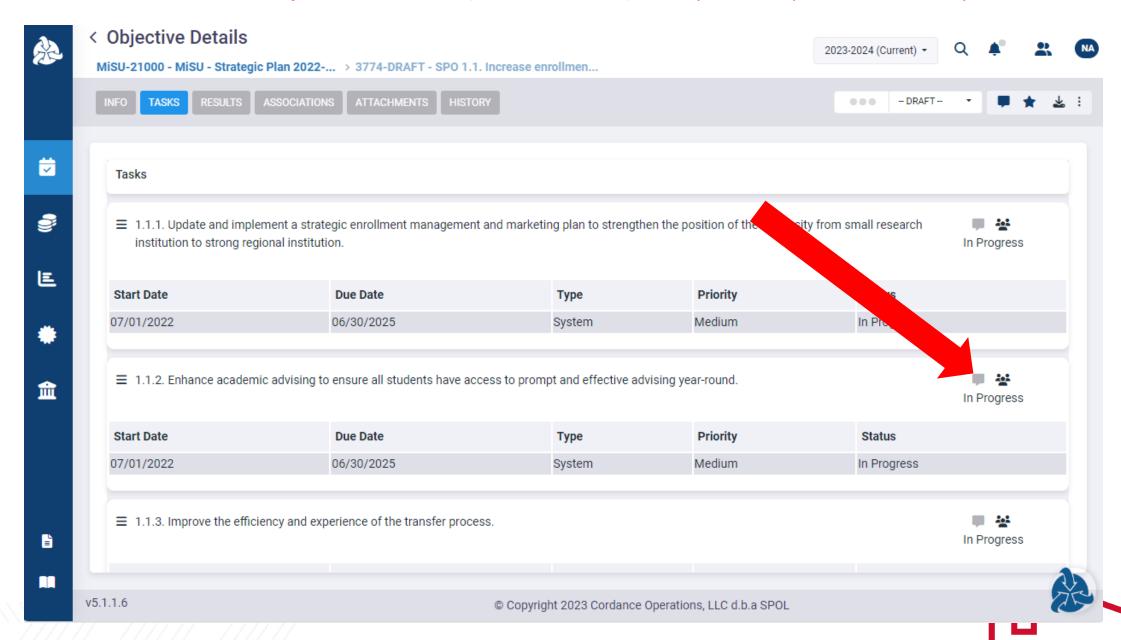
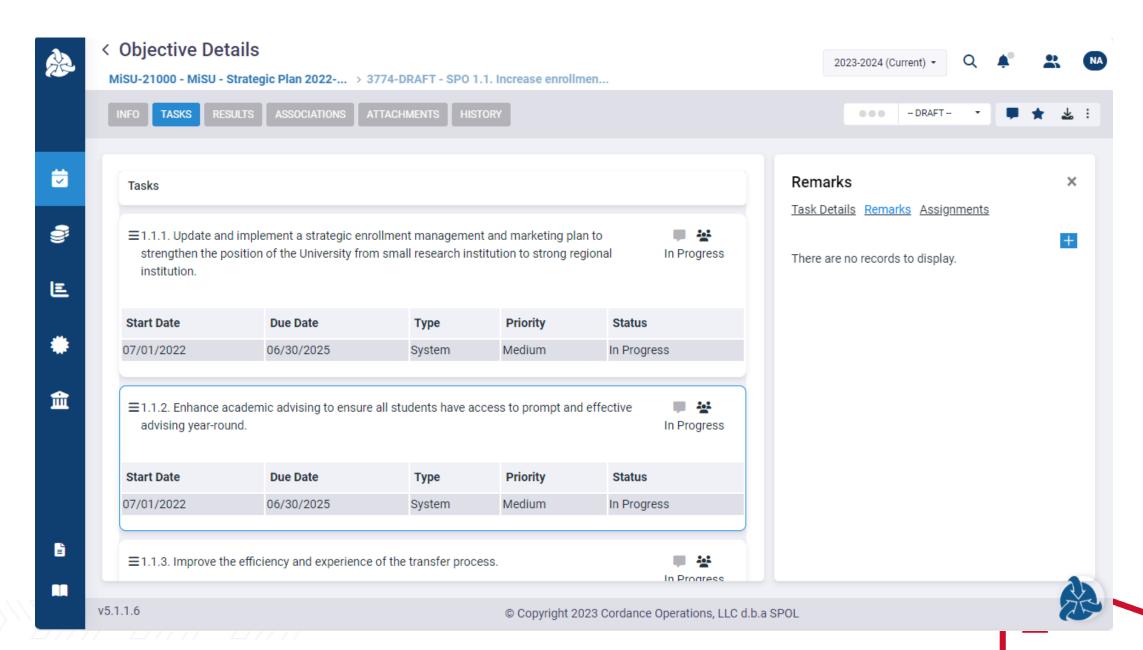
# Write a Description of the Implementation Status of an Action Item



