

**Dorset Portfolio
Management Office**

Celoxis

Decisions App



Decisions App In Celoxis

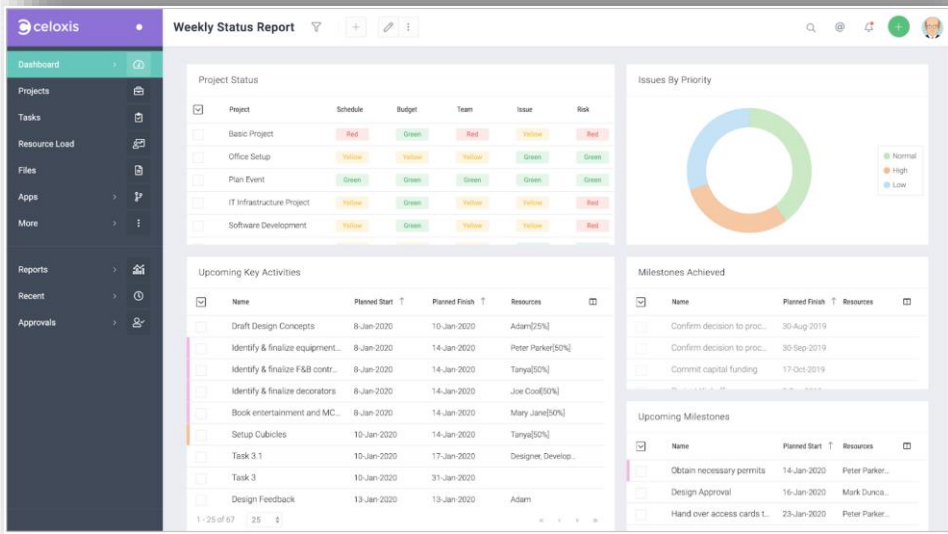
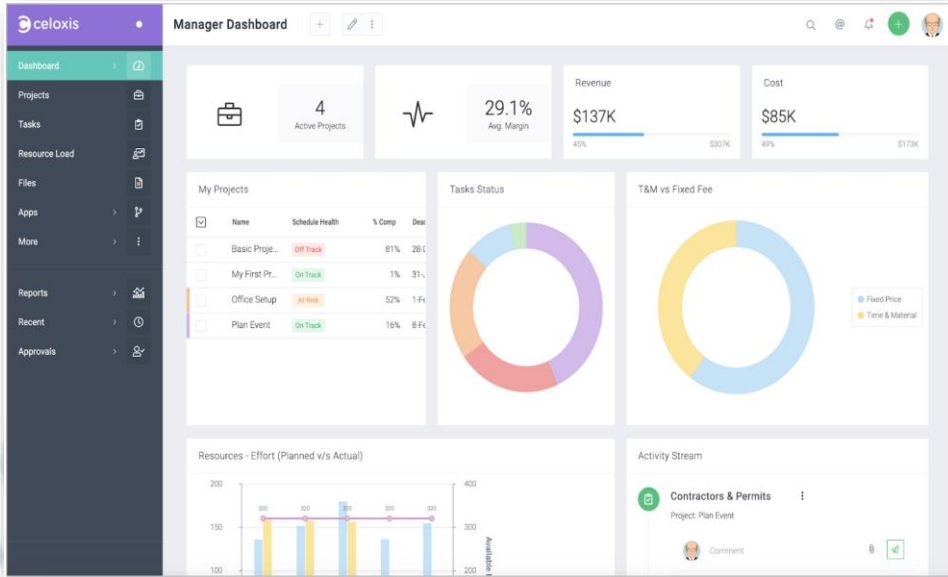
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Decisions Log App Overview

The screenshot shows the main interface of the Decisions Log app. At the top, there's a header with the title 'Decisions Log' and several utility icons. Below the header is a table with columns for 'Workspace', 'Name', 'State', 'Decision', 'Action Required', 'Actionee', 'Due Date', and 'Update/Comments'. A filter bar above the table shows 'A Demo & test projects' with a count of 1. The table contains one row with the following data:

Workspace	Name	State	Decision	Action Required	Actionee	Due Date	Update/Comments
A Demo & test projects	A decision was made	Open	A decision was made that coffee is good	Purchase the good coffee			

The table shows essential information – each item can be opened to view details

Click on the *Decision Name* to open it. Here you can view and edit

You can attach the decision to a project, task, or any of the apps in Celoxis

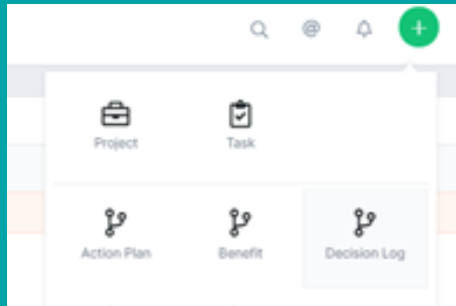
This screenshot shows the detailed view of a decision item. The title is 'A decision was made' under the workspace 'A Demo & test projects'. The 'Overview' tab is active, displaying the following details:

- ID: 1331941
- Workspace: A Demo & test projects
- Assigned To: Heather Payne
- Decision Ref: PMO101
- Decision: A decision was made that coffee is good
- Decided By: Working Group
- Action Required: Purchase the good coffee
- Actionee: (empty)
- Update/Comments: (empty)
- Last Updated: (empty)
- Priority: Normal
- Created: Heather Payne - Today

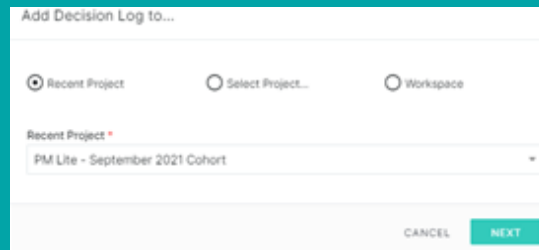
On the right side, there is a 'WORKFLOW' section with a progress indicator showing 'Open Today' and 'Closed'. Below that are sections for 'RELATED' and 'FILES', each with an 'Add' button.

Adding A New Decision Log

Click the green *Add* button in the top right of the screen and select *Decision Log*



Add the decision to a project, or your workspace if it is a general decision made



Complete the relevant sections and press *Save*

