

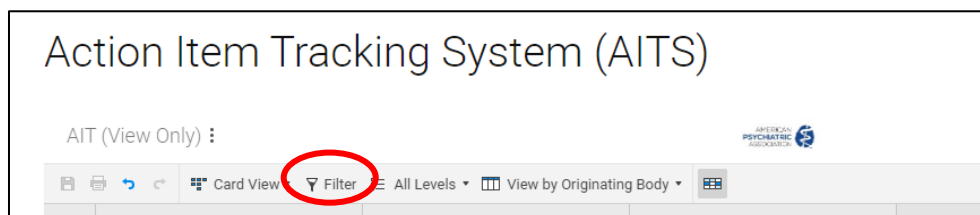
# Action Item Tracking System Instructions

## OVERVIEW

The Action Item Tracking System (AITS) is a web-based system for tracking action items brought forward by the components and/or governing bodies of the Association. The system monitors the actions by recording and tracking the content, status, referrals, updates and progress and the ultimate disposition of actions from the Assembly, Joint Reference Committee and Board of Trustees. It is accessible by APA members and resides in the “APA Organization Documents and Policies” section under the “About the APA” section of the APA website.

## SEARCH

The easiest way to search for an action item is to filter the items by **ID, Title, or Author**. Below are instructions to help guide you through filtering by ID, Title, or Author to locate the status of an Item or Action Paper.

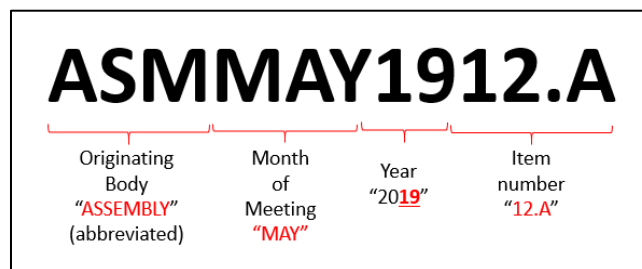


### **Filtering by ID**

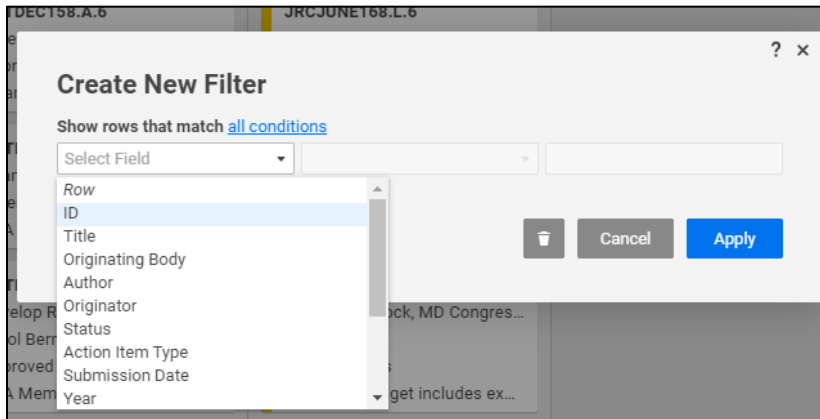
Each action item is given unique ID. To filter actions using the ID, you must have the following information on hand: originating body, month of meeting, year of meeting, and item number.

The ID should be written with no spaces between pieces information.

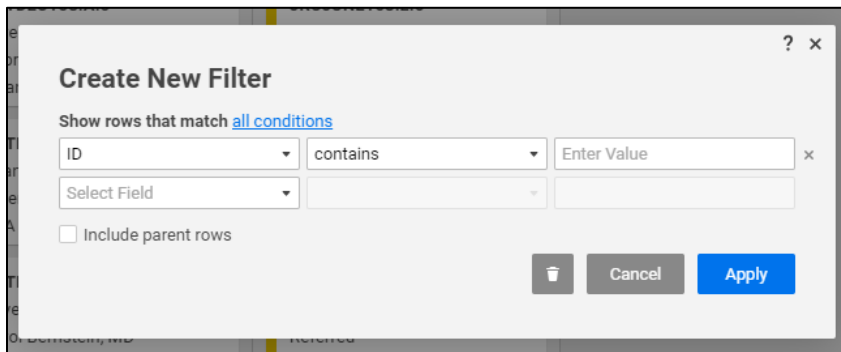
For example:



