

# Followup an Item

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## Follow Up an Item (action)

From the CR Dashboard:

1. In the Main Menu, click **Followups**.
    - a. The follow-ups screen will display the following fields for any outstanding items.
  2. Select **Show** next to the relevant item for followup.
  3. Select the **Followup Item** button.
    - a. This will take you to the associated item area i.e. Task or Result
  4. Action the item accordingly i.e. Complete.
  5. Select the **History** button in the Follow ups section.
    - a. This will open the followups screen.
  6. Select **Complete** to close the follow up (moved to Complete Tab).
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