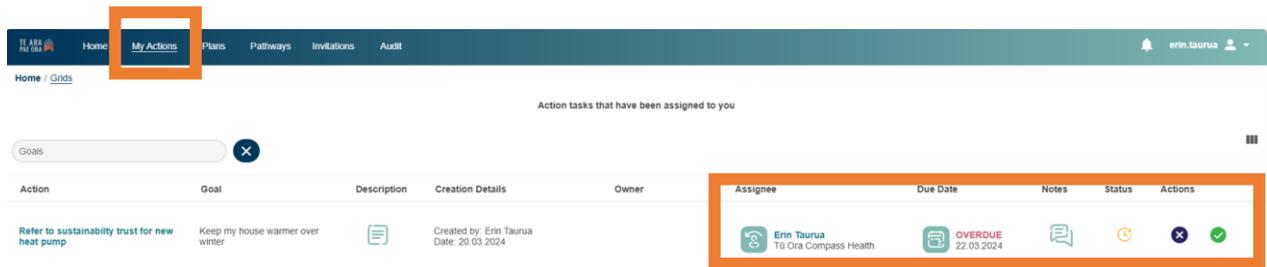


# Managing Actions

Actions that have been assigned to you will be listed in the My Actions menu.

From this menu, you can:

- Accept or decline the action
- Add progress notes
- View previous progress notes.
- Re-assign the task to another care team member
- Update the due date
- Edit the task or description



Action	Goal	Description	Creation Details	Owner	Assignee	Due Date	Notes	Status	Actions
Refer to sustainability trust for new heat pump	Keep my house warmer over winter		Created by: Erin Taurua Date: 20.03.2024		Erin Taurua Tū Ora Compass Health	OVERDUE 22.03.2024			  