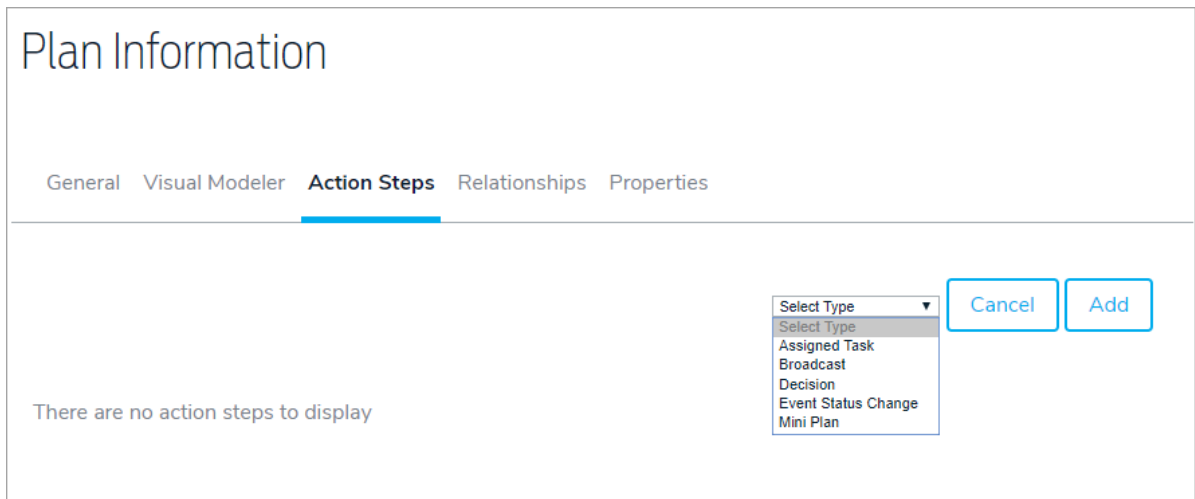# Add an Event Status Action Step

1. To add a status update request, click the Plans icon in the navigation bar, then click to open the plan you wish to edit.

2. Click the Action Steps tab.

3. Click Add.

4. Select Event Status Change in the Select Type dropdown menu.

Plan Information

General Visual Modeler **Action Steps** Relationships Properties

	Select Type ▼
	Select Type
	Assigned Task
	Broadcast
	Decision
	Event Status Change
There are no action steps to display	Mini Plan

Cancel Add

5. Enter the title and any descriptions.

6. Select either Automatically or By Assignee in the Event Status Change Mode.

7. If you selected By Assignee, choose a user or role responsible for providing the status update in the Assigned To field. If you wish to send a notification to the assigned user or role, select the Automatically Notify Assignee When Assigned? checkbox.

8. Enter a number in the Due (After Event Activation) field, then select a period of time from the dropdown menu.

Action Step - StatusChange

General

Title: Change to Start

Description: Shift team lead will reply to this email with requested information.

Event Status Change Mode: ○ Automatically
● By Assignee

New Status:

Assigned To: 👥 PlanReview

Remove Assignment | Set Assignment

☐ Automatically Notify Assignee When Assigned?

Due (After Event Activation): 1   Week(s) ▼

Add & Exit   **Add & Continue**   Cancel

9. Click Add & Exit or Add & Continue.