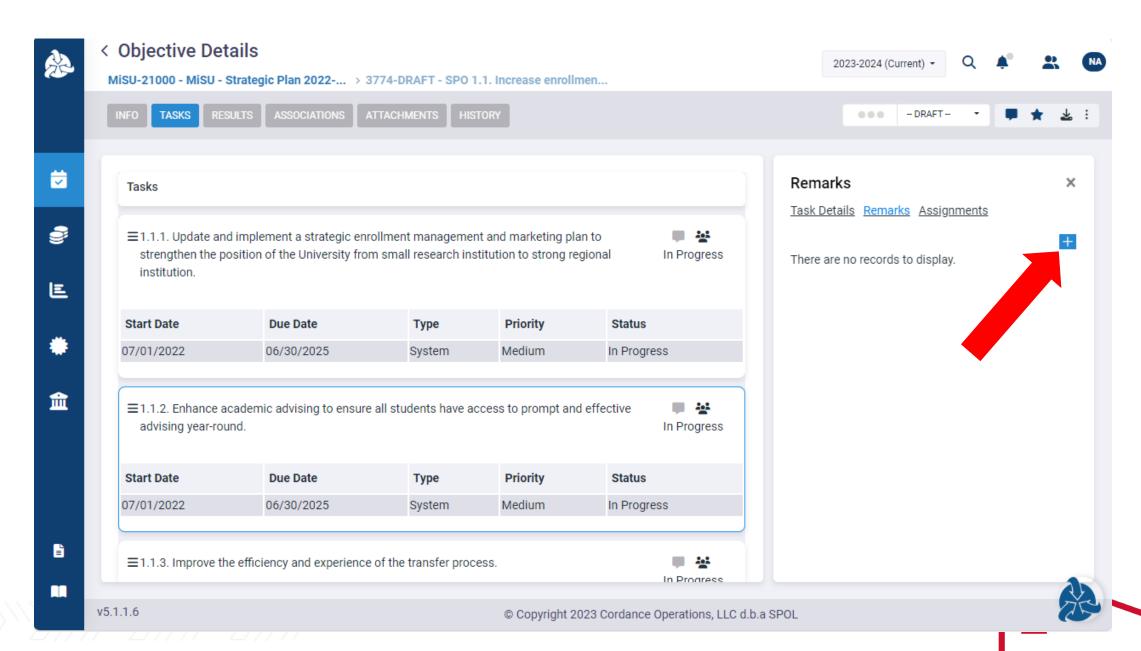
## Click the comment icon adjacent to the task (i.e., action item) description to open the Remarks pane



