Action List Actions

The Action List displays documents that you have initiated and saved, and any documents that are routed to you to Approve, Acknowledge or FYI.

Approve
An Action List request that requires a user to open the e-doc, review it, and click the approve button. An e-doc is not finalized until all users who need to approve the e-doc have done so.

Acknowledge
This requires the individual to open the document and acknowledge the request. An acknowledge request doesn’t interrupt the normal routing of the document. Documents with a pending acknowledge action will post to the account once the approvals have taken place. A document is not held up for an outstanding acknowledgement.

FYI
This request allows the individual to either: open the document and clear the request or clear the request without opening it. An FYI request doesn’t interrupt the normal routing of the document. A document with a pending FYI action will post to the account once the approvals have taken place. A document is not held up for an outstanding FYI action.