

## Benson IT Solutions, Inc. **Action Item System**

Revised and supported since 2003, this web action tracking system has many features:

- Integrates with Benson IT Solutions Web Calendar v3.3 and higher
- Can be purchased separately or with other BIT applications
- Add and edit users
- Add and edit tasks/projects
- Assign users to tasks/projects
- Users will only see action items that are related to a task they have been assigned to
- Assign actions by task/project
- Action items can have the following:
  - Lead user, assignee user, status, date assigned, date due, date completed, project/task type, subject, description, upload attachments, sub actions and comments
- Sub actions can have most of the same attributes as an action.
- Actions can be related to a previous action item
  - Allows look up of a "lessons learned reference" from past actions
- Search action items by task
- Search action items by date
- Search action items by lead user
- Requires Cold Fusion server 4.5 or higher
- Easy to fit into current web site's "look and feel"
- Uses Microsoft access database
  - Can be upgraded / imported to SQL Server, MYSQL or other server database applications.

Online demo <http://www.bensonITSolutions.com>

### Action Item Listing

Calendar v 4.1 > Action Items  
[ Back to Calendar | Action Item List | Add Action Item | Search ]

Project: [ User ] Level: [ Any ] Status: [ Any ]  
 Use Date Range From: [ ] To: [ ] [ Search ]

Page: Displaying 1 to 5 of 35. Show or Hide of 5. [ Next ]

ID	Project	Status	Subject	Assignee	Due Date
0000000001	Task/Project 2	CLOSED	Wing Wednesday	Wing Aug 8	06/16/2005
Description: 13 projects					
1	Task/Project 2	OPEN	Wing	Chris Kardal	03/16/2005
2	Task/Project 2	OPEN	xxxxxxxxxxxx	test test	04/28/2005
3	Task/Project 2	OPEN	New Test CP	First Name Last Name	03/17/2007
4	Upgrade Service	OPEN	Wing Wednesday	Chris Kardal	06/16/2005
Description: 1 projects					
1	Upgrade Service	OPEN	This is the subject of the action	test test	06/07/2005
Description: 1 users					
1	Upgrade Service	OPEN	Wing	Wing Jones	10/08/2005
Description: 1 users					
1	Upgrade Service	OPEN	WingWing	Wing Lopez	01/11/2007
0000000002	Upgrade Service	OPEN	New Subject		08/08/2006
Description: This is a test description					

### Action Item View

Calendar v 4.1 > Action Items  
[ Back to Calendar | Action Item List | Add Action Item | Add Subitem ]

View Action Item

Wing Wednesday, Wing Wednesday | Add Subitem | Delete | Show | Actions

1 Wing  
2 0000000001  
3 Task/Project 2

Action ID: Wing Wednesday  
Subject: Wing Wednesday

Previous Action Item

Project: Upgrade Service  
Level: Status: OPEN  
Status: CLOSED  
Assignee: Wing Jones  
Date Assigned: 06/16/2005  
Date Due: 06/16/2005  
Date Closed:

Description: 13 projects

Attachments (1): Add Attachment  
0000000002 | 0000000001 | 0000000001 | 0000000001

Comments

Subject: [ ] [ Add ] [ Clear ]

Services from this by today!

Attachments (0): Add Attachment  
Added by: [ ]  
Last updated by: Last Name, First Name  
Last updated on: 06/16/2005 02:34  
Last updated on: 06/16/2005 01:59

with [ ]  
Attachments (0): Add Attachment

To view the demo visit:

<http://www.bensonITSolutions.com>

[info@bensonitsolutions.com](mailto:info@bensonitsolutions.com)

703.501.0300