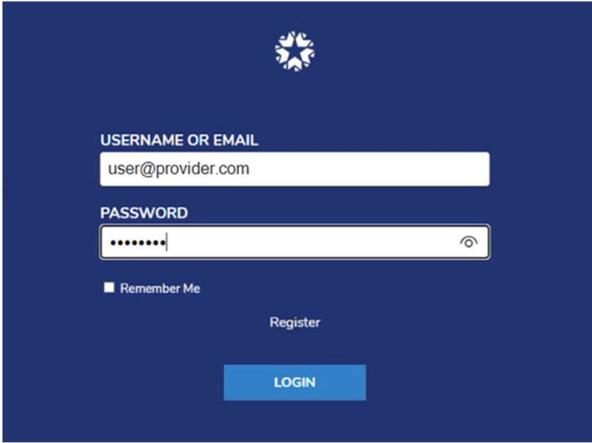
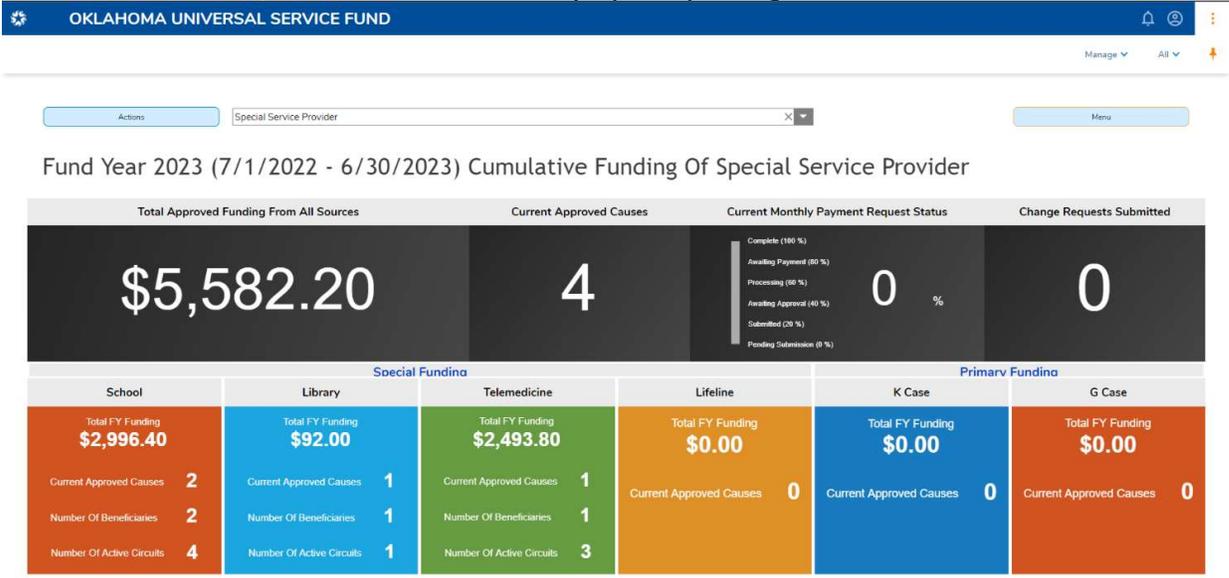
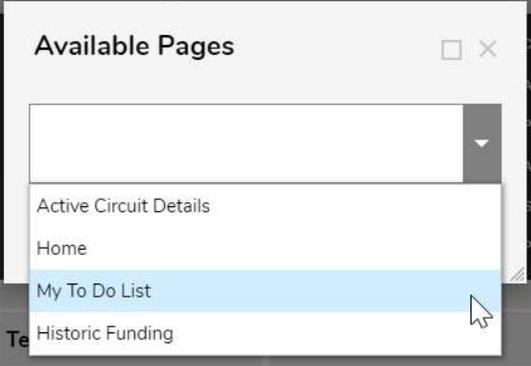
