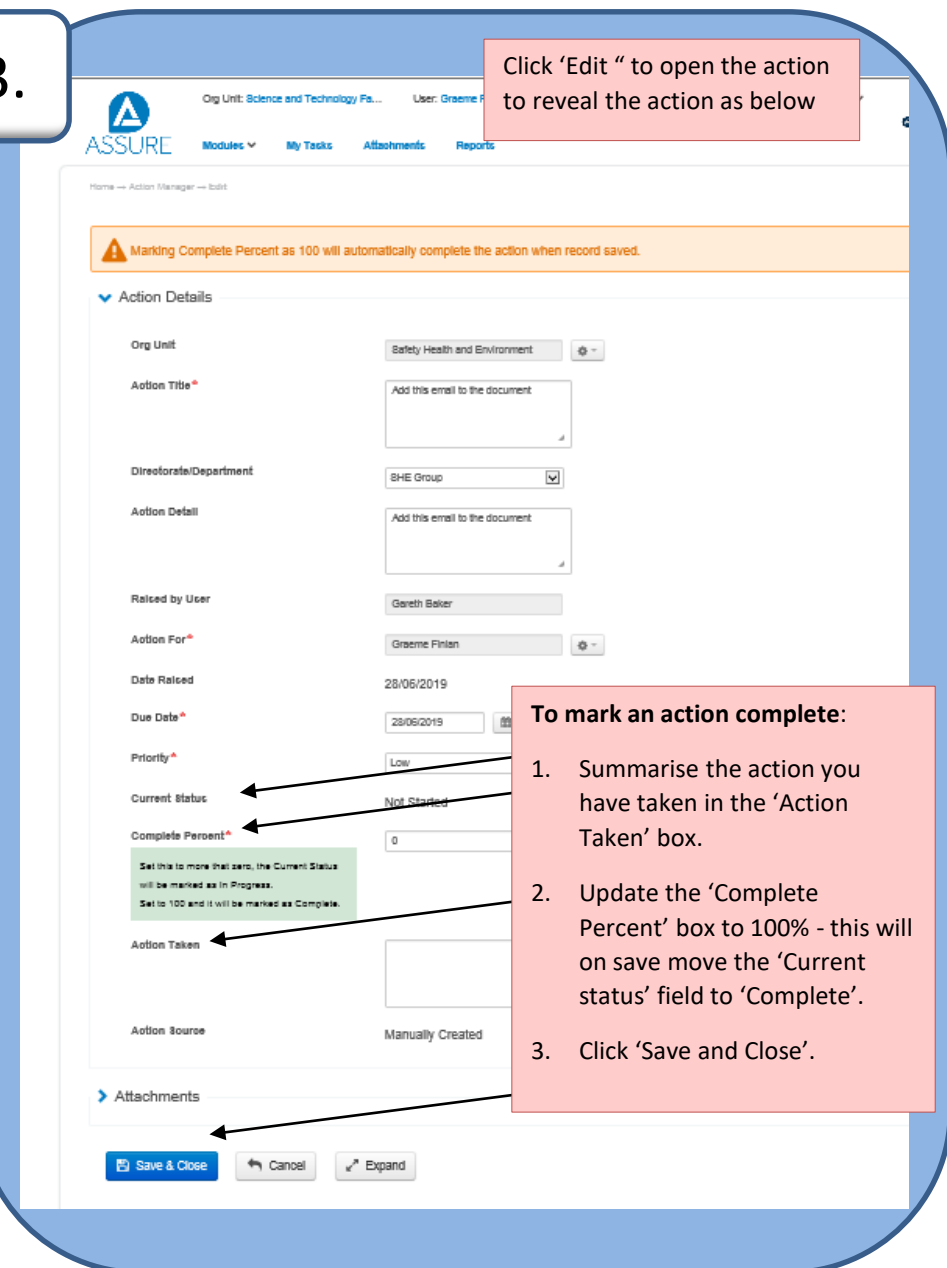
1.



2.



3.



Org Unit: Science and Technology Facilities Council User: Graeme Finlan

Modules My Tasks Attachments Reports

Home -> Action Manager -> Edit

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

Action Details

Org Unit: Safety Health and Environment

Action Title: Add this email to the document

Directorate/Department: SHE Group

Action Detail: Add this email to the document

Raised By User: Gareth Baker

Action For: Graeme Finlan

Date Raised: 28/06/2019

Due Date: 28/06/2019

Priority: Low

Current Status: Not Started

Complete Percent: 0

Action Taken: [redacted]

Action Source: Manually Created

Attachments

Save & Close Cancel Expand

Click 'Edit' to open the action to reveal the action as below

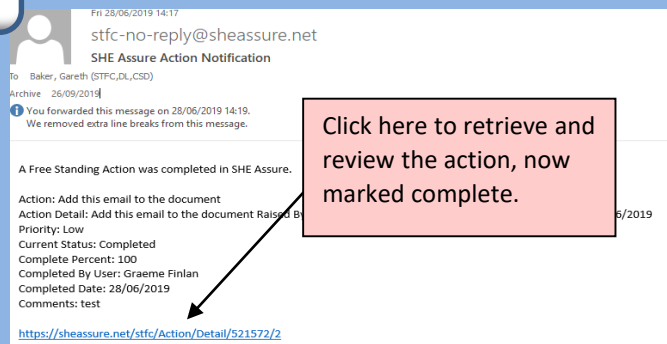
To mark an action complete:

1. Summarise the action you have taken in the 'Action Taken' box.
2. Update the 'Complete Percent' box to 100% - this will on save move the 'Current status' field to 'Complete'.
3. Click 'Save and Close'.

