



Work Instruction

Clearing an Action Mark

The Clear button can be used to remove *Action Marks* from displayed jobs.

To clear an action mark, complete the following steps:

1. Select the Clear button.
(**Note:** The *Action* pick list will be removed).
2. Double-click on the job required to clear.
3. Click the Clear button to de-select.

(**Note:** The *Action* pick list will become active).

The image contains two screenshots of a software interface. The top screenshot shows a navigation menu with 'Agreement' highlighted. Below it is a table with columns: Action, Status, Ident, Asset, Asset Zone, Agreement Type, Work Description, Est. Cost, Fixed P. The table has one row: RELEASE, Pending, 25, 05971 M, MIN, Minor work, 2000. To the right is a 'PENDING' dropdown menu with options: Schedules, Minor Work, Programmed Maint., Property Services, Advice To Client. Below the menu is a 'Select' button, a 'RELEASE' dropdown, and a 'Clear' button circled in red. The bottom screenshot shows the same interface, but the 'Agreement' tab is now active. The table row is circled in red. The 'Clear' button is now highlighted in blue.