Add an Action Item

You can add action items to an existing issue.

To add an action item

1. On the *Home* page, point to **Recovery** and click **Improvement Plan**. The *Improvement Plan* page opens.
2. On the left, click **Issue View**.
3. In the field after **Issue View**, select the types of issues you want to view: **All**, **Open**, **Closed**, or **Deleted**.
4. In the next field, select the appropriate facility.
5. Locate the improvement issue and click **Edit**. The *Edit Improvement Issue* window opens.
6. Click **Add Improvement Action**. A set of fields opens toward the bottom of the window.
7. As appropriate, enter the description, select the status, enter one or more responsible parties, and enter the due date.
8. Click **Save**.

Helpful Links

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Announcements

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