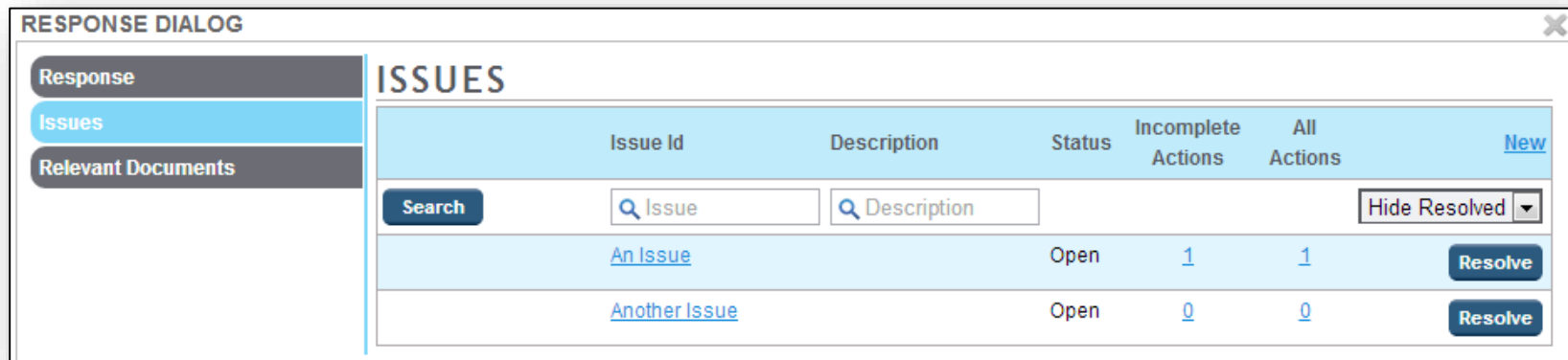


Response Dialog Menu

Resolve Issues

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

- ✓ Resolve issues



RESPONSE DIALOG

Issues

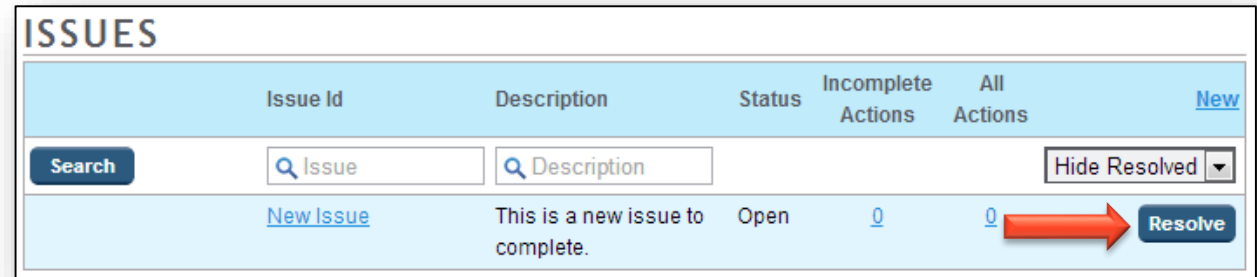
| Issue Id | Description | Status | Incomplete Actions | All Actions | New |
|-------------------------------|-------------|--------|--------------------|-------------|-------------------------|
| An Issue | | Open | 1 | 1 | Resolve |
| Another Issue | | Open | 0 | 0 | Resolve |

Search:

Resolve issues

Resolve Issues

1. Click **Resolve**.

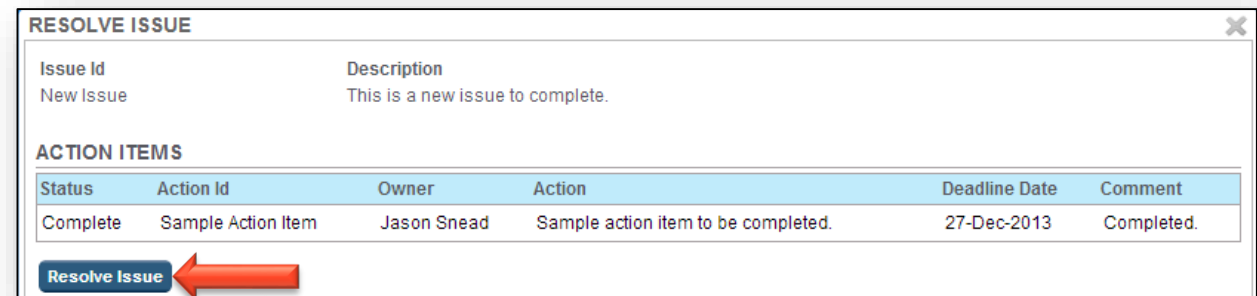


The screenshot shows a table titled "ISSUES" with columns: Issue Id, Description, Status, Incomplete Actions, and All Actions. A "New" link is in the top right. Below the table is a search bar with "Issue" and "Description" input fields, and a "Hide Resolved" dropdown. A row is highlighted with a red arrow pointing to the "Resolve" button. The row contains: "New Issue" (with a link), "This is a new issue to complete.", "Open", "0", and "0".

| Issue Id | Description | Status | Incomplete Actions | All Actions | |
|---------------------------|----------------------------------|--------|--------------------|-------------|-------------------------|
| New Issue | This is a new issue to complete. | Open | 0 | 0 | Resolve |

2. Click **Resolve Issue**.

Note: If there are incomplete action items, the issue cannot be resolved.



The screenshot shows a dialog box titled "RESOLVE ISSUE" with a close button (X) in the top right. It contains a table with columns: Issue Id and Description. The row shows: "New Issue" and "This is a new issue to complete.". Below this is a section titled "ACTION ITEMS" with a table with columns: Status, Action Id, Owner, Action, Deadline Date, and Comment. The row shows: "Complete", "Sample Action Item", "Jason Snead", "Sample action item to be completed.", "27-Dec-2013", and "Completed.". At the bottom left is a "Resolve Issue" button with a red arrow pointing to it.

| Issue Id | Description |
|-----------|----------------------------------|
| New Issue | This is a new issue to complete. |

| Status | Action Id | Owner | Action | Deadline Date | Comment |
|----------|--------------------|-------------|-------------------------------------|---------------|------------|
| Complete | Sample Action Item | Jason Snead | Sample action item to be completed. | 27-Dec-2013 | Completed. |