



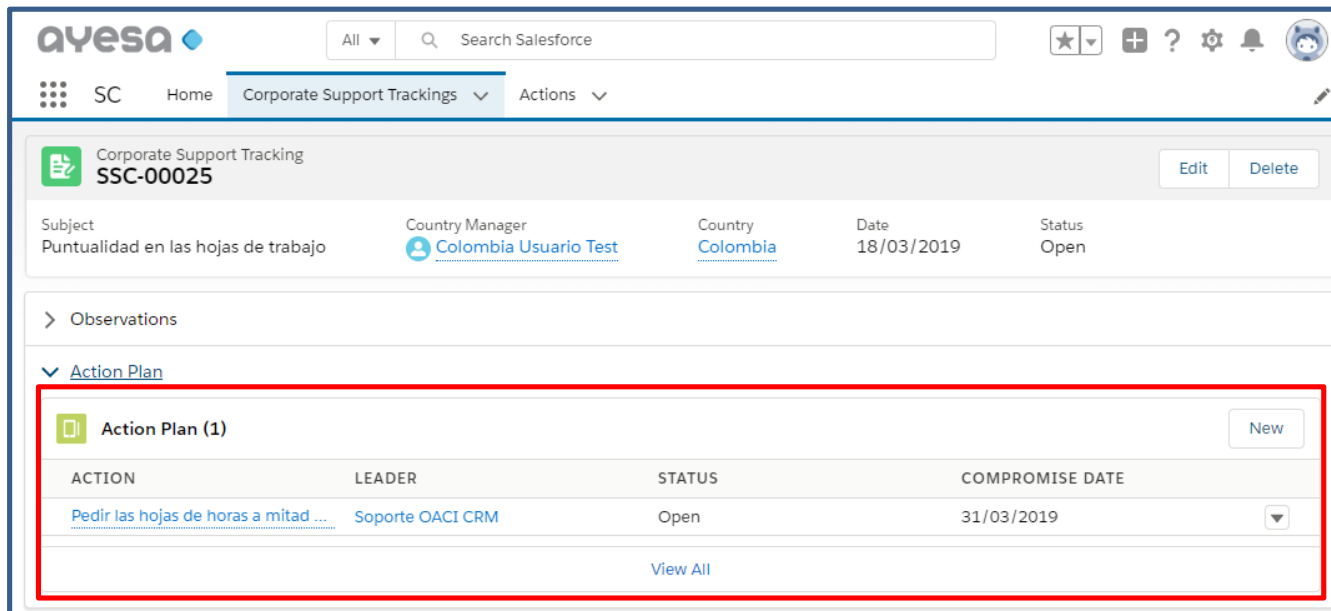
How to add documents in the actions?

Corporate Tracking Support

- Actions

Actions are the activities to be carried out as a result of an application and the observations it contains.

The actions can only be created/modified by the Corporate Directorate General, so that all the action has established a date of commitment.



The screenshot displays the Ayesa Corporate Support Tracking interface. The top navigation bar includes the Ayesa logo, a search bar, and various utility icons. The main content area shows a record for 'Corporate Support Tracking SSC-00025'. Below this, there is a section for 'Observations' and an 'Action Plan' section. The 'Action Plan' section is highlighted with a red border and contains a table with the following data:

ACTION	LEADER	STATUS	COMPROMISE DATE
Pedir las hojas de horas a mitad ...	Soporte OACI CRM	Open	31/03/2019

Below the table, there is a 'View All' link. The 'Action Plan' section also includes a 'New' button and a 'View All' link.

- Add documents

Within an action you can include or bind a document related to the same action.

