



## Pacific Knowledge Systems

### RippleDown: Auditor actions in the Data Entry Auditor

*This document focuses on management of actions for RippleDown Auditor.*

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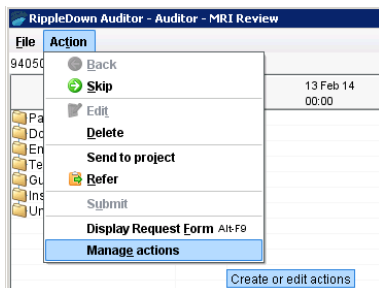
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## Management of Actions in the Data Entry Auditor

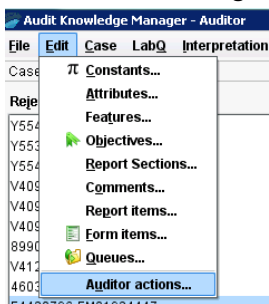
This manual will outline the processes to manage the actions available in RippleDown Auditor. Please follow the step by step instructions which will guide you through these procedures.

### Opening the “Manage Actions” window:

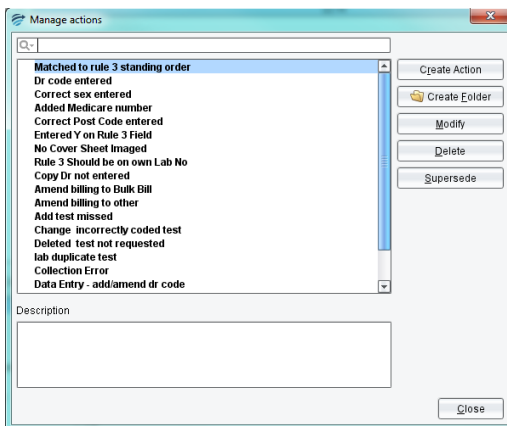
1. From the Data Entry Auditor module – When in a queue, in the Action menu, select Manage actions



2. From the Audit Knowledge Manager module – In the Edit menu, select Auditor actions

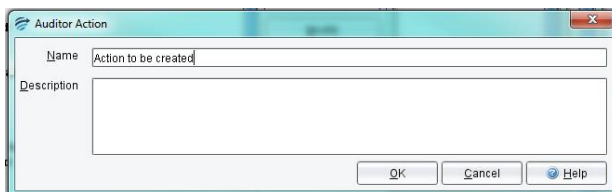


The below screen will appear. All existing actions will be listed.

