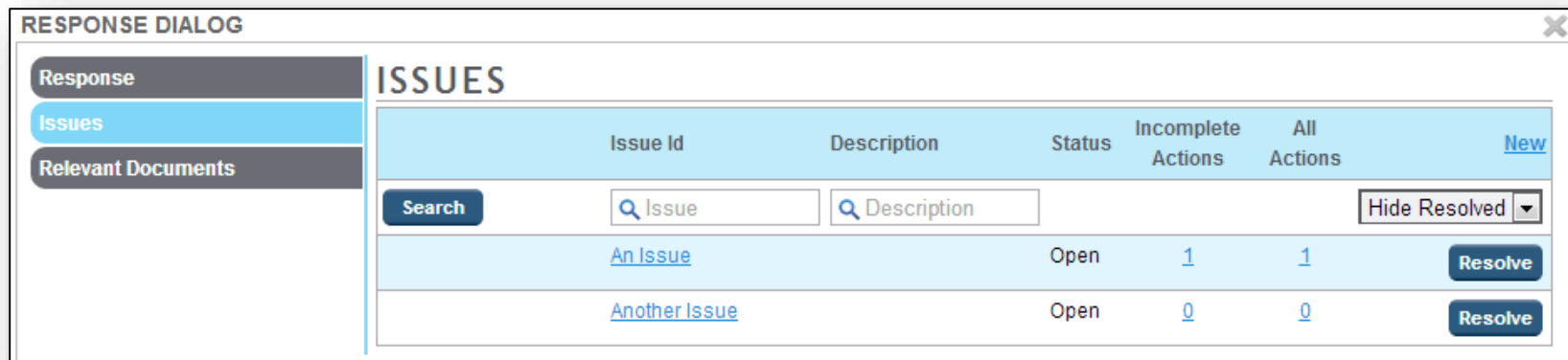


Response Dialog Menu

Add Action Items

This reference guide is an overview of how to **Add Action Items** within the **Response Dialog Menu**. These areas are covered within this document:

- ✓ Add action items



The screenshot shows a software interface titled "RESPONSE DIALOG" with a close button in the top right corner. On the left, there is a sidebar menu with three items: "Response", "Issues", and "Relevant Documents". The "Issues" item is highlighted in blue. The main area is titled "ISSUES" and contains a table with the following columns: "Issue Id", "Description", "Status", "Incomplete Actions", "All Actions", and a "New" link. Below the table header, there is a search bar with a "Search" button and two input fields labeled "Issue" and "Description". To the right of the search bar is a "Hide Resolved" dropdown menu. The table contains two rows of data:

| Issue Id | Description | Status | Incomplete Actions | All Actions | |
|-------------------------------|-------------|--------|--------------------|-------------|-------------------------|
| An Issue | | Open | 1 | 1 | Resolve |
| Another Issue | | Open | 0 | 0 | Resolve |

Add Action Items

Add Action Items


1. Click [Action Item Number](#).

2. Click [New](#).



Note: **Action Items** must be completed on the **Response** tab by the *assignee*.



| ISSUES | | | | | | |
|---------------------------------------|------------------------------------|--|--------|--------------------|--|--|
| | Issue Id | Description | Status | Incomplete Actions | All Actions | New |
| <input type="button" value="Search"/> | <input type="text" value="Issue"/> | <input type="text" value="Description"/> | | | <input type="text" value="Hide Resolved"/> | |
| New Issue | | This is a new issue to complete. | | 0 | 0 | <input type="button" value="Resolve"/> |



| ACTION ITEMS | | | | | | | <input type="button" value="X"/> |
|---------------------------------------|-----------|-------|--------|---------------|---------|---|----------------------------------|
| | Action Id | Owner | Action | Deadline Date | Comment | Status | New |
| <input type="button" value="Search"/> | | | | | | <input type="text" value="Open Items"/> | |
| <input type="button" value="Clear"/> | | | | | | | |




3. Enter the name of the action item within the **Action Id** text field.
4. Enter the name of the action item assignee in the **Owner** search field.
5. Enter the action item to be performed within the **Action** text field.
6. Select the  icon to choose the action item **Deadline Date**.
7. Click [Turn On](#) to activate email messaging for the task.
8. Click **Save Changes**.

NEW/EDIT ACTION ITEM ✕



Action Id*?  

Owner*?  

Action*?  

Deadline Date*?   

MESSAGES

| Send message when... | Status | Turn On All |
|--|---|---|
| The document was created and assigned. |  Off |  Turn On |

Save Changes 