Information

Action

Pedir las hojas de horas a mitad de mes

Leader

Soporte OACI CRM

Compromise Date

31/03/2019

Request

SSC-00025

Status

Open

Description

Los RP deben enviar a Control las hojas de horas de cada mes a partir del día 15

Comments

Documents (0)

Nuevo

New

Action History (1)

DATE	FIELD	USER	ORIGINAL VALUE	NEW VALUE
18/03/2019 17:24	Created.	Dirección SSC		

View All

- Add documents

Information

Action

Compromise Date

Status


Description

Comments

Information

* Document Name

Action

 Pedir las hojas de horas a mitad... ✕

* URL

Cancel

Save & New

Save

Documents (0)

New

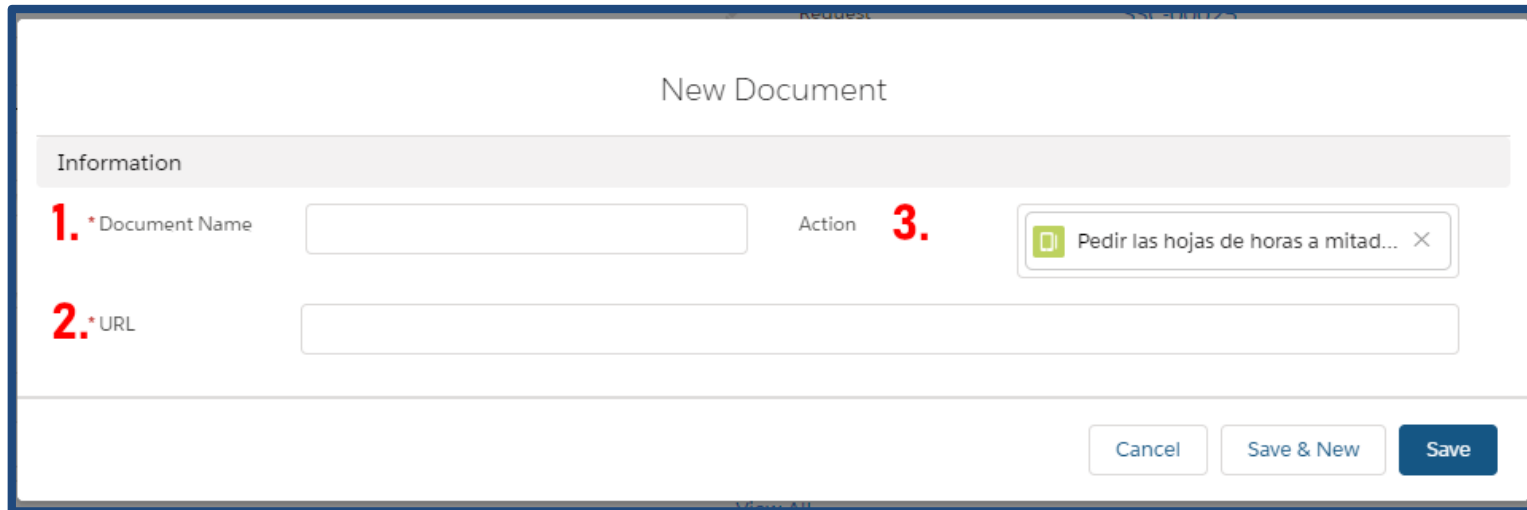
Action History (1)

DATE	FIELD	USER	ORIGINAL VALUE	NEW VALUE
18/03/2019 17:24	Created.	Dirección SSC		

View All

- Add documents

1. **Document name:** Title/document name.
2. **URL:** Link where the document is located.
3. **Action:** The subject of the action to which the document belongs.



The screenshot shows a web form titled "New Document". It has a tab labeled "Information". The form contains three main input areas: a text field for "Document Name" (labeled with a red "1." and an asterisk), a text field for "URL" (labeled with a red "2." and an asterisk), and a dropdown menu for "Action" (labeled with a red "3."). The dropdown menu is open, showing the selected option "Pedir las hojas de horas a mitad..." with a close button (X). At the bottom right of the form are three buttons: "Cancel", "Save & New", and "Save".

For more information, refer to the SSC user manual

https://ayesaoci--c.eu8.visual.force.com/resource/1560180032000/Manual_de_Usuario_SSC_Ingles