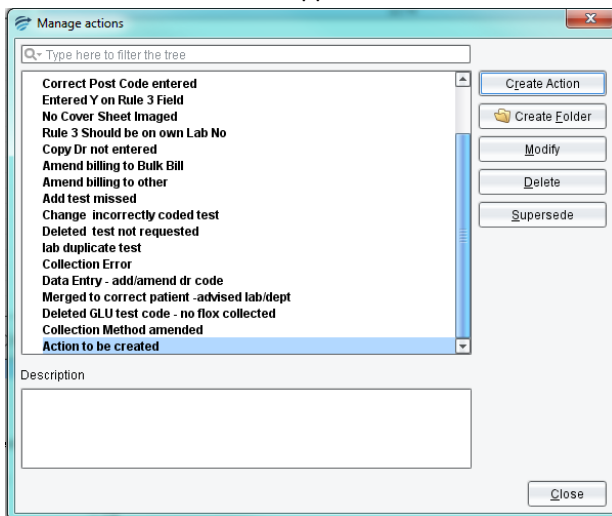


### Creating a new action:

1. Click on the Create Action button.
2. Enter the action to be created in the “Name” area.

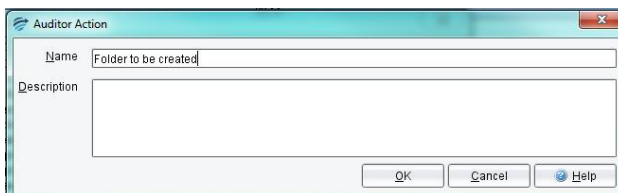


1. Click OK. The action will now appear at the bottom of the list.

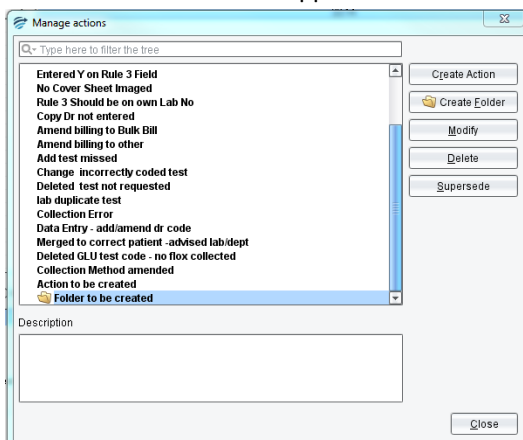


### Creating a new Folder:

1. Click on the Create Folder button.
2. Enter the folder to be created in the "Name" area.

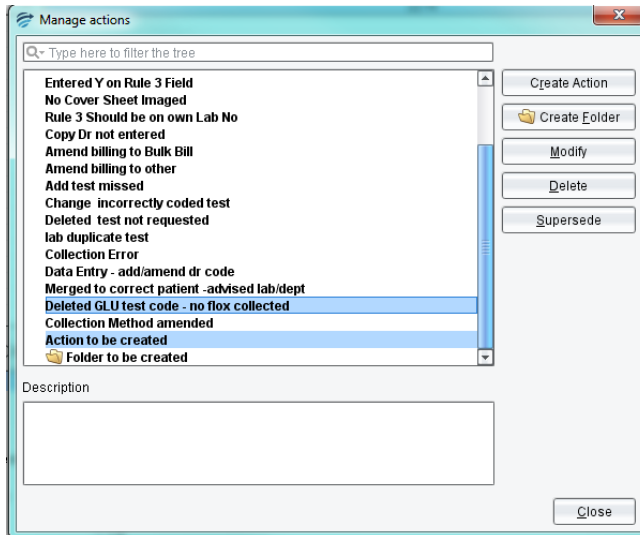


3. Click OK. The folder will now appear in the list.

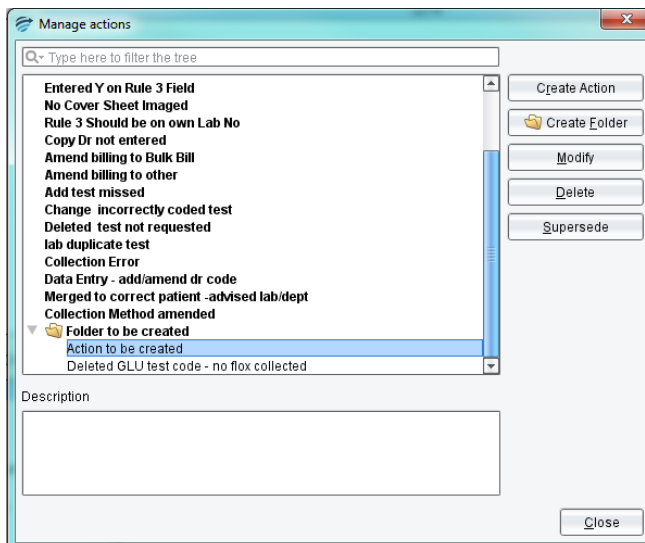


## Organizing actions into folders:

1. Click the action to be placed into the folder. Multiple actions can be moved at the same time by using the Ctrl and Shift keys.

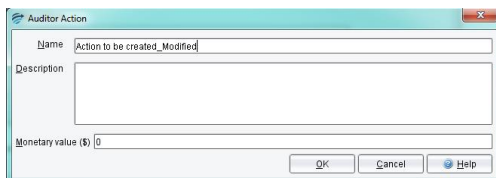


2. Click and drag the selected action/s onto the desired folder. If multiple actions have been selected, hold down the Ctrl key while doing this. The actions will now be listed in the folder.