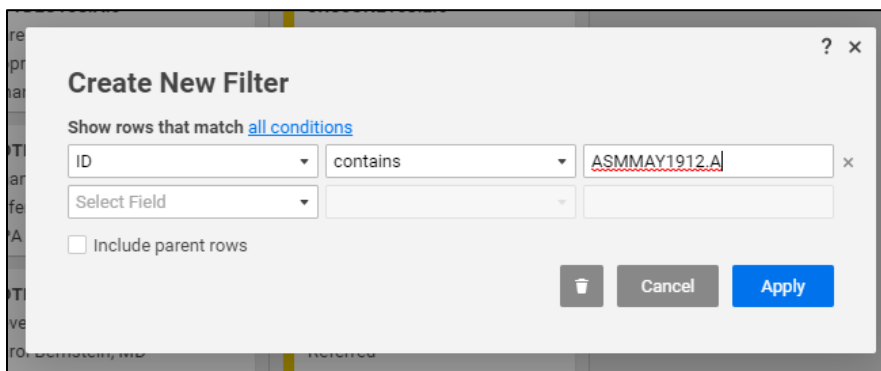
To search using the ID filter, click on “FILTER” and select “ID” from the first column.



Second, select “contains” from the second drop down menu.



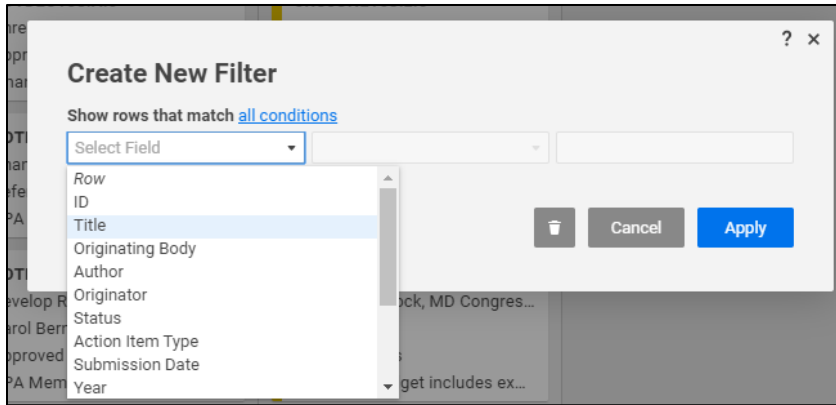
Third, enter the ID, in the format provided above, as the value in the next column. Click “Apply” and the search results will show. Double-click on the card to find more information and status updates on a particular item.



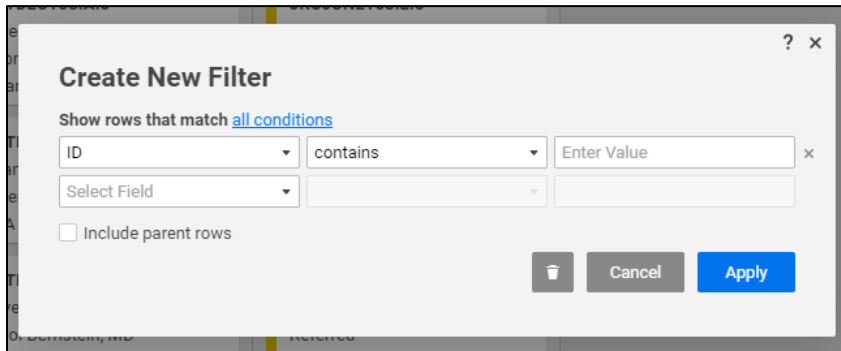
### Filtering by Title

To search using the title of an action item, you must know the complete title or keywords within it. Be mindful of long titles as they may not prompt search results. For example, “*Joint Meeting of the Council on Minority Mental Health and Health Disparities and the Assembly Committee of Representatives of Minority/Underrepresented Groups*” may not prompt search results due to the length of the title and symbols included within the title. Instead use keywords within the title such as, “minority” or “health disparities”.

