



Action Log

Features Guide

No.	Originator	Description	Type	Code	Status	Updated
0018	Bean Watson	Fishing net a drift off the ...	Hazard	Drass	Pending	15/04/12
0016	Bean Watson	Food delivery not adequately covered. Staff ...	Customer Complaint	Supplier	Approved	15/04/12
0014	Bean Watson	Service boat 1 electrical repairs to ...	Supplier Issue	Supplier	Pending	07/04/12
0009	Ross McDonald	Lens cleaner leak from the storage ...	Customer Complaint	Beat Shed	Approved	12/04/12
0024	Ross McDonald	Bean and Virender went to the ...	Process Issue	Lighthouses	Pending	15/04/12
0021	Bean Watson	Rapid launch mechanism had not been ...	Process Issue	Beat Shed	Pending	12/04/12
0020	Bean Watson	Internal audit of the boat shed ...	Internal Audit	Beat Shed	Pending	12/04/12
0019	Bean Watson	Internal audit of the Black Isle ...	Internal Audit	Lighthouses	Pending	12/04/12
0017	Ross McDonald	Someone should scrub that shed down. ...	Suggestion	Beat Shed	Pending	12/04/12

Log Improvements and Actions

- Easy to use interface.
- Email notification and follow-up.
- Colour coded priority and status identification.
- Customise your improvement types and codes.
- Attach related documents.



Ensure Tasks Are Completed

- Automatic reminder and notification emails.
- Each user has a priority-sorted list of their actions.
- Improvement status tracking.
- Add notes and email the improvement team
- Custom resolution codes to track outcomes.



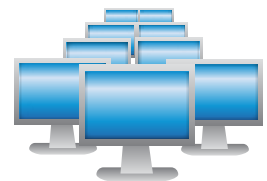
Flexible Automated Reports

- Analyse improvement results and actions achieved
- Standard summary reports and graphs.
- Create custom reports that suit your needs.
- Print reports or export to CSV for viewing in Excel or data processing.



Cloud Based Solution

- Available anywhere you have internet access.
- Industrial strength data backup
- High level of email functionality.
- Ready for the next generation of computer technology.





Action Log

Online Improvement & Action Tracking for:

- Continuous Improvement
- Quality
- Health & Safety
- Food safety
- Environmental
- Maintenance

Function	User	Approver	Admin
Create Improvements	■	■	■
Create multiple Actions per Improvement	■	■	■
View Improvements	■	■	■
View Assigned Actions	■	■	■
Edit Improvements		■	■
Edit Actions		■	■
Approve Improvements		■	■
Reject Improvements		■	■
Mark Improvements Complete	■	■	■
Close Improvements		■	■
Add Users			■
Disable Users			■
Add Improvement Types			■
Add Analysis Codes			■
Designate Approvers			■
Designate Administrators			■
Add Consultants			■
Set Reference Field Names			■
Add Resolution Codes			■
Mark Actions Complete	■	■	■
Add Notes	■	■	■
Create Reports	■	■	■
View Reports	■	■	■
Add Scheduled Actions			■
Edit Settings			■
Upload Documents	■	■	■
Remove Documents	■	■	■