12 View and edit an Action

Actions can be added to a case:

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

Click on the 'Add Action' button

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 *	[text box] B / ☰ / U / ABC✓
When should this be done by? *	[text box] 12
Action Priority	⚑High ⚑Medium ⚑Low
Status *	[dropdown]

Aims associated with this action

ⓘ You must save your action before you can assign aims

Save 🖨

Use of Family eCAF is subject to the following Acceptable use policy.

QES

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'

QES

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

The action can now be updated at any time.

You can choose from drop down which actions to view.