
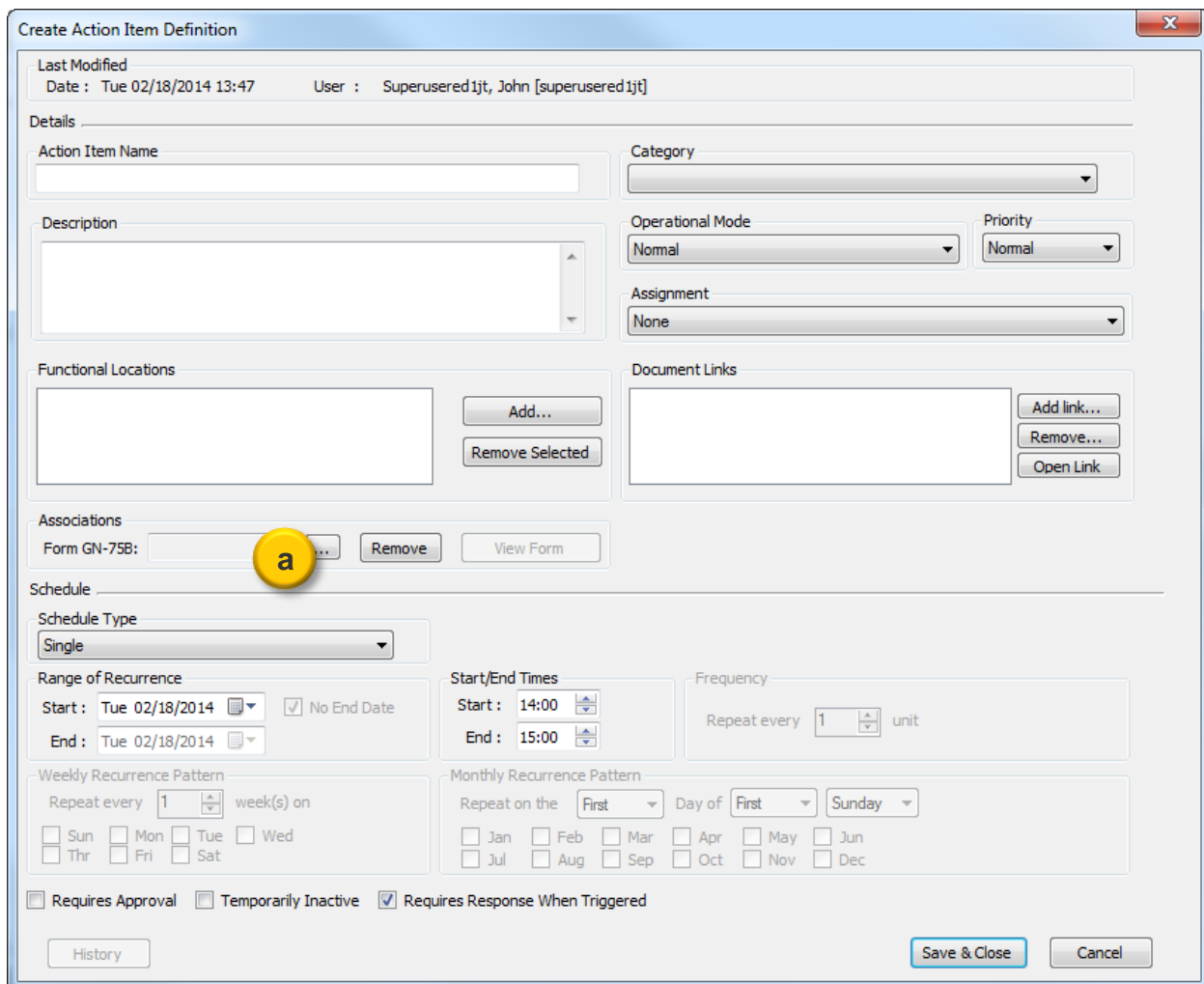


Helpful Hints

- **Locate and Reuse** existing **GN-75 Appendix B** forms where possible. When a new updated schematic is to be used **close** the existing GN-75 B and **clone** to create a new instance of the form.
- A **GN-75 Appendix B** can be **assigned** to one or more **Action Item Definitions**.

Procedure

1. On the navigation pane, click on the **Action Items** icon  to navigate to the Action Items screen.
2. Click on the **Action Item Definitions** tab to view the existing definitions for the site.
3. Select an existing **Action Item Definition** in the Grid or click on the **New** button to create a new definition.



Create Action Item Definition

Last Modified
Date : Tue 02/18/2014 13:47 User : Superusered1jt, John [superusered1jt]

Details

Action Item Name:

Description:

Category:

Operational Mode: Priority:

Assignment:

Functional Locations:

Document Links:

Associations

Form GN-75B:

Schedule

Schedule Type:

Range of Recurrence
Start: Tue 02/18/2014 ☒ No End Date
End: Tue 02/18/2014

Start/End Times
Start: 14:00
End: 15:00

Frequency
Repeat every 1 unit

Weekly Recurrence Pattern
Repeat every 1 week(s) on
☐ Sun ☐ Mon ☐ Tue ☐ Wed
☐ Thr ☐ Fri ☐ Sat

Monthly Recurrence Pattern
Repeat on the Day of
☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun
☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

☐ Requires Approval ☐ Temporarily Inactive ☒ Requires Response When Triggered

- a) Click on the button to **select** and existing or **create** a new GN-75 Appendix B form.
4. Click on the button to verify and **save** the Action Item Definition.