

12 View and edit an Action

Actions can be added to a case:

Holistix
LBTH
Logged in as David QES Test 0910 [Log out](#) Client: TowerHamlets
Version: V2.1.0
Environment: UAT

My Messages **My cases** **Check for case** **My settings** **Help**

In this section: [Case Summary](#) [My Cases > Case Summary](#)

Case Summary ?

Create Message

Case Items ▶ Assessment 0910 🌟 **Case Coordinator:** David QES Test 0910 **Status:** Delivery

- Case Alert Settings
- Case Coordination ▶
- View case snapshot
- Audit case events

Assessment

Action list

Consent Statements

CAF Score

Team around the family

Adults

Hfg Ghghg
Male

Case items will be added to the case as it progresses. Selecting the item name will display that item, or a list of those items if there is more than one of that type.

Case Items

T Test Lead Professional: None assigned Status: Delivery

Item ▲	Last Updated	Updated By	Version	Status
<input type="checkbox"/> Actions	09/10/2017	David QES Test 0910	N/A	N/A
<input type="checkbox"/> Assessment	09/10/2017	David QES Test 0910	1	Final
<input type="checkbox"/> CAF Score	09/10/2017	David QES Test 0910	1	Final
<input type="checkbox"/> Case Member Details	09/10/2017	David QES Test 0910	N/A	N/A
<input type="checkbox"/> Consent Statement	09/10/2017	David QES Test 0910	2	Final
<input type="checkbox"/> Team around the family	09/10/2017	David QES Test 0910	N/A	N/A
<input type="checkbox"/> Verbal Consent	09/10/2017	David QES Test 0910	N/A	N/A

[Select All](#)

Use of Family eCAF is subject to the following [Acceptable use policy](#).

QES

1. Click on 'Case Items'

2. Click on 'Action List'

Holistix

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My Messages **My cases** **Check for case** **My settings** **Help**

In this section:
Case Summary
Create Message
Case Items
Case Alert Settings
Case Coordination
View case snapshot
Audit case events

My Cases > Case Summary > Action List

Action list

This page lists all of the actions related to this case. Practitioners can update open actions which are assigned to them between delivery plan and review sessions.

Actions in this list are included in every delivery plan and review. For this reason actions will be read-only if a delivery plan and review is being drafted by the case coordinator.

Brad Open

Action	Who	Last Updated	Updated By	Status
Hdfhfdhfd	Brad Smith	22/07/2016	Mack TheKnife	Open

<< (1) << Prev 1 Next >> (1) >> Page Size 10

Add Action

Click on the 'Add Action' button

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The **Action** screen will appear:

Holistix

Logged in as **Mack TheKnife** [Log out](#)

My Messages **My cases** **Check for case** **My settings** **Help**

In this section:
Case Summary
Create Message
Case Items
Case Alert Settings
Case Coordination
Case Administration
View case snapshot
Audit case events

My Cases > Case Summary > Action

Action

Here you can add an action to one or more case members in this case.

Action Details

Case Member(s) * No Case Members Selected

Who will do this? * No 'who' Selected

Actions to be taken to achieve outcomes *

When should this be done by? * 12

Action Priority High Medium Low

Status *

Aims associated with this action

You must save your action before you can assign aims

Save

1. Select Case Members

2. Select who will do this

3. Enter the Actions taken to achieve the outcome.

4. Enter when this should be done by.

5. Enter the Action's Status

6. Click 'Save'

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You will be taken to the **Action List** page:

Holistix

Logged in as **Mack TheKnife** [Log out](#)

My Messages **My cases** **Check for case** **My settings** **Help**

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Brad Open

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Hdfhdfhfd	Brad Smith	22/07/2016	Mack TheKnife	Open

<< (1) << Prev **1** Next >> (1) >> Page Size **10**

[Add Action](#)

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QES

The action can now be updated at any time.

- All
- Open
- Closed

You can choose from drop down which actions to view.