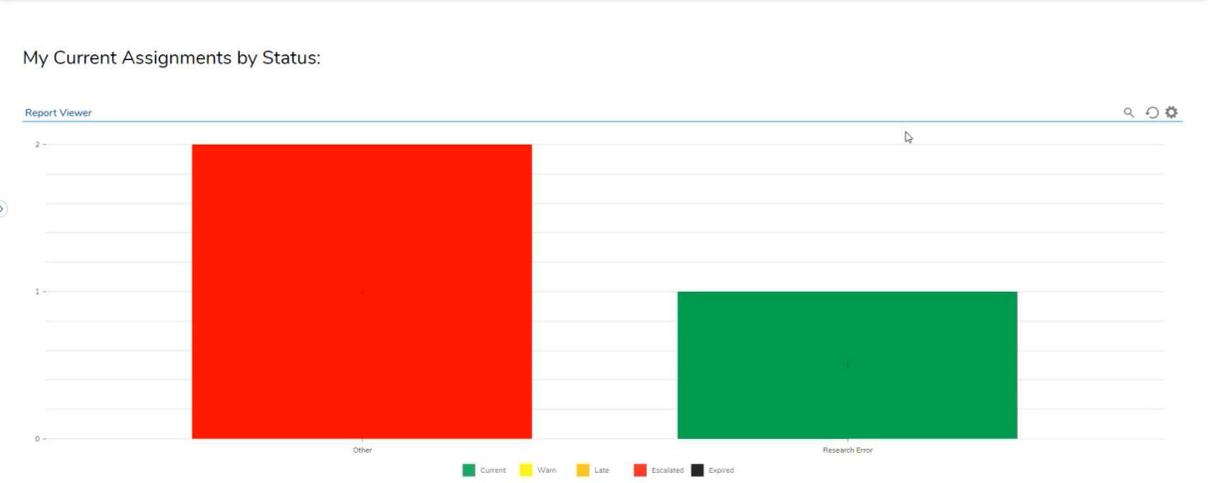
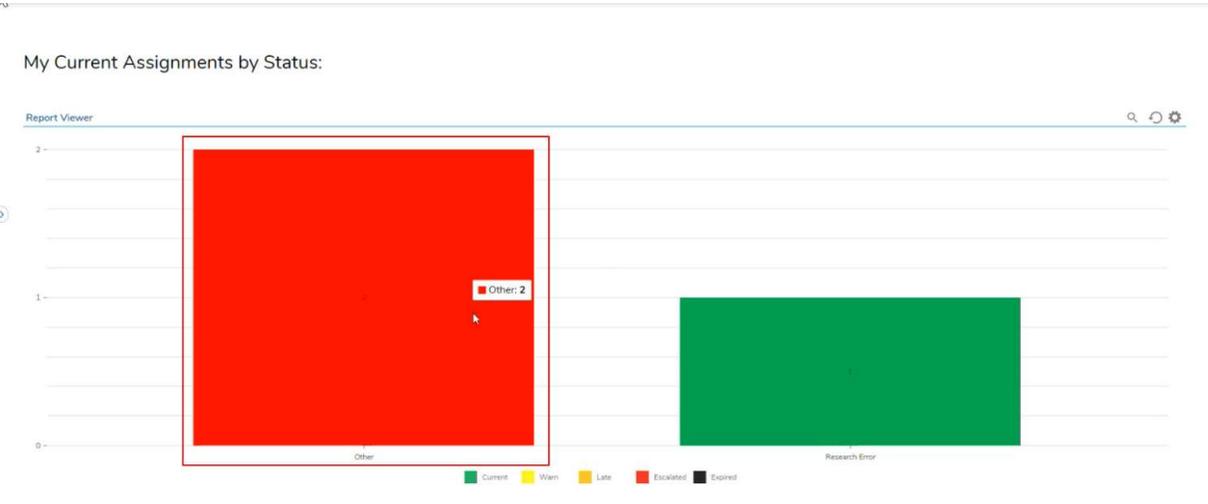