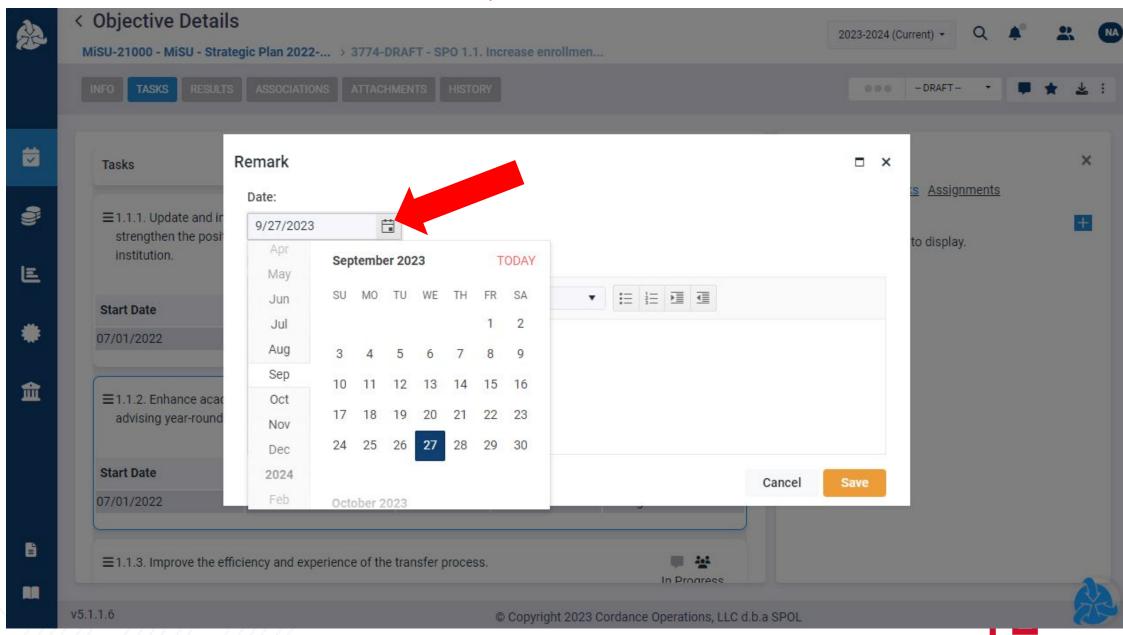
# The Remarks pane displays



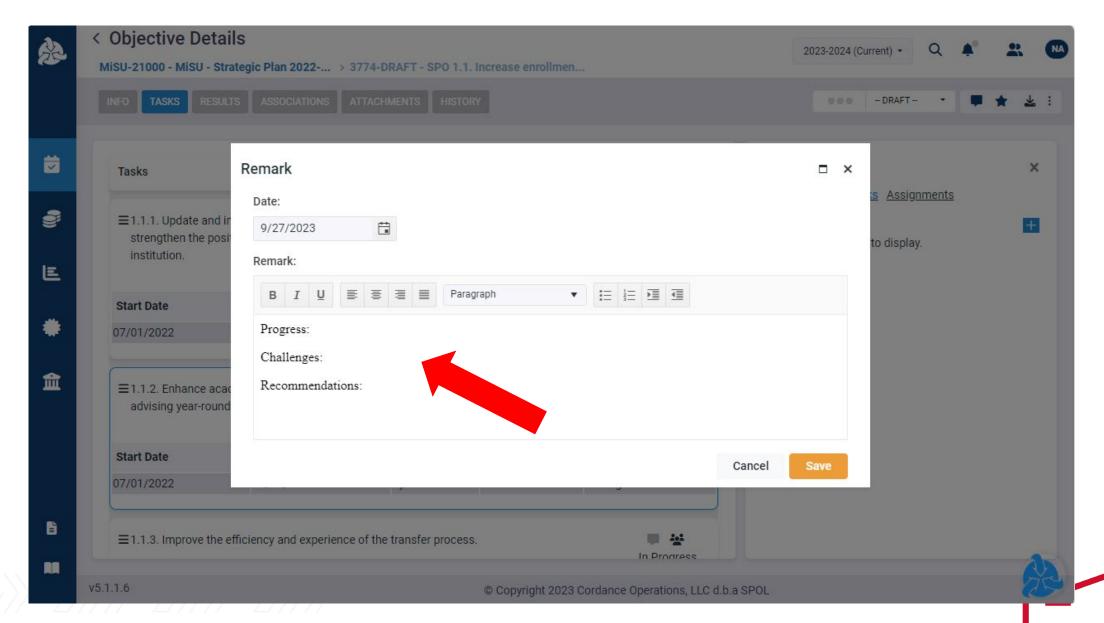
## Click the plus (+) icon in the upper right corner



