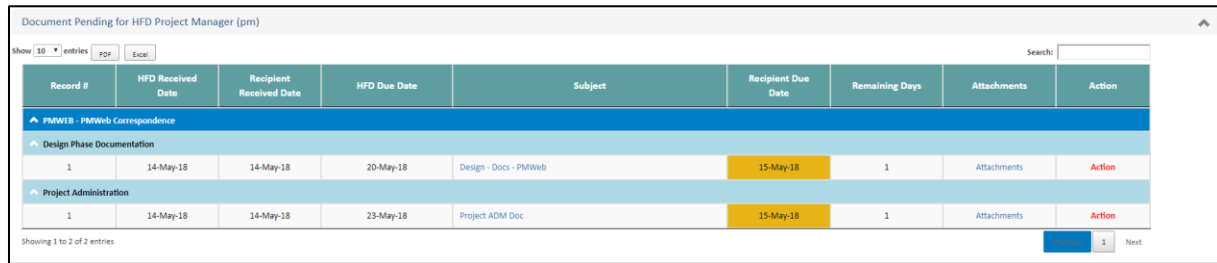


Action Centre User Guide

Action Centre Sections

1- Document Pending for Your action.



Record #	HFD Received Date	Recipient Received Date	HFD Due Date	Subject	Recipient Due Date	Remaining Days	Attachments	Action
PMWeb - PMWeb Correspondence								
Design Phase Documentation								
1	14-May-18	14-May-18	20-May-18	Design - Docs - PMWeb	15-May-18	1	Attachments	Action
Project Administration								
1	14-May-18	14-May-18	23-May-18	Project ADM Doc	15-May-18	1	Attachments	Action

In this section you will find a list of all the documents pending for your action.

You can find the bellow information in this section:

1- The date document was received by HFD.

HFD Received Date
Correspondence
Documentation
14-May-18

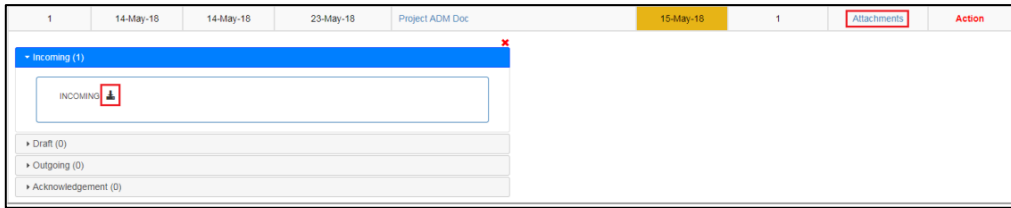
2- The date document is due (Overall).

HFD Due Date
20-May-18

3- Your action Due Date.

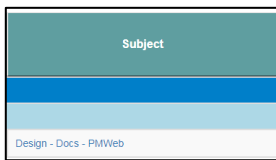
Recipient Due Date
15-May-18

4- Review and download attachments.

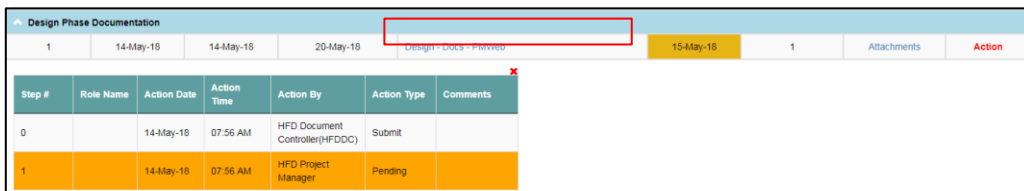


5- See the document workflow action history

Click on **Subject**



Action history will expand below the record.



6- Go to the document to take an action.



2- Current Status of All documents in workflow.

The Documents in Workflow is designed to allow our users to foresee the documents that are currently in the workflow that the user is involved in, either it was assigned or will be assigned to the user.

To access the information, please click on the link shown below in your action center.

