How to Use Action Item Tracker

1. Log in to MyCCOF.org and go to the "Action Item Tracker" tab.
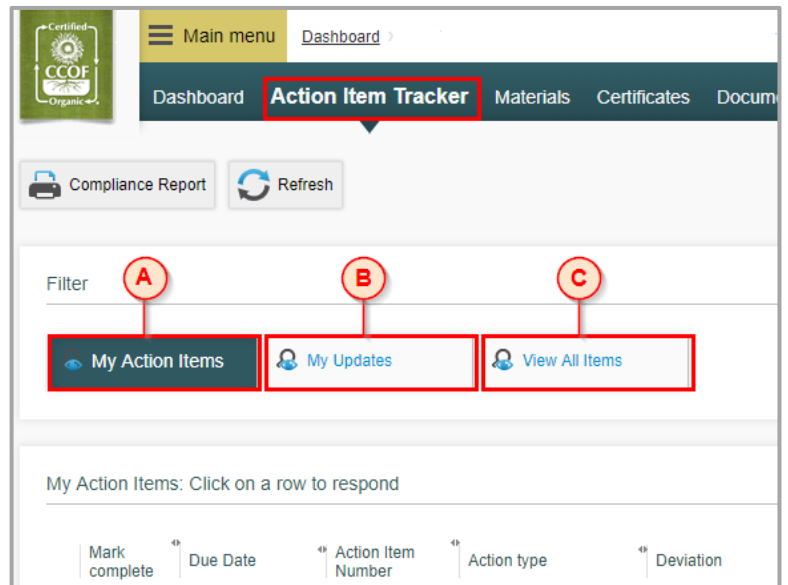
A. My Action Items
Action items from CCOF that require your response or review.

B. My Updates
Items you've submitted to CCOF that are being processed. You cannot respond here.

C. View All Items
View all items connected to your operation, including action items you've responded to. You cannot respond here.

2. Click an action item to respond or review and mark complete

D. Add documents
Upload any supporting documents for CCOF to review in response to your action item.
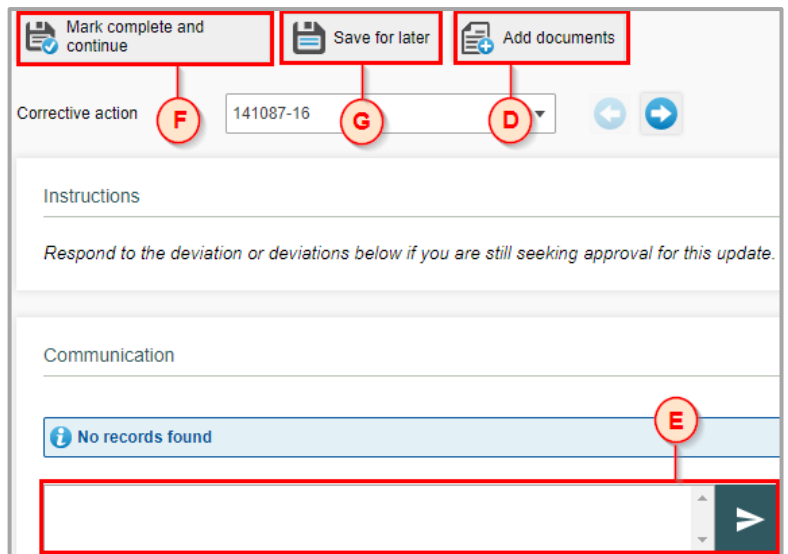
E. Add communication
Write a response to CCOF. Press the arrow button to save your communication!

F. Mark complete and continue
Click this button to finalize your response and move to the next item.

G. Save for later
if you are not ready to respond to an item you can click this button to save your response for later.

3. Submit your responses to CCOF

H. Submit complete responses
Click this button on the main Tracker page to send your responses to CCOF. Only action items marked complete (blue check mark) will be submitted to CCOF.