

How to create an action step and add evidence

1. Log in to iobservation
2. Go to the growth tab
3. Click on Plans
4. Click view on your existing plan
5. Scroll down to Action step section
6. Click on "Add a Step"
7. Write a brief description and add the WA component it relates too
8. Insert the date
9. Click on "Save Action Step"
10. Locate the action step
11. Click on the add "attachments"
12. Click Browse and choose file by clicking twice
13. Click on save attachments
14. Click on Add Comments
15. Type in your comment
16. Click save comment