Training Handout: My To Do List

Overview: “My To Do List” is a list generated by Decisions of required actions and/or items that need attention. Providers will be notified via email when any change has been made to the “To Do List” which will prompt them to log in and complete any assignments.

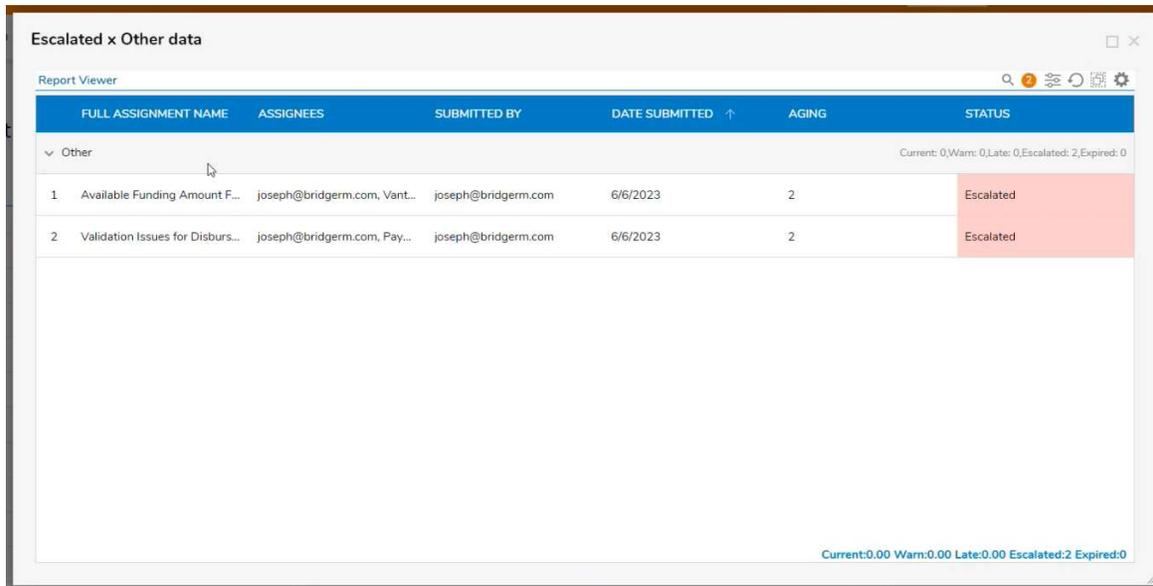
Step	Action																																				
1.	Login: https://occ.decisions.com/ 																																				
2.	Provider Dashboard/Home will automatically open upon login.  <table border="1"> <thead> <tr> <th colspan="2">Social Funding</th> <th colspan="4">Primary Funding</th> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th>G Case</th> </tr> </thead> <tbody> <tr> <td>Total FY Funding \$2,996.40</td> <td>Total FY Funding \$92.00</td> <td>Total FY Funding \$2,493.80</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> </tr> <tr> <td>Current Approved Causes 2</td> <td>Current Approved Causes 1</td> <td>Current Approved Causes 1</td> <td>Current Approved Causes 0</td> <td>Current Approved Causes 0</td> <td>Current Approved Causes 0</td> </tr> <tr> <td>Number Of Beneficiaries 2</td> <td>Number Of Beneficiaries 1</td> <td>Number Of Beneficiaries 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number Of Active Circuits 4</td> <td>Number Of Active Circuits 1</td> <td>Number Of Active Circuits 3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Social Funding		Primary Funding				School	Library	Telemedicine	Lifeline	K Case	G Case	Total FY Funding \$2,996.40	Total FY Funding \$92.00	Total FY Funding \$2,493.80	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00	Current Approved Causes 2	Current Approved Causes 1	Current Approved Causes 1	Current Approved Causes 0	Current Approved Causes 0	Current Approved Causes 0	Number Of Beneficiaries 2	Number Of Beneficiaries 1	Number Of Beneficiaries 1				Number Of Active Circuits 4	Number Of Active Circuits 1	Number Of Active Circuits 3			
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Number Of Active Circuits 4	Number Of Active Circuits 1	Number Of Active Circuits 3																																			
3.	Navigate to “Menu” 																																				

Step	Action										
4.	<p>Select "My To Do List"</p> 										
5.	<p>The "My To Do List" page will automatically open on a separate tab.</p>  <p>My Current Assignments by Status:</p> <p>Report Viewer</p> <table border="1"> <caption>My Current Assignments by Status Data</caption> <thead> <tr> <th>Status</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Escalated</td> <td>2</td> </tr> <tr> <td>Current</td> <td>1</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> <tr> <td>Research Error</td> <td>0</td> </tr> </tbody> </table>	Status	Count	Escalated	2	Current	1	Other	0	Research Error	0
Status	Count										
Escalated	2										
Current	1										
Other	0										
Research Error	0										
6.	<p>Select any of the colored graph boxes to open assignments.</p>  <p>My Current Assignments by Status:</p> <p>Report Viewer</p> <table border="1"> <caption>My Current Assignments by Status Data</caption> <thead> <tr> <th>Status</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Escalated</td> <td>2</td> </tr> <tr> <td>Current</td> <td>1</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> <tr> <td>Research Error</td> <td>0</td> </tr> </tbody> </table>	Status	Count	Escalated	2	Current	1	Other	0	Research Error	0
Status	Count										
Escalated	2										
Current	1										
Other	0										
Research Error	0										

