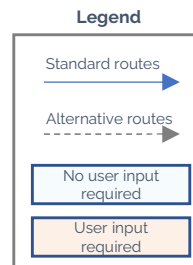
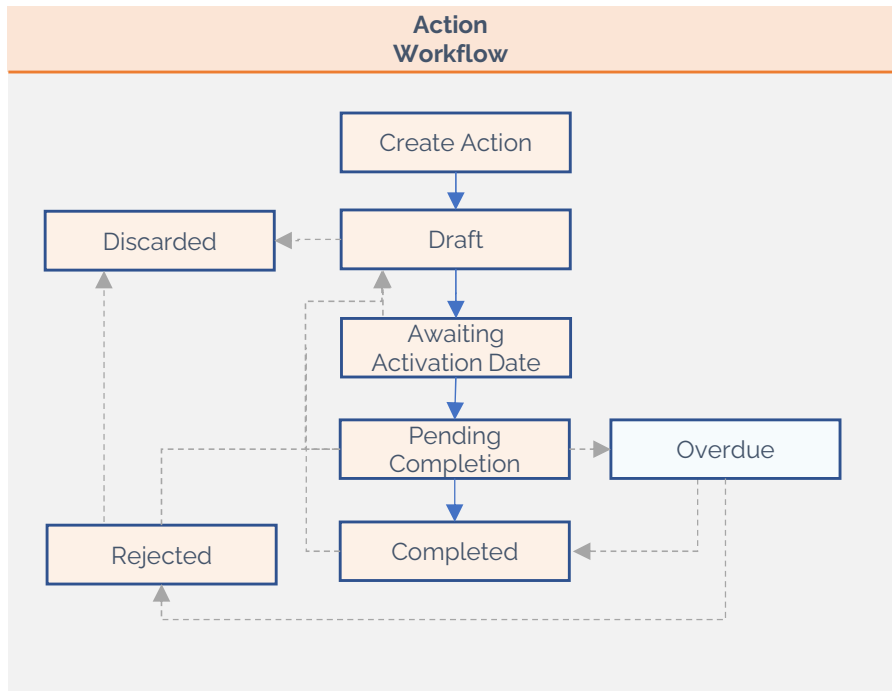


Action



Guide for what Task and Action feature to use

	Reminder Task	Periodic Task	Action <small>(Replaces Assignments)</small>
Frequency of task	Recurrent or One-time	Recurrent	One-time / ad-hoc
Assignment triggered	By document release	On Activation date based on scheduling values	On Activation date based on scheduling values
Location of feature	Create -> Periodic Task -> Reminder Task	Create -> Periodic Task -> Periodic Task	Create -> Action
Requires e-signature to complete	Yes	Yes	Determined by initiator
Mandatory for all assignees to complete	No, only one	No, only one	Determined by initiator
Examples / Use cases	Reminder task to print and replace a work instruction in a binder when a new is released	Recurrent task to calibrate equipment with a given time interval	Action to do x based on a conclusion of a CAPA
Notes		The "Periodic Document Review" and "Effective Assessment" is based on the Periodic Task	Will block CAPAs and CRs from being released until action is completed