

Tips Of The Week

Setting Your Action List Preferences

Steps

1. Click the “**Action List**” button.
2. Click the “**Preferences**” button on the upper right hand corner of the screen to configure your action list.
3. The **Action List Page Size** field determines the maximum number of rows displayed on each page of the **Action List**. The default value is set to **10**.
4. Change the **Email Notifications** field. You have four options: **None**, **Daily**, **Weekly**, and **Immediate**.
 - None** – No email reminders received.
 - Daily** – Receive an email notifications at 1 A.M. on a daily basis.
 - Weekly** – Receive an email notification once a week on Mondays at 2 A.M.
 - Immediate** – Receive an email notification every time you have an action item.
4. The **Document Route Status Colors for Actionlist Entries** section provides you the option to color code items in your **Action List**.
5. To change the color of an **Action Item** select the corresponding radio button for the desired color. You can have more than one item of the same color.
6. Click the “**save**” button at the bottom of the screen. 