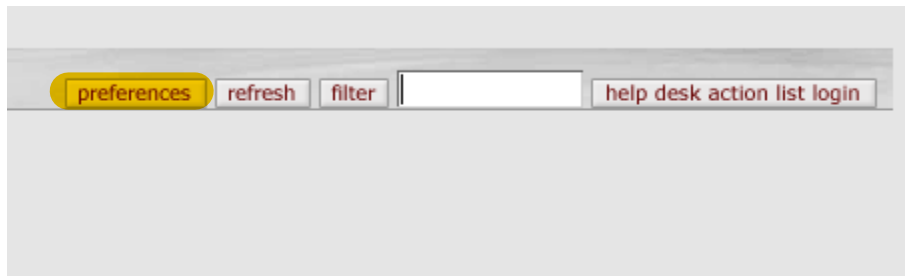


First thing I recommend is increasing the number of items viewable per page on your action list. To do this, click Preferences on the top right corner.



In the action list page size increase the number to 500

Workflow Preferences

General	
Automatic Refresh Rate:	15 in whole minutes - 0 is no automatic refresh.
Action List Page Size	500
Delegator Filter	Secondary Delegators on Action List Page ▾
Primary Delegate Filter	Primary Delegates on Action List Page ▾
Fields Displayed In Action List	

And click "save" at the bottom.

Change the NONE to FYI and hit apply default

NONE apply default

Action List | [Outbox](#)

19 items retrieved, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
3786373	Account	Edit Account - reopening to adjust encumbrance	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		10:22 AM 03/25/2015		FYI	
3825023	Account	Edit Account - Update IDC Rate	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		04:18 PM 04/07/2015		FYI	
3875862	Account	Edit Account - Adding IDC Rate to Account	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		09:07 AM 04/24/2015		FYI	
4174419	Account	Edit Account - #3100500 Mod 5: Extend to 7/31/2016	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		01:33 PM 08/03/2015		FYI	
4184846	Account	Edit Account - Updating Rate ID	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		12:08 PM 08/06/2015		FYI	
4381028	Account	Edit Account - Extend end date for FSO processing	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		11:18 AM 10/14/2015		FYI	
4412919	Account	Edit Account - Extend per FSO	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		09:09 AM 10/26/2015		FYI	
4489498	Account	Edit Account - Close Account	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		04:23 PM 11/09/2015		FYI	
4756738	Account	Edit Account - 3100050 Relinquishing award - 9/1/2015	FINAL	FYI	XXXXXXXXXXXXXXXXXXXX		03:02 PM 01/28/2016		FYI	
4897980	Effort Certification	Effort Certification - Monitor Schmidt, John Case No.	ENROUTE	APPROVE	XXXXXXXXXXXXXXXXXXXX		10:47 AM 03/15/2016			

take actions

This will change all the Actions to FYI, then scroll down to the bottom of the page and click the take action button. If you have multiple pages you will have to complete this action for each page

FYI apply default

Action List | Outbox

19 items retrieved, displaying 1 to 10.[First/Prev] 1, 2 [Next/Last]

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
<u>3786373</u>	Account	Edit Account - reopening to adjust encumbrance	FINAL	FYI	Justin David XXXXXX		10:22 AM 03/25/2015		FYI	
<u>3825023</u>	Account	Edit Account - Update IDC Rate	FINAL	FYI	XXXXXX XXXXXX		04:18 PM 04/07/2015		FYI	
<u>3875862</u>	Account	Edit Account - Adding IDC Rate to Account	FINAL	FYI	XXXXXX XXXXXX		09:07 AM 04/24/2015		FYI	
<u>4174419</u>	Account	Edit Account - #3100500 Mod 5: Extend to 7/31/2016	FINAL	FYI	XXXXXX XXXXXX		01:33 PM 08/03/2015		FYI	
<u>4184846</u>	Account	Edit Account - Updating Rate ID	FINAL	FYI	XXXXXX XXXXXX		12:08 PM 08/06/2015		FYI	
<u>4381028</u>	Account	Edit Account - Extend end date for FSO processing	FINAL	FYI	XXXXXX XXXXXX		11:18 AM 10/14/2015		FYI	
<u>4412919</u>	Account	Edit Account - Extend per FSO	FINAL	FYI	XXXXXX XXXXXX		09:09 AM 10/26/2015		FYI	
<u>4489498</u>	Account	Edit Account - Close Account	FINAL	FYI	XXXXXX XXXXXX		04:23 PM 11/09/2015		FYI	
<u>4756738</u>	Account	Edit Account - 3100050 Relinquishing award - 9/1/2015	FINAL	FYI	XXXXXX XXXXXX		03:02 PM 01/28/2016		FYI	
<u>4897980</u>	Effort Certification	XXXXXX XXXXXX	ENROUTE	APPROVE	XXXXXX XXXXXX		10:47 AM 03/15/2016			

take actions