Creating an Action

Quick Reference Guide

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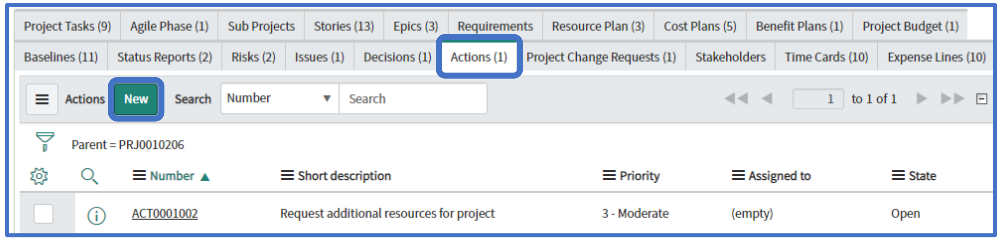
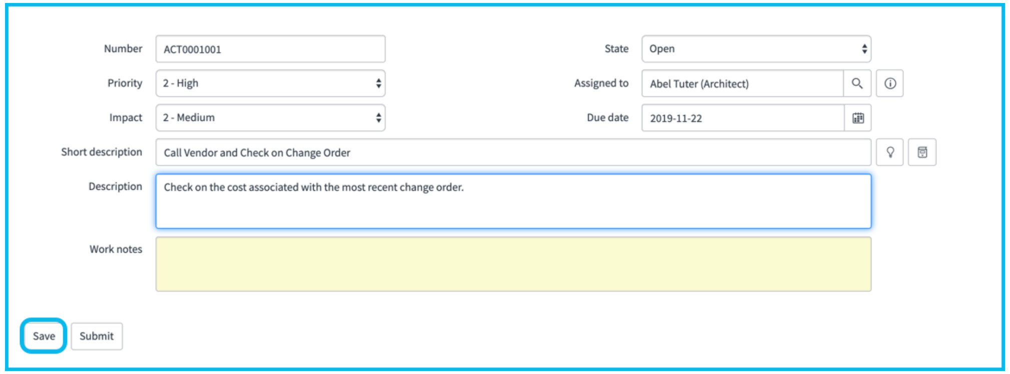
An action is work to be done that is too small to be captured in a project task. Actions can be created on a project by using the Action related list at the bottom of the form. Action detail is available on the project status report.

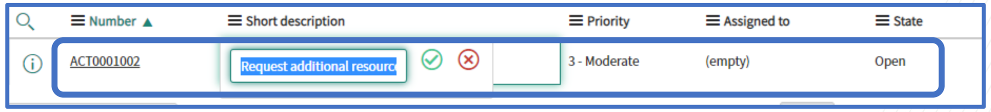
1. Once you have opened the project, scroll to the bottom of the form to view the related lists. Select the Actions related list and click the **New** button.

2. Complete the form fields and **Save** the form.

3. The Action can be updated by either clicking on the Number field and opening the form or by double clicking on certain fields for inline editing.







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