

Action Completion

02/09/2025 4:41 pm BST

[Relates to version](#)

Tags: 9.0

Action Completion Line Type

This system eCHR line type records details of a completed workflow action linked to the eCHR.

It may not be a requirement to capture all of the actions within the course of production, it may only be necessary to capture key quality-related actions, e.g., it may not be necessary to capture a kitting action (as this is effectively superseded by build information).

The actions that require record in the eCHR are configured in the workflow version against the specific action.



Note

Switching this requirement on will cause an error if the [eCHR Profile](#) version assigned to the workflow version does not have a corresponding action completion **Line Type** configured

Triggers

Completion of any actions that are marked as included in the eCHR.

Configure Action Completion eCHR Line Type

1. Navigate to the **Workflow** page, select the workflow version and click the **Design Workflow** button.
2. Right click on an operation and select **Actions** to display the **Operation Actions** screen.
3. Click the **Add** button or select and edit an existing action to display **Add/Edit Action** screen.
4. In the **eCHR Required** field, select *Yes* for the action if you want it recorded in the eCHR.

Reports

Contents report via the eCHR screen

Summary Information

5	Action Completion	Operation Number / Name: 10 / Consume Components Action Name: Build Complete Dt: 06/08/2025 17:31:12 Completed By: Lucy	New	Not Required	06/08/2025 17:31	1
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Revision: 1 (Latest)ContentFormatted Content

eSignature: Not Available

Operation Number	Operation Name	Action Name	Timestamp	Completed By
10	Consume Components	Build	06/08/2025 17:31	Lucy

Detailed Information

HTML Report

Summary Information

Line Type	Latest	Revision	Reason	Signature Status	Created	Details	Last Edit User	eSign
Action Completion	Yes	1	New	Not Required	06/08/2025 17:31:12	Operation Number / Name: 10 / Consume Components Action Name: Build Complete Dt: 06/08/2025 17:31:12 Completed By: Lucy	Lucy Demo	

Details

Operation Number	Operation Name	Action Name	Timestamp	Completed By
10	Consume Components	Build	06/08/2025 17:31:12	Lucy

Operation Number / Name: 20 / Assembly
Action Name: Assemble PCB
Complete Dt: 06/08/2025 17:31:20
Completed By: Lucy

Details

Operation Number	Operation Name	Action Name	Timestamp	Completed By
20	Assembly	Assemble PCB	06/08/2025 17:31:20	Lucy

Operation Number / Name: 20 / Assembly
Action Name: Assemble casing
Complete Dt: 06/08/2025 17:31:23
Completed By: Lucy

Detailed Information