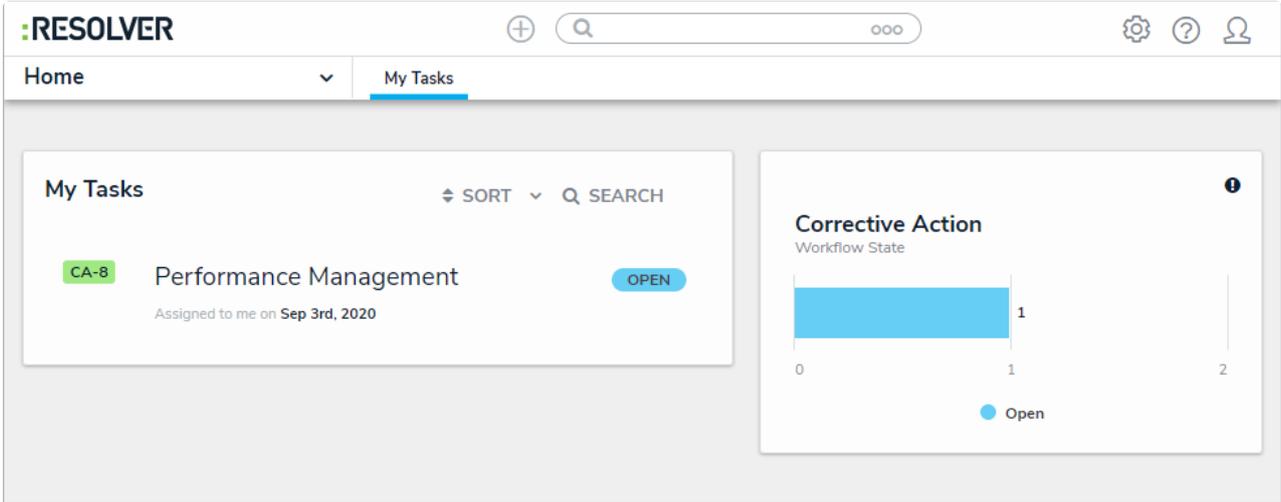


Review a Corrective Action

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Corrective action owners and their delegates are responsible for ensuring the details of a corrective action are entered correctly. Once a corrective action owner has reviewed a corrective action, it's sent to the [Compliance Team](#) for further review.



Assigned corrective actions on the My Tasks page.

To review a corrective action:

1. Log into a user account that's been assigned to the **Corrective Action Owner & Delegate** user group to open the **My Tasks** page.
2. Click a corrective action to display the **Corrective Action Overview** form.

The screenshot shows the 'Corrective Action Overview' form. At the top, there's a blue header bar with the text 'Corrective Action Status: Open'. Below the header, the title 'Corrective Action Overview' is displayed in large font, with a green 'CA-8' tag to its right. Underneath the title is a paragraph of instructions: 'Document the corrective action required to resolve the associated issue. The documentation should include all steps involved in remediation and an expected completion date.' The form contains several input fields: 'Corrective Action Name' with the value 'Performance Management'; 'Description' with the text 'We will review the employee's performance and judge if he or she is a worthy addition to the team.'; 'Corrective Action Owner' with a dropdown menu showing 'Corrective Action Owner & Delegate (Limited User)'; and 'Corrective Action Delegate' with a dropdown menu showing 'Corrective Action Owner & Delegate (Limited User)'. Each dropdown menu has a small 'x' icon to its left and a downward arrow to its right.

The Corrective Action Review form.

3. **Optional:** Edit the corrective action's name in the **Corrective Action Name** field.
4. Enter a description in the **Description** field.
5. Begin typing a username in the **Corrective Action Owner** field to display a list of available users, then click the appropriate user.
6. **Optional:** Begin typing a username in the **Corrective Action Delegate** field to display a list of available users, then click the appropriate user.
7. Select a date in the **Expected Completion Date** field.
8. Select the priority that best fits the corrective action from the **Priority** dropdown.
9. Select a date in the **Actual Completion Date** field.
10. **Optional:** Click the name of a related issue to view the **Issue Review** dialog.
11. Click **Submit for Review**.