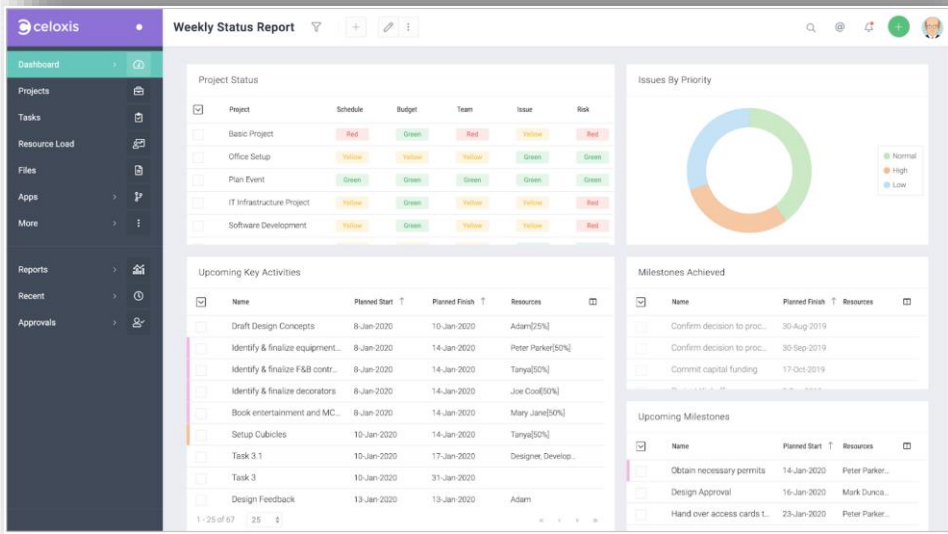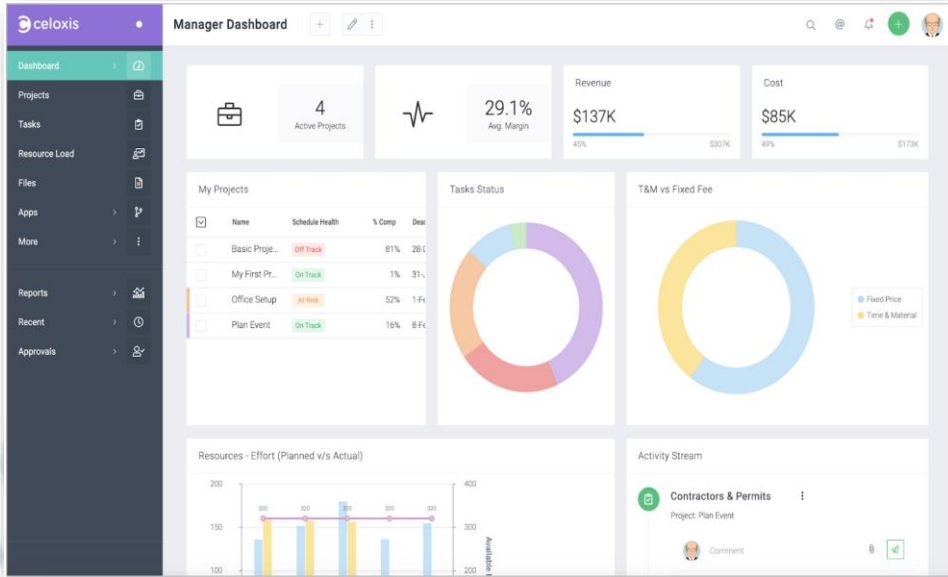# Dorset Portfolio Management Office

Celoxis

Decisions App

Contents

Click to jump to a section

Decisions Log App Overview

Use the 'Home' button to come back here

Adding A New Decision Log

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

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

Adding A New Decision Log

Click the green *Add* button in the top right of the screen and select *Decision Log*
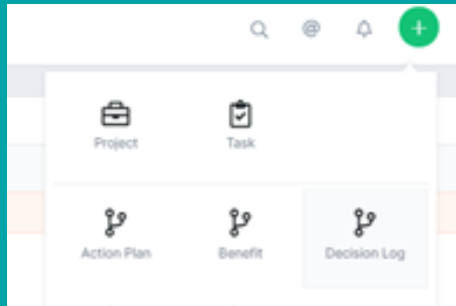
Add the decision to a project, or your workspace if it is a general decision made
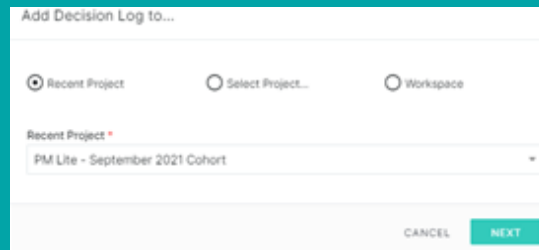
Complete the relevant sections and press *Save*