

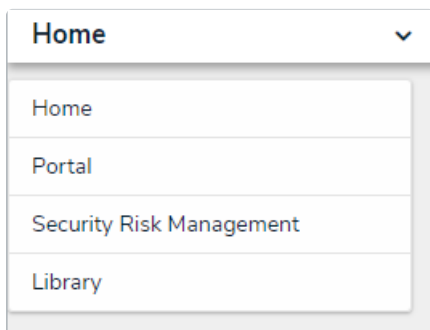
Create New Issues & Corrective Actions

Last Modified on 09/12/2025 2:26 pm EDT

Members of the **Security Assessment Team** user group can create new issues or corrective actions that can then be assigned to Locations. Once an issue or corrective action has been created, the security assessment team can review it at any time from the **Issues & Actions** tab of Security Risk Management.

