

## Tips Of The Week

### 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.