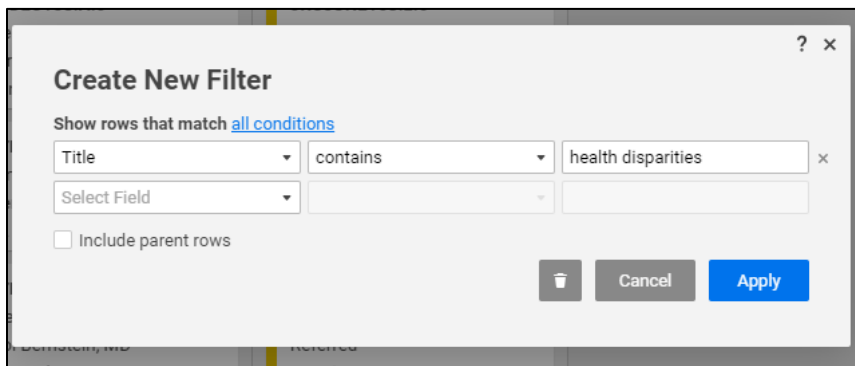
To search using the Title filter, click on “FILTER” and select “Title”.



Second, select “contains” from the second drop down menu.



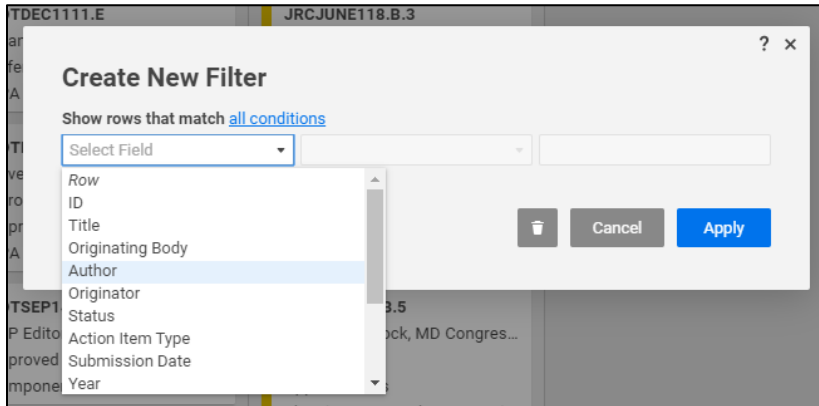
Third, enter the title or keywords, as the value in the next column. Click “Apply” and the search results will show. Double-click on the card to find more information and status updates on a particular item.



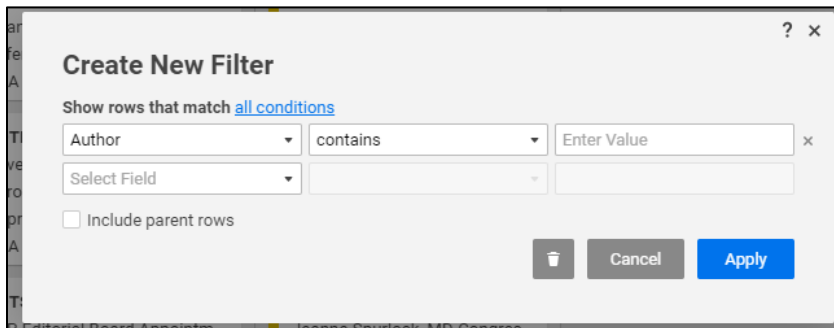
## Filtering by Author

If you know the author of an action paper, this search filter may be of most use to you. You can search using the first name, last name, or combination of both.

To search using the Title filter, click on “FILTER” and select “Author”.



Second, select “contains” from the second drop down menu.



Third, enter the first name, last name, or combination of both, as the value in the next column. Click “Apply” and the search results will show. Double-click on the card to find more information and status updates on a particular item.

