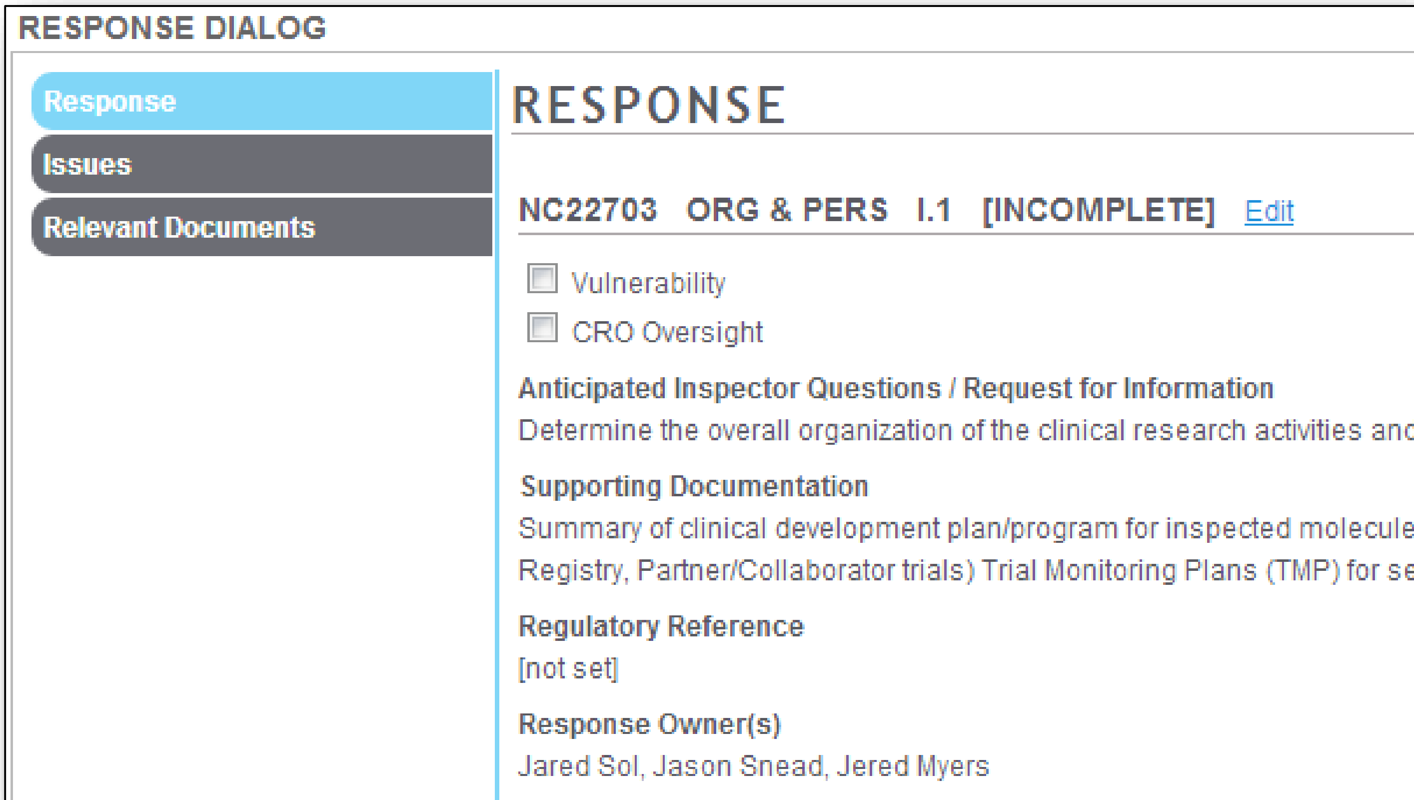
InspectionReady

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:

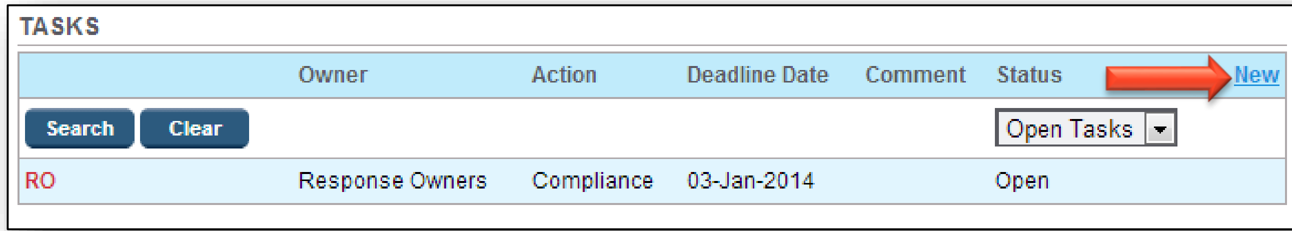
- Add response tasks



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**.