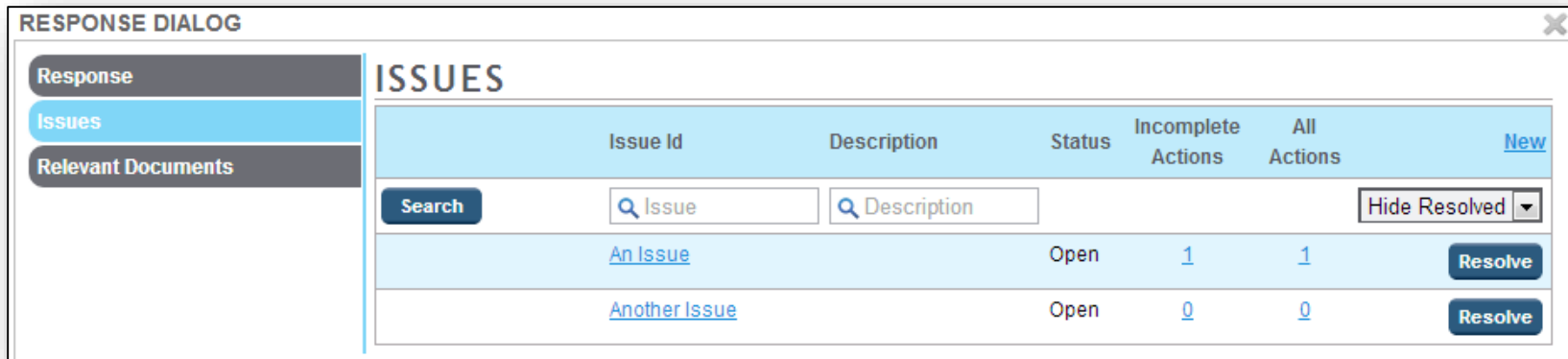


Response Dialog Menu

Add Issues

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

- ✓ Add issues



The screenshot shows a software interface titled "RESPONSE DIALOG" with a close button (X) in the top right corner. On the left side, there is a vertical menu with three items: "Response" (dark grey), "Issues" (light blue), and "Relevant Documents" (dark grey). 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	New
An Issue		Open	1	1	Resolve
Another Issue		Open	0	0	Resolve

Add Issues

Add Issues

1. Select **Issues** side tab.

RESPONSE DIALOG

Response
Issues ←
Relevant Documents

RESPONSE

NC22703 ORG & PERS I.1 [INCOMPLETE] [Edit](#)

Vulnerability
 CRO Oversight

Anticipated Inspector Questions / Request for Information
Determine the overall organization of the clinical research activities and

Supporting Documentation
Summary of clinical development plan/program for inspected molecule
Registry, Partner/Collaborator trials) Trial Monitoring Plans (TMP) for se

Regulatory Reference
[not set]

Response Owner(s)
Jared Sol, Jason Snead, Jered Myers

2. Select [New](#).

RESPONSE DIALOG

Response
Issues
Relevant Documents

ISSUES

Issue Id	Description	Status	Incomplete Actions	All Actions
----------	-------------	--------	--------------------	-------------

Search

3. Enter the name of the issue within the **Issue Id** text field.
4. Provide a description of the issue within the **Description** text field.
5. Select [Turn On All](#) to activate all issue messages.
6. Select [Turn On](#) to activate a specific issue message.
7. Click **Save Changes**.

CREATE/EDIT ISSUE ✕

Issue Id* ?

Description ?

MESSAGES

Send message when...	Status	
Issue set to Open	⊗ Off	Turn On
Issue set to Complete	⊗ Off	Turn On
Issue set to Transferred	⊗ Off	Turn On

Save Changes