

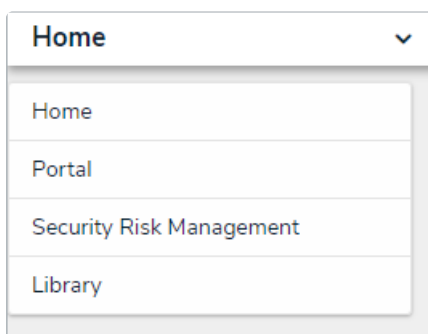
Create New Issues & Corrective Actions

Last Modified on 04/05/2022 3:01 pm EDT

Members of the **Security Assessment Team** user group can create new issues or corrective actions that can then be assigned to Locations. Once an issue or corrective action has been created, the security assessment team can review it at any time from the **Issues & Actions** tab of Security Risk Management.

To create a new issue or corrective action:

1. Log into a user account that's been added to the **Security Assessment Team** user group.
2. Click the dropdown in the nav bar > **Security Risk Management**.



The nav bar.

3. Navigate to the **Issues & Actions** tab.

The screenshot shows the 'Issues & Actions' tab in the RESOLVER application. The top navigation bar includes the RESOLVER logo, a search bar, and icons for settings, help, and user profile. Below the navigation bar, the 'Security Risk Management' dropdown menu is open, showing options for 'Location Profiles', 'Assessments', 'Issues & Actions' (which is selected), and 'Reporting'. The main content area is titled 'Issues & Actions' and contains three sections: 1. 'Issues & Actions' with two buttons: '+ ADD ISSUE/DEFICIENCY' and '+ ADD CORRECTIVE ACTION'. 2. 'Open Issues/Deficiencies' with two entries: 'I-9 No formal change management process' (status: Draft) and 'I-10 Criminal Record Present' (status: Open). 3. 'Open Actions' with one entry: 'CA-8 Performance Management' (status: Open).

The Issues & Actions tab.

4. Click + Add Issue/Deficiency or + Add Corrective Action to open the Create a New Issue or Create a New Corrective Action form respectively.

Issue Status **Creation**

Create a New Issue I-XXX

Issue Name

Description

Issue Owner

Priority **Security Issue Type**

Select one... Select one...

Date Identified **Identified By**

Select one...

Corrective Actions

[+ CREATE NEW](#)

CREATE AND SAVE AS DRAFT **CREATE OPEN ISSUE**

CANCEL

The Create a New Issue form.

5. Fill in the fields of each form as required. See the [Review an Issue](#) and [Review a Corrective action](#) articles for more detailed information about filling out these fields.
6. Click **Create Issue** or **Assign Action** depending on the form to create the issue or action.