Document Pending for Fahim Khateeb (FKhateeb1)

Show 10 entries per page

Record #	HFD Received Date	Recipient Received Date	HFD Due Date	Subject	Recipient Due Date	Remaining Days	Attachments	Action	External Comments Sheet	Previous Step Workflow Comments
GCJ0100 - General Project Correspondence										
Construction Phase Documentation										
4	31-May-18	14-Jul-18	09-Jun-18	MPH GCJ0100 KAR FDH - Substation in Rumailah Campus Arabic Letter LT 528	18-Jul-18	2	Attachments	Action	Download	Please issue to Sean Madden and Badar Haveliwala. They will provide the draft response which should then be approved through Naim and myself. --John Lambert 2min(2min2) For Action as per JLS --Fahim Khateeb(FKhateeb1)
5	24-Jun-18	07-Jul-18	27-Jun-18	Material Submittal for Medical Gas System-From ASH LT 14330	18-Jul-18	10	Attachments	Action	Download	Please pass to Khalid for action --Naim Younis(NYounis)
6	26-Jun-18	14-Jul-18	29-Jun-18	White Palace Station-NOC Request for Permanent Utility Connection Design	21-Jul-18	5	Attachments	Action	Download	Gentlemen, please review the attached submission from QRail and advise --John Lambert 2min(2min2) Gentlemen, for your action please --John Lambert 2min(2min2) No objections --Sean Michael Muzien(SMuzien) Badar: please write return letter with our No Objection --John Lambert 2min(2min2)
8	08-Jul-18	10-Jul-18	11-Jul-18	Medinat Qadimah Health Center-MS Nurse Call System LT 15463	18-Jul-18	4	Attachments	Action	Download	

Showing 2 to 10 of 12 entries

[Click here for Current status of All Documents in the workflow process](#)

A new window pop-up will show you the following sections:

1- Current Status of All documents in the workflow process (In which you were involved in the workflow)

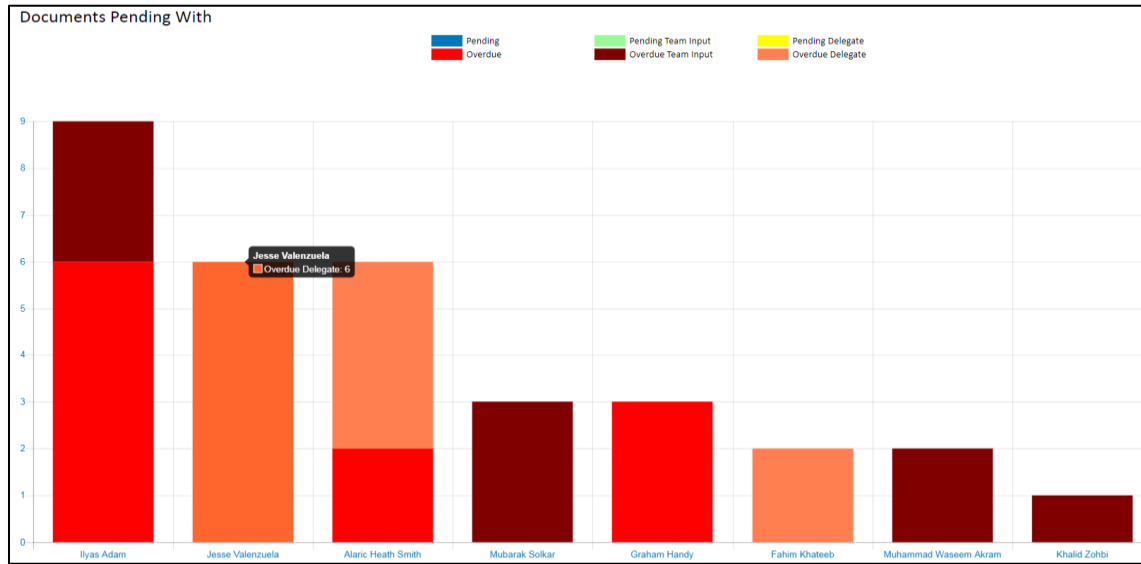
Current status of All Documents in the workflow process

