



Action Clipper

User Manual

Capture anything on screen and turn it into an assigned, trackable construction action.

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Volanti Superintendent Utility Suite

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1. About Action Clipper

Action Clipper is a lightweight Windows utility for construction superintendents and the field and project teams around them. It captures anything on your screen — a drawing detail, a Procore item, a Bluebeam view, an email, a photo — and turns it into a structured action with an owner, a trade, a due date, and a follow-up history.

Where a screenshot tool leaves you with images in a folder, Action Clipper leaves you with an Action Register: a single list that shows what is open, what is overdue, and who owes you an answer. Every action can be emailed to its owner with the picture attached, copied as text, exported to CSV, or packaged into a print-ready PDF recap for your next meeting.

Action Clipper runs quietly in the Windows system tray and is part of the Volanti Superintendent Utility Suite.

How it works

- **Clip** — press the hotkey (Ctrl + Shift + A), drag over the issue, point at it with an arrow or box.
- **Classify** — give it a title, an owner, a company, a category, and a due date.
- **Chase** — track it in the Action Register, email it out, and log follow-ups until it is done.

Privacy Everything stays on your PC. Action Clipper needs no account, uploads nothing, and collects no telemetry.

2. Installation

System requirements

Requirement	Details
Operating system	Windows 10 or Windows 11 (64-bit)
Disk space	Approximately 50 MB
Input	Mouse and keyboard; touch supported (see Touch mode)
Email (optional)	A desktop email app such as Outlook, for one-click emailing of actions

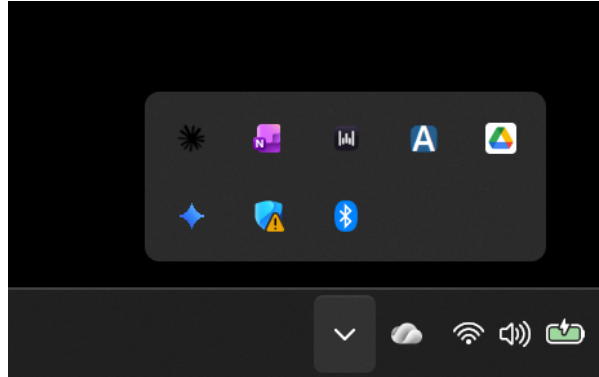
Choosing an installer

Two installers are available. Both install exactly the same app.

Installer - download	Use when
ActionClipper-Setup-1.0.1.exe (~50 MB)	Recommended if unsure. Works on any Windows 10/11 PC — nothing else needed.
ActionClipper-Setup-NoNet-1.0.1.exe (~2 MB)	The PC already has the Microsoft .NET 9 Desktop Runtime (x64) — for example, any PC that runs Volanti Plan Viewer. If the runtime is missing, the installer points you to the download.

Installing

1. Download the installer to your PC and double-click it. The installer is digitally signed by Volanti Displays Inc.
2. Follow the prompts. Action Clipper installs for the current user only — no administrator password is needed.
3. Start the app from the Start menu → **Action Clipper**.
4. Action Clipper runs in the system tray (bottom-right of the screen) as a blue **A**. If you do not see it, click the ^ arrow to show hidden icons. Right-click the icon for the menu.



The blue A in the system tray — right-click it for the Action Clipper menu.

Tip Right-click the tray icon and choose Start with Windows so Action Clipper is always ready when you log in.

Uninstalling

Use Start menu → Uninstall Action Clipper, or Windows Settings → Apps. Your captured actions are left in place in your data folder (see Section 10), so reinstalling brings everything back.

3. Your first capture — about 20 seconds

1. See something that needs follow-up? Press **Ctrl + Shift + A** from any application.
2. The screen freezes — drag a box over the issue (a drawing detail, an email, a Procore item, a photo).
3. Point at the problem with the **Arrow** or **Box** tool (optional).
4. Type a **Title**. Add an **Owner**, **Due date** (Today / Tom / +1wk buttons), and a **Category** as needed.
5. Click **Save** — or **Save + Email** to open a message to the owner with the picture attached.