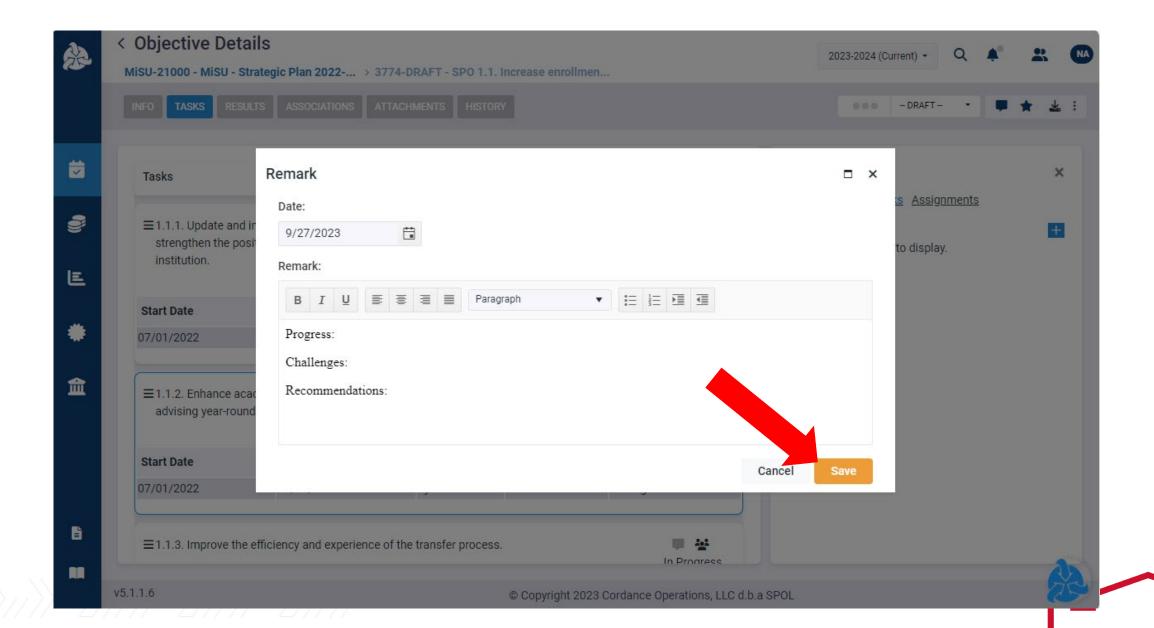
## Select a date for the remark from the Date dropdown menu