Step	Action
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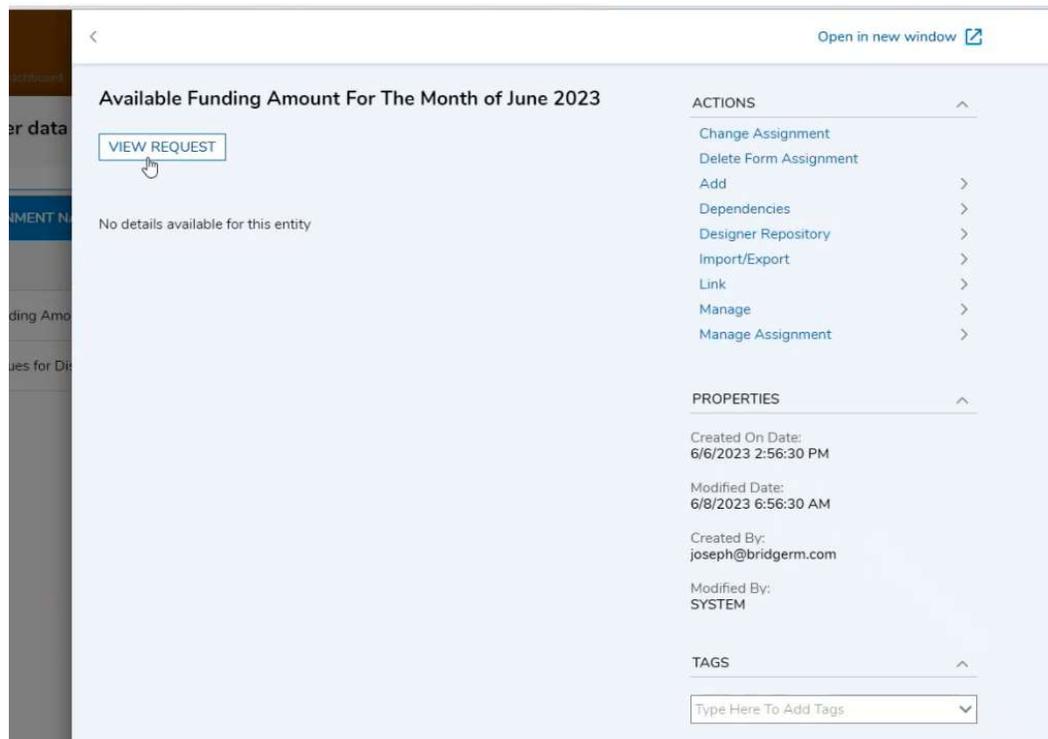
NOTE: the colors in the bar graph are intentional indicators of the urgency of the assignment. As noted in the key below the graph, green items are the most recent/current assignments. Yellow items are a warning/need attention. Orange items are Late. Red items are Escalated. Black items are expired and no longer available for completion.

7. Select any of the assignments to open.



Escalated x Other data						
Report Viewer						
	FULL ASSIGNMENT NAME	ASSIGNEES	SUBMITTED BY	DATE SUBMITTED	AGING	STATUS
Other Current: 0,Warn: 0,Late: 0,Escalated: 2,Expired: 0						
1	Available Funding Amount F...	joseph@bridgerm.com, Vant...	joseph@bridgerm.com	6/6/2023	2	Escalated
2	Validation Issues for Disburs...	joseph@bridgerm.com, Pay...	joseph@bridgerm.com	6/6/2023	2	Escalated

Current:0.00 Warn:0.00 Late:0.00 Escalated:2 Expired:0



Open in new window

Available Funding Amount For The Month of June 2023

[VIEW REQUEST](#)

No details available for this entity

ACTIONS

- Change Assignment
- Delete Form Assignment
- Add >
- Dependencies >
- Designer Repository >
- Import/Export >
- Link >
- Manage >
- Manage Assignment >

PROPERTIES

Created On Date:
6/6/2023 2:56:30 PM

Modified Date:
6/8/2023 6:56:30 AM

Created By:
joseph@bridgerm.com

Modified By:
SYSTEM

TAGS

Type Here To Add Tags