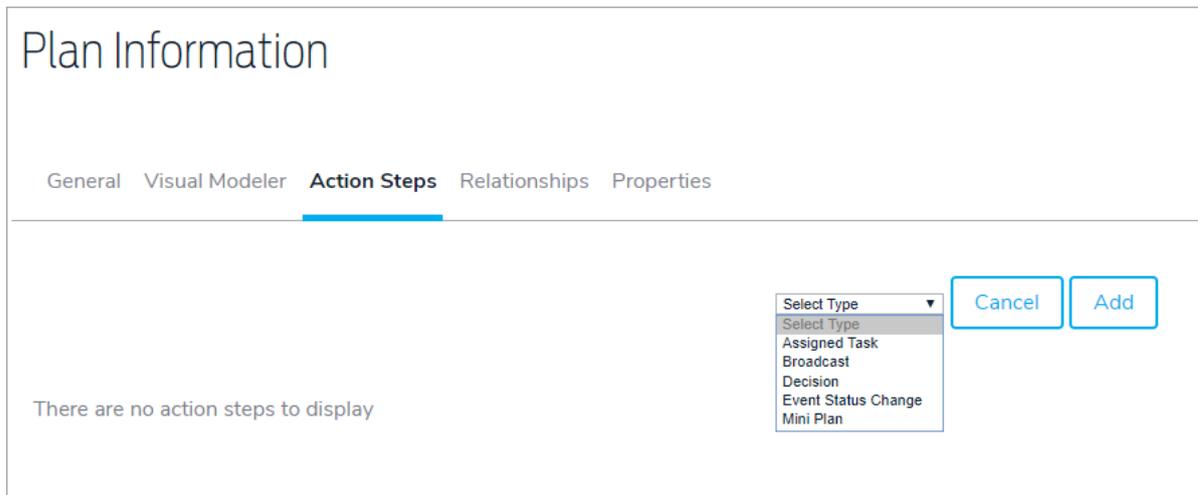


Add a Decision to an Action Step

1. To add a decision action step, 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 Decision in the Select Type dropdown menu.



5. Enter the title and any descriptions.
6. Select an alternative task, which are follow-up tasks based on how the assignee replies. A **task** will become available as an alternative once the decision action step has been added as a **dependency** to the task. Once the action step is saved, you can view these tasks in the Alternatives tab.
7. Choose a user or role responsible for the decision 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.
9. Click Add & Exit or Add & Continue.