That's it. The action is now in your Action Register, dated, owned, and ready to chase.

4. Capturing and annotating

Start a capture in either of two ways:

- Press **Ctrl + Shift + A** from any application, or
- right-click the tray icon and choose **New Capture**.

The screen freezes so nothing moves while you work. Drag a box over the area you want to capture. To cancel a capture, press Esc or right-click.

The capture then opens in the action form, where you can mark it up:

Tool	What it does
Arrow	Click and drag a directional arrow pointing at the problem
Box	Drag a rectangle around the area of interest
Undo	Removes the last mark
Clear	Removes all marks
Retake	Re-grabs the screen without losing anything you have typed

The action form: annotation tools and capture preview on the left, action fields on the right.

5. Filling in the action

The fields on the right of the form turn your capture into an accountable action. Only the title is required — fill in the rest as far as it is useful.

Field	What to enter
Title (required)	One line: what needs to happen, e.g. "Resolve duct / sprinkler clash above grid C-4"
Captured from	The document or window the snip came from. Filled in automatically (for example the plan sheet or email you were viewing) and editable to a tidy reference such as "Sheet A-101" or "RFI #45". It travels with the action and appears in the email and exports, so you can always trace where an issue came from.
Owner	The person responsible. The list grows automatically as you add people
Owner email	Remembered per owner and used by Save + Email
Company	The company or trade responsible. Also grows as you use it
Category	Coordination issue, RFI candidate, Field correction, Quality item, Safety item, Schedule constraint, Procurement issue, Information needed, Design clarification, or Other — editable in Lists
Priority	How urgent the action is
Status	New actions start Open; mark them Done from the register
Due date	Pick a date, or use the Today / Tom / +1wk quick buttons
Note	Any detail the owner needs to act

Action Clipper

Title — what needs to happen *
e.g. Resolve duct / sprinkler clash above grid C-4

→ Arrow □ Box
Undo Clear Retake

Captured from volanti-floorplan-V1-all-pages.pdf -

Owner
Owner email
Company
Category Coordination issue
Priority
Due date
Note

Coordination issue
RFI candidate
Field correction
Quality item
Safety item
Schedule constraint
Procurement issue
Information needed
Design clarification
Other

Cancel Save + Email Save

VOLANTI
DISPLAYS

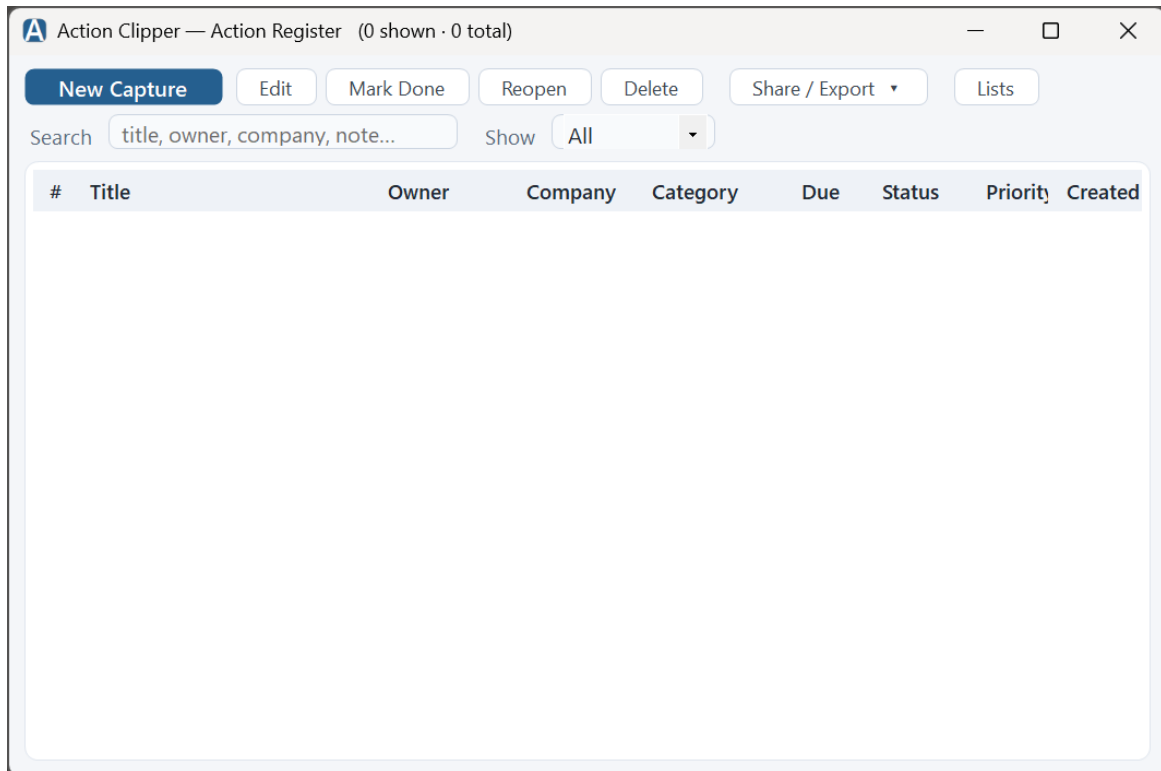
The built-in construction categories. You can edit this list to match your project.

