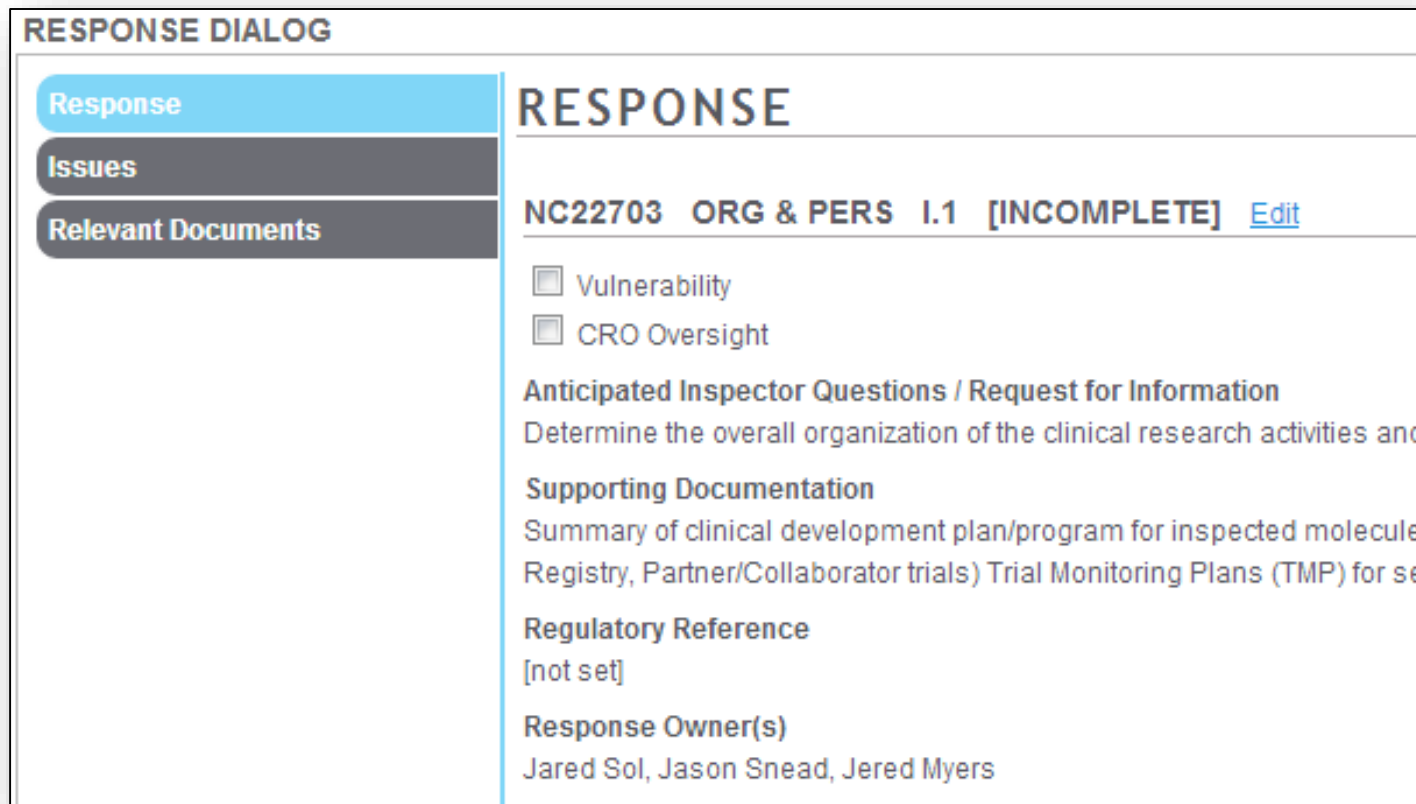


Response Dialog Menu

Add Response Tasks

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

- ✓ Add response tasks




The screenshot shows a software interface titled "RESPONSE DIALOG". On the left is a vertical navigation menu with three items: "Response" (highlighted in light blue), "Issues", and "Relevant Documents". The main content area on the right is titled "RESPONSE" and contains the following information:

- 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

Add Response Task

Add Response Task


1. Select [New](#).
2. Enter the task assignee within the **Owner** search field.
3. Enter the task requirements within the **Action** text field.
4. Select the  icon to choose the task **Due Date**.
5. Click [Turn On](#) to activate email messaging for the task.
6. Click **Save Changes**.

TASKS					
	Owner	Action	Deadline Date	Comment	Status
<input type="text" value="Search"/>		<input type="text" value="Clear"/>		<input type="text" value="Open Tasks"/>	
RO	Response Owners	Compliance	03-Jan-2014		Open

NEW TASK

Owner* ?

Action* ?

Due Date* ? 

MESSAGES

Send message when...	Status	Turn On All
The document was created and assigned.	<input type="checkbox"/> Off	Turn On