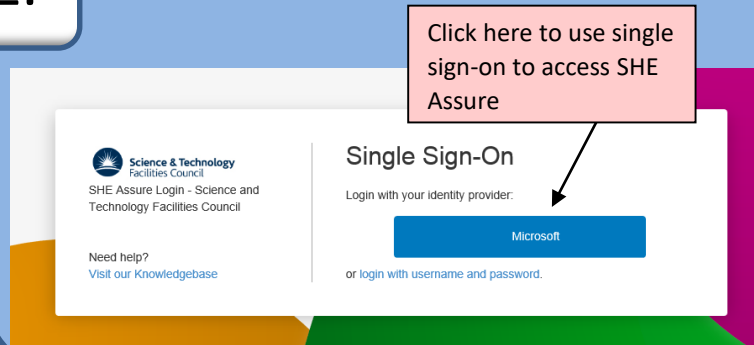
Action Assigner: signing off action in SHE Assure

1.

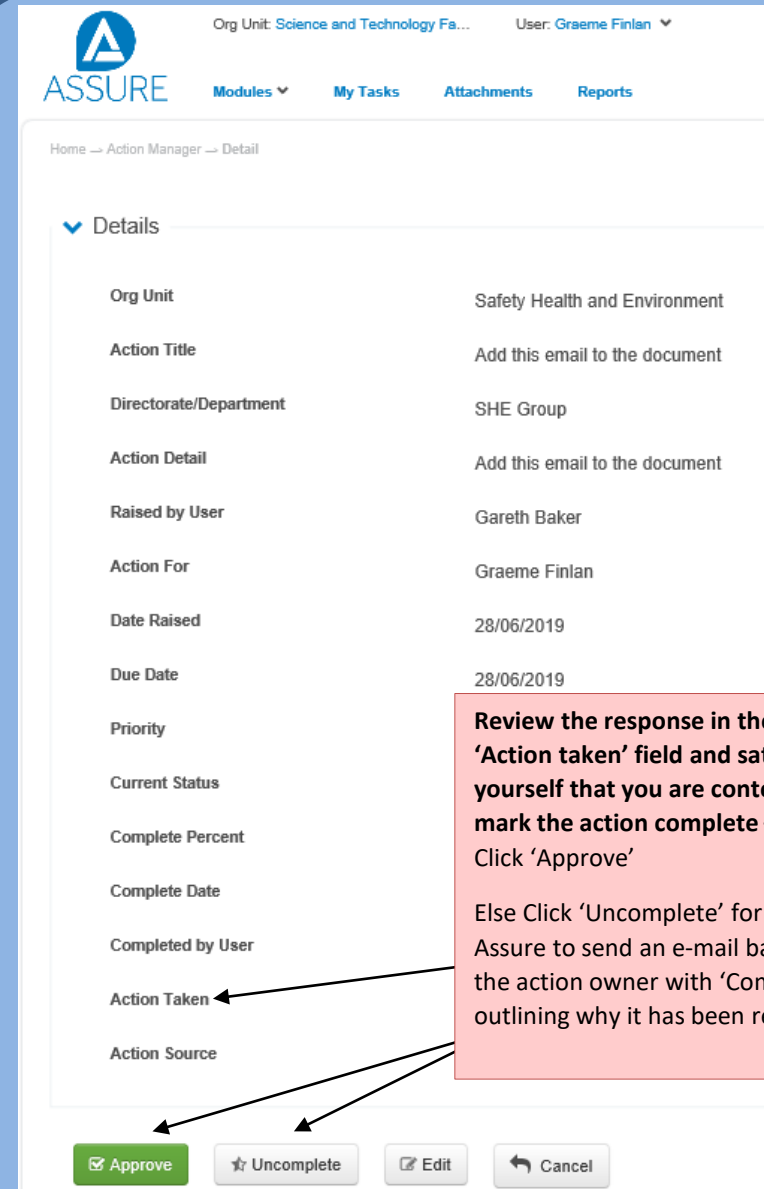
You will have received a SHE Assure e-mail notifying you that an action you assigned has been marked complete by the action owner, 'Complete Percent' marked 100.



2.



3.



The screenshot shows the 'Action Manager - Detail' page in SHE Assure. The page displays details for an action assigned to 'Graeme Finlan'. The details are as follows:

Field	Value
Org Unit	Safety Health and Environment
Action Title	Add this email to the document
Directorate/Department	SHE Group
Action Detail	Add this email to the document
Raised by User	Gareth Baker
Action For	Graeme Finlan
Date Raised	28/06/2019
Due Date	28/06/2019
Priority	
Current Status	
Complete Percent	
Complete Date	
Completed by User	
Action Taken	
Action Source	

At the bottom of the page, there are four buttons: 'Approve' (green), 'Uncomplete' (grey), 'Edit' (grey), and 'Cancel' (grey). Arrows from the red box point to the 'Approve' and 'Uncomplete' buttons.

Review the response in the 'Action taken' field and satisfy yourself that you are content to mark the action complete – and Click 'Approve'

Else Click 'Uncomplete' for SHE Assure to send an e-mail back to the action owner with 'Comments' outlining why it has been rejected..