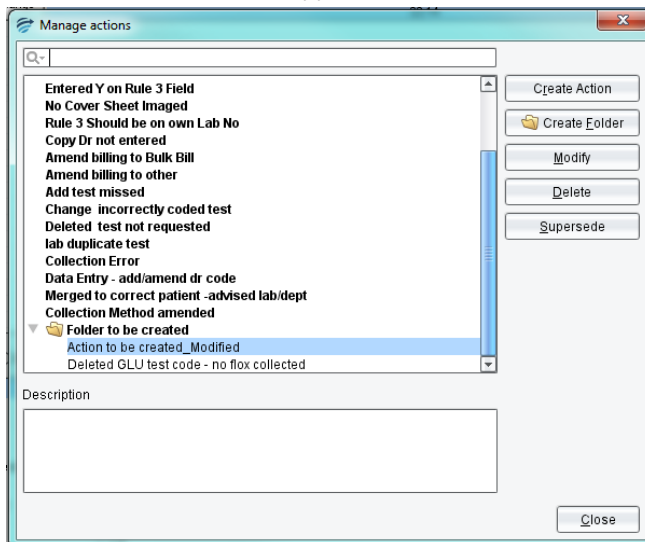


## Modifying an existing action:

1. Click on the Modify button.
2. Modify the action name as required.



3. Click OK. The action will now appear in the list with the modified name.



## Deleting an action

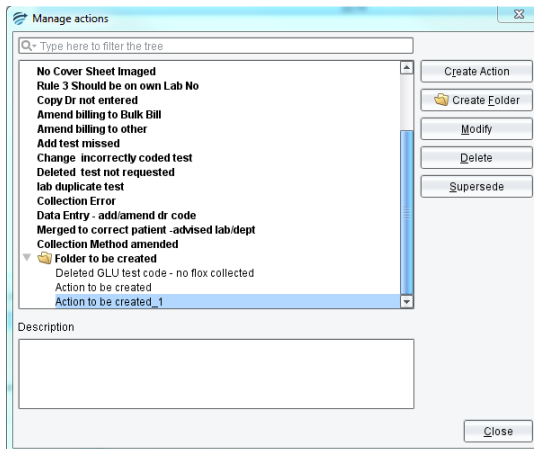
1. Select the action to be deleted and click on the Delete button.
2. A confirmation message will appear. Once you have confirmed the correct action has been selected, click Yes.



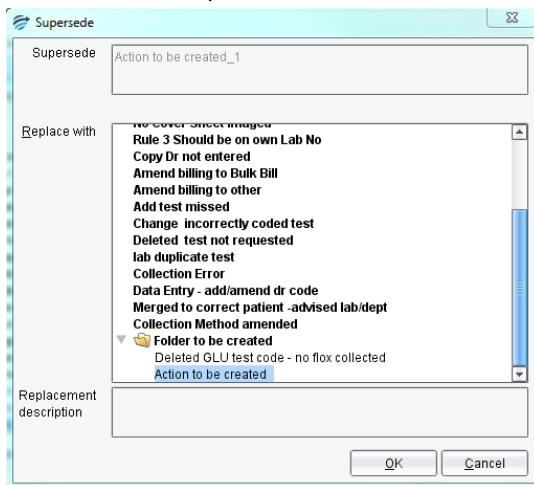
3. The action will be deleted and no longer appear in the list.

## Superseding an action:

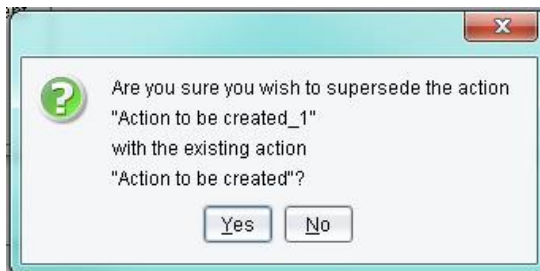
1. Select the action to be superseded.



2. Click on the Supersede button.
3. Select the action to replace the selected action from the list.



4. Click OK. A confirmation message will appear. Once you have confirmed the correct actions have been selected, click Yes.



5. The action will now be superseded and no longer appear in the list. All of the statistics for the superseded action will now apply to the action which has replaced it.