Finish with one of the two save buttons:

- **Save** stores the action in the register.
- **Save + Email** stores it and opens a pre-filled email to the owner with the capture attached.

6. The Action Register

The register is the single list of everything you have captured. Open it from the tray menu → Open Action Register.



The Action Register. Overdue actions are shown in red.

- **Search** by title, owner, company, or note text.
- **Filter** with the Show dropdown: All, Open, Overdue, or Done.
- **Sort** by clicking any column header.
- **Edit** an action by double-clicking it (or select it and click Edit).
- **Mark Done / Reopen** to close an action or bring it back.
- **Delete** removes an action entirely.
- **Share / Export** sends actions out of the app — see Section 7.

Follow-up notes

Open an action and add timestamped follow-up notes (type the note and press Enter) — for example “chased ABC Mechanical 6/1”. The chase history travels with the action, so you always know when it was last pushed.

7. Sharing and exporting

Actions are only useful once they reach the person who has to fix them. From the form (Save + Email) or the register (Share / Export), Action Clipper offers four ways out:

Output	What you get
Email	A ready-to-send message to the owner, details filled in — the screenshot is attached (Outlook) or added with one Ctrl+V (web email). See Emailing an action below
Copy as text	The action as plain text on the clipboard — paste into a chat or email
CSV	A spreadsheet-ready export of the register for Excel
PDF recap	A print-ready recap of selected actions, with their captures — it opens in your browser, where you can save it as a PDF or print it for the weekly meeting

Emailing an action

How **Save + Email** behaves depends on the email you use. Choose it once in the **Manage Lists** window, under **Email opens in**.

