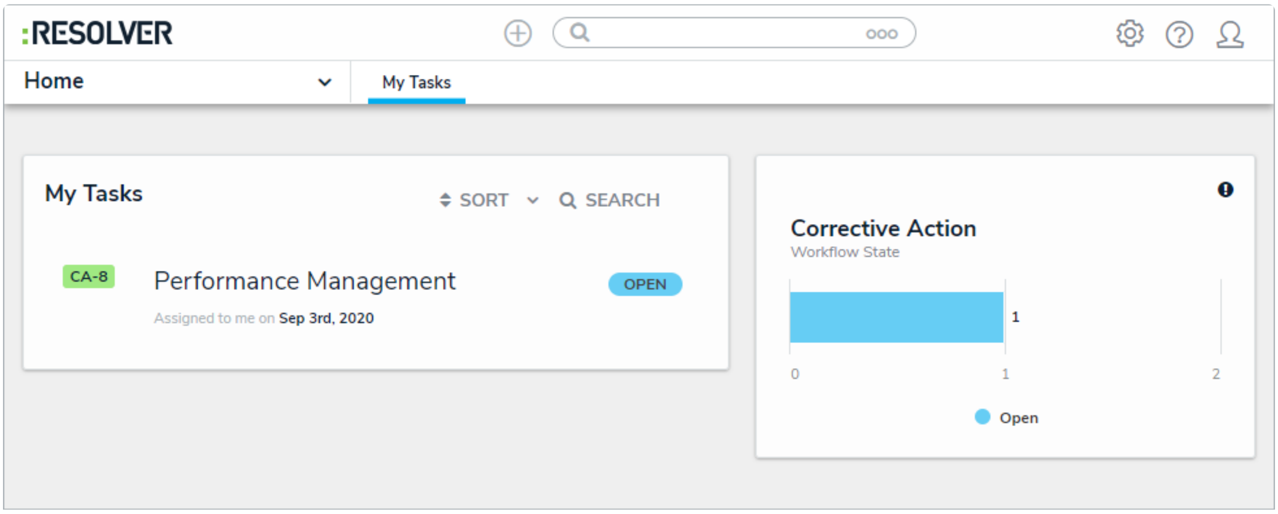
# Review a Corrective Action

Last Modified on 03/22/2021 4:14 pm EDT

Corrective action owners and their delegates are responsible for ensuring the details of a corrective action are entered correctly. Once a corrective action owner has reviewed a corrective action, it's sent to the Compliance Team for further review.

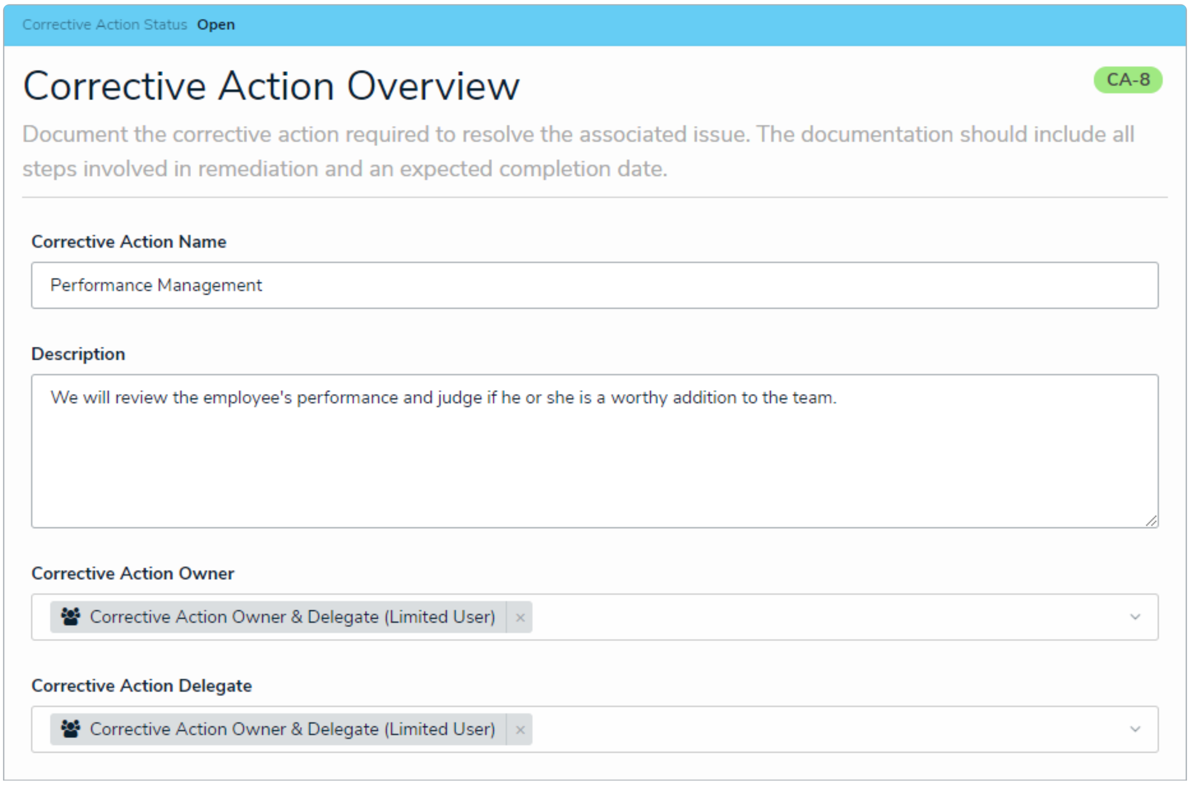



*Assigned corrective actions on the My Tasks page.*

## To review a corrective action:

1. Log into a user account that's been assigned to the **Corrective Action Owner & Delegate** user group to open the **My Tasks** page.

2. Click a corrective action to display the **Corrective Action Overview** form.




*The Corrective Action Review form.*

3. **Optional**: Edit the corrective action's name in the **Corrective Action Name** field.
4. Enter a description in the **Description** field.
5. Begin typing a username in the **Corrective Action Owner** field to display a list of available users, then click the appropriate user.
6. **Optional**: Begin typing a username in the **Corrective Action Delegate** field to display a list of available users, then click the appropriate user.
7. Select a date in the **Expected Completion Date** field.
8. Select the priority that best fits the corrective action from the **Priority** dropdown.
9. Select a date in the **Actual Completion Date** field.
10. **Optional**: Click the name of a related issue to view the **Issue Review** dialog.
11. Click **Submit for Review**.