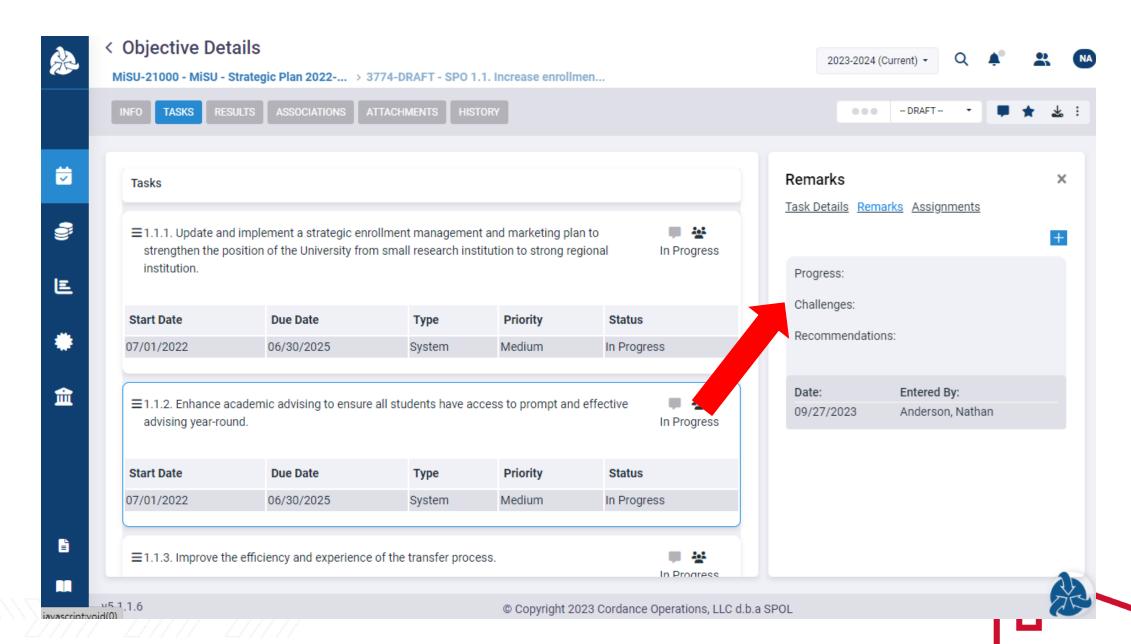
Write a description of the implementation status of the task. For example, comment on its progress, challenges, and/or recommendations that may be informed by its implementation status.



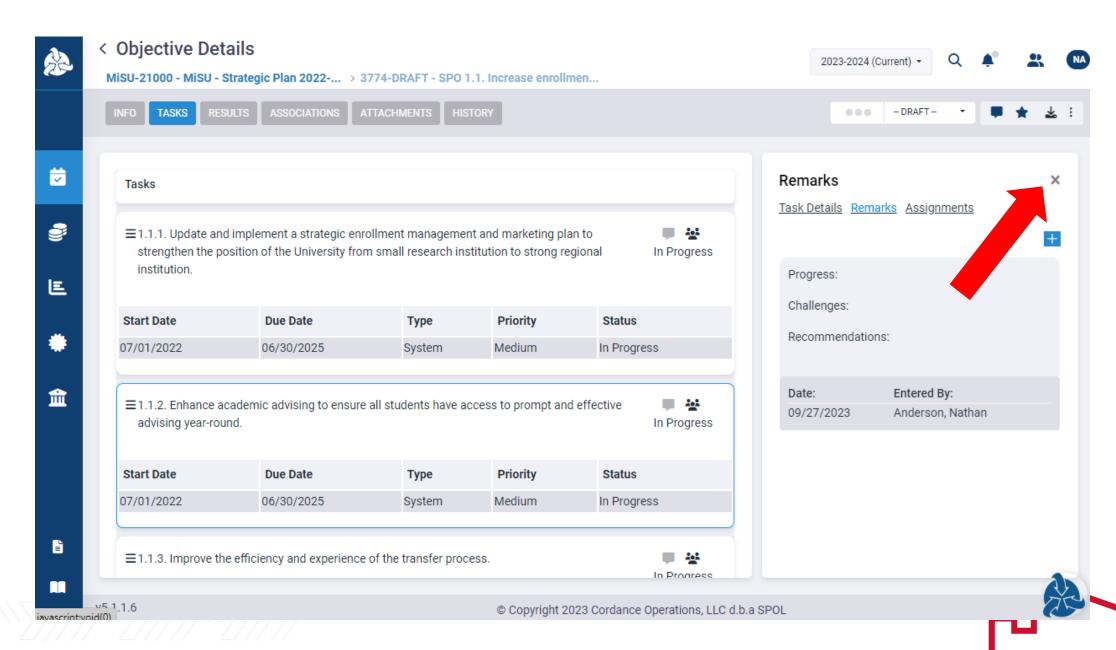
### **Click Save**



## The description appears in the Remarks pane with its date and the name of the person who entered the remark



## Click the X in the upper right corner to close the Remarks pane





Thank You!