

How to Use Action Item Tracker

1. Log in to <u>MyCCOF.org</u> 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.

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Organic .	Dashboard	Action Item Tracker	Materials	Certificates	Docur
🖶 Complian	ce Report	Refresh			
Filter	À	B	(
👵 My A	ction Items	& My Updates	& View All	Items	
My Action	Items: Click on a	a row to respond			
Mark	ete Due Date	Action Item Action Item Action Item A	ction type	Deviat	ion

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.

Mark complete and continue	Save for later	Add docum	nents	
Corrective action F	087-16 G	D	0 0	
Instructions				
Respond to the deviation or	deviations below if yo	ou are still seeking	approval fo	or this update.
Communication				_
No records found			(
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3. Submit your responses to CCOF

H. S (s if t	I. 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.		One or more responses have not been submitted. Submit complete responses My Action H Click on a row to respond					
			Mark complete	Due Date	" Unrea" comm	Action Item Number	Action type ✓ Contains	
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	💌 ccof@ccof.org 🌐	www.ccof.org	(83	31) 423-2263	P	(831) 42	3-8528	