Show 10 entries per page

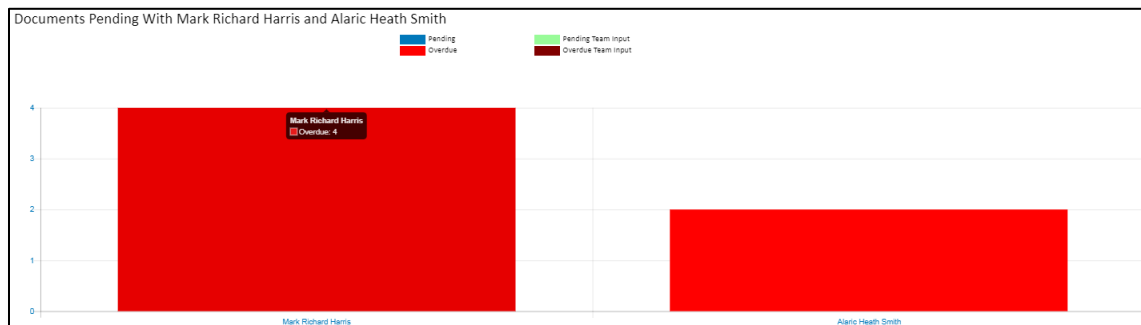
Doc ID	HFD Received Date [Stamped]	Subject	Entered Into Workflow	Total Days Allowed	Attachments	Workflow Status	HFD Due Date	Overall Status Timer	Current Workflow Step	Who In the "Action" Pending With	Previous Step Workflow Comments	Current Step Due Date	Current Step [Time]	My Action Required in Steps
GCJ0100 - General Project Correspondence														
Construction Phase Documentation														
4	31-May-18	MPH GCJ0100 KAR FDH - Substation in Rumailah Campus Arabic Letter LT 528	31-May-18	3	Attachments	In Progress	09-Jun-18	12 days remaining	STEP 2 of 3	Fahim Khateeb, Naim Younis, Praveen Shetty	Please issue to Sean Madden and Badar Haveliwala. They will provide the draft response which should then be approved through Naim and myself. --John Lambert 2min(2min2) For Action as per JLS --Fahim Khateeb(FKhateeb1) Praveen Please issue this letter as commented by John --Fahim Khateeb(FKhateeb1) Praveen Please issue this letter as commented by John --Fahim Khateeb(FKhateeb1) Please pass to Khalid for action	18-Jul-18	2 Days remaining	0, 1, 2, 3 of 3

Showing 1 to 10 of 103 entries

2- A chart to show pending documents by Users, Summarizing the information on the above table.



3- If you click a bar with Overdue Delegate Actions, another Bar chart will appear to show the delegate details.



4- When clicking on the user name, you will have the details of the corresponding pending records with that user

Doc ID	HFD Received Date (Stampend)	Subject	Entered into Workflow	Total Days Allowed	Attachments	Workflow Status	HFD Due Date	Overall Status Time	Current Workflow Step	Who is the "Action" Pending With	Previous Step Workflow Comments	Current Step Due Date	Current Step Status (Time)	My Action Required in Steps
4	31-May-18	MPH GCCND02 KAB RDH (Substation in Rumalah Campus Arabic Letter) 07 028	31-May-18	3	Attachments	In Progress	09-Jun-18	Overdue	STEP 2 of 3	Fahim khateeb, Nam Younis, Praveen Shetty	Please issue to Sean Madden and Badar Inavakivala. They will provide the draft response which should then be approved through Nam and myself. --John Lambert (JML2@hmc.org) For Action as per JLS --Fahim Khateeb (Fkhateeb@hmc.org) Previous Please issue this letter as commented by John --Fahim Khateeb (Fkhateeb@hmc.org) Previous Please issue this letter as commented by John --Fahim Khateeb (Fkhateeb@hmc.org)	18-Jul-18	2 Days Remaining	0, 1, 2, 3 of 3