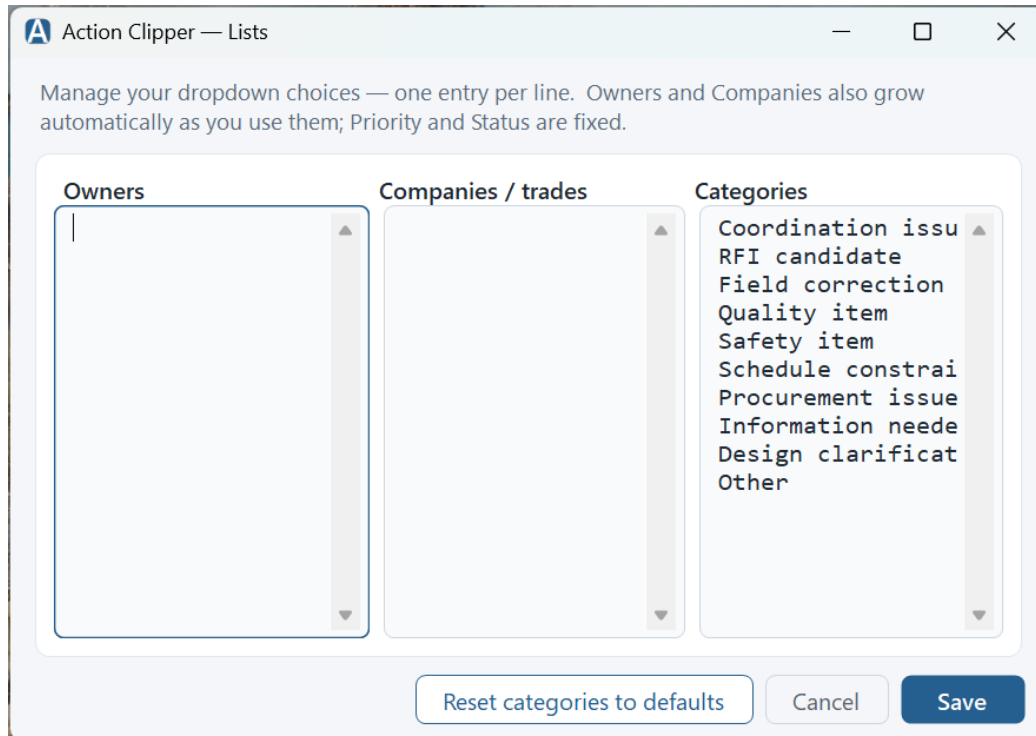
Outlook (or another desktop email app). Action Clipper builds the whole message for you — recipient, subject, the action details, and the screenshot attached. Just review it and send. Leave Email opens in set to Default mail app.

Gmail or Outlook in a web browser. Set Email opens in to Gmail or Outlook (web), pick the browser you use under Open in, and type Your email. A new message opens in your browser with the recipient, subject and details already filled in. A web page won't let an outside app attach a file, so the screenshot is placed on your clipboard — click in the message and press Ctrl+V once to drop it in (a reminder appears), then send. If an action doesn't need the picture, just send.

Never lost The screenshot is always saved with the action, so it can't go missing if a paste is skipped. Re-open the action in the register and choose Email to start the message again with the screenshot ready on the clipboard.

8. Managing your lists

The Owner, Company, and Category dropdowns are yours to shape. Open the editor from the tray menu → Manage Lists, or the Lists button in the register.



One entry per line. Owners and Companies also grow automatically as you use them.

- Paste in your project directory — one entry per line — so owners and trades are a tap away.
- Owners and Companies grow automatically as you type new names into actions.
- Categories are fully editable; Reset categories to defaults restores the built-in construction set.
- Priority and Status lists are fixed.

9. Touch mode

For touchscreens — including Volanti plan tables — Action Clipper has a full-screen, tap-to-pin touch interface. Switch from the tray menu → Switch to Touch mode.

Touch mode reads and writes the same data as the desktop app, so actions captured at the table appear in the same register as actions captured at your desk.

10. Your data, backup and restore

Action Clipper is local-first: actions, captures, lists, and exports all live on your PC, and nothing is uploaded. There is no account and no telemetry.

Your data folder is C:\Users\<you>\AppData\Local\ActionClipper — you can open it in File Explorer, and the tray menu's Help screen shows the exact path.

Capture records

Every capture is kept on your PC as two files with a readable name — for example #0007 - Duct clash grid C-4 - 2026-06-07:

- a .png image of the marked-up screenshot, and
- a **.html record card** — open it in any browser to see the screenshot together with every field (title, source, owner, due date, note and follow-ups). It is a single, self-contained file you can print to PDF or forward on its own.

You don't need to manage these. Action Clipper keeps them in step as you edit an action and removes them when you delete it — a tidy paper trail if you ever archive or hand over your actions.

Backing up

1. Right-click the tray icon and choose **Back up data**.
2. Action Clipper writes a single .zip containing your actions, captures, and lists.
3. Keep the .zip wherever you keep project records; restore it from the tray menu on any PC.

Moving to a new PC Back up on the old PC, install Action Clipper on the new one, then restore the .zip — register, captures, and lists come across intact.

11. Licensing and activation

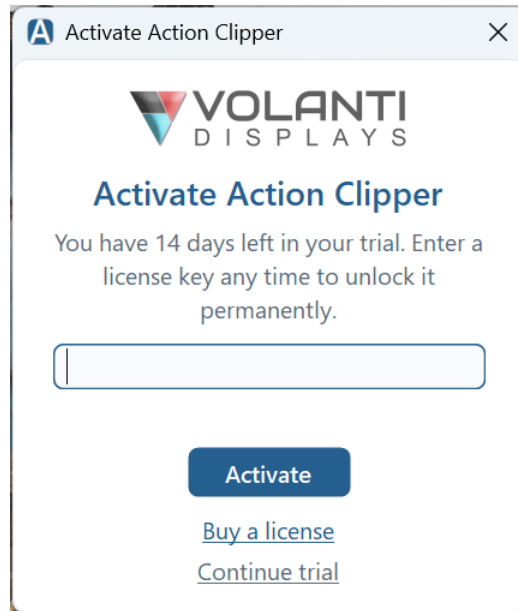
Action Clipper starts as a 14-day free trial: every feature is unlocked, no account or card is needed, and the timer begins the first time the app launches.

On a Volanti display

No activation is required. Action Clipper detects a connected Volanti display and unlocks automatically — the trial timer never appears.

On other PCs

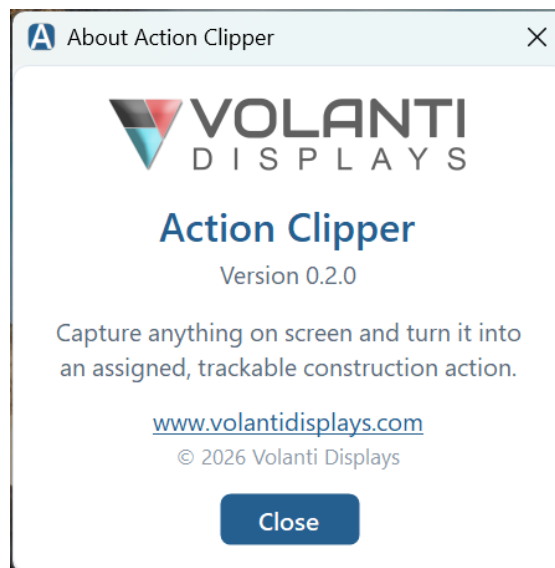
1. Buy a license key from Volanti (the Activate window links straight to the store).
2. Open the Activate window and paste in your key.
3. Click **Activate**. The license is stored on the PC.



Enter a license key any time during or after the trial.

12. Getting help

The tray menu's Help shows a one-screen summary of the essentials, and About shows the version you are running — useful when contacting support.



The About dialog — check here for your version number.

Support: www.volantidisplays.com/technical-support · +1 408 500 3500

Quick reference

Action	How
Capture	Ctrl + Shift + A (or tray menu → New Capture)

Cancel a capture	Esc, or right-click
Re-grab the screen	Retake — keeps everything you have typed
Add a follow-up note	Open the action, type the note, press Enter
Open the register	Tray menu → Open Action Register
Edit your dropdowns	Tray menu → Manage Lists
Switch to touch	Tray menu → Switch to Touch mode
Back up everything	Tray menu → Back up data (a single .zip)

More from Volanti

Action Clipper is part of the Volanti Superintendent Utility Suite - field-ready software that pairs with Volanti touch displays and plan tables. Alongside it sits Volanti Plan Viewer, for opening, marking up, and managing your drawings right on the jobsite.



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