

## Review a Corrective Action

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Corrective Action Owners and their delegates are responsible for ensuring Corrective Actions are properly documented to resolve the attached Issue. Once a Corrective Action Owner has reviewed a Corrective Action, it's sent to either the [Issue Owner](#) or the [Risk Team](#), depending on your organization.

The screenshot displays the Resolver interface. At the top, there is a navigation bar with the Resolver logo, a search bar, and user settings. Below this, a dropdown menu shows 'Home' and 'My Tasks' (which is selected). The main content area is divided into two panels. The left panel, titled 'My Tasks', contains a list of two corrective actions: 'CA-8 Performance Management' (assigned on Sep 3rd, 2020) and 'CA-9 IT Infrastructure Training' (assigned on Sep 17th, 2020). Each action has an 'OPEN' button. The right panel, titled 'Corrective Action', shows a 'Workflow State' chart with a horizontal bar at level 2 and a legend for 'Open'.

*Assigned corrective actions on the My Tasks page.*

### To review a corrective action:

1. Log into a user account from the **Corrective Action Owner & Delegate** user group to open the My Tasks page.
2. Click a corrective action to display the **Corrective Action** form and complete the **Details** section.

## Repair Garage floor

CA-8 OVERDUE

Details Relationship Graph History Communications

### Manage Corrective Action

Document the corrective action required to resolve the associated issue. The documentation should include all steps involved in remediation and an expected completion date.

**Description**

**Corrective Action Owner**

**Expected Completion Date** March 16, 2022 **Actual Completion Date**

**Priority** Medium

*The Corrective Action Details tab.*

3. **Optional:** Click the header bar to edit the Corrective Action Name (e.g., Repair Garage Floor).
4. In the **Manage Corrective Action** section, edit the following fields, as needed:
  - **Description:** Enter a description of the Corrective Action.
  - **Corrective Action Owner:** Begin typing usernames, then select the relevant user.
  - **Expected Completion Date:** Select the estimated date that the Corrective Action will be complete.
  - **Actual Completion Date:** Once a Corrective Action is complete, enter the correct date.
  - **Priority:** Select the priority level from Low, Medium, High, or Urgent.
  - **Supporting Attachments:** Drag files to this box or click to select file/add a weblink.
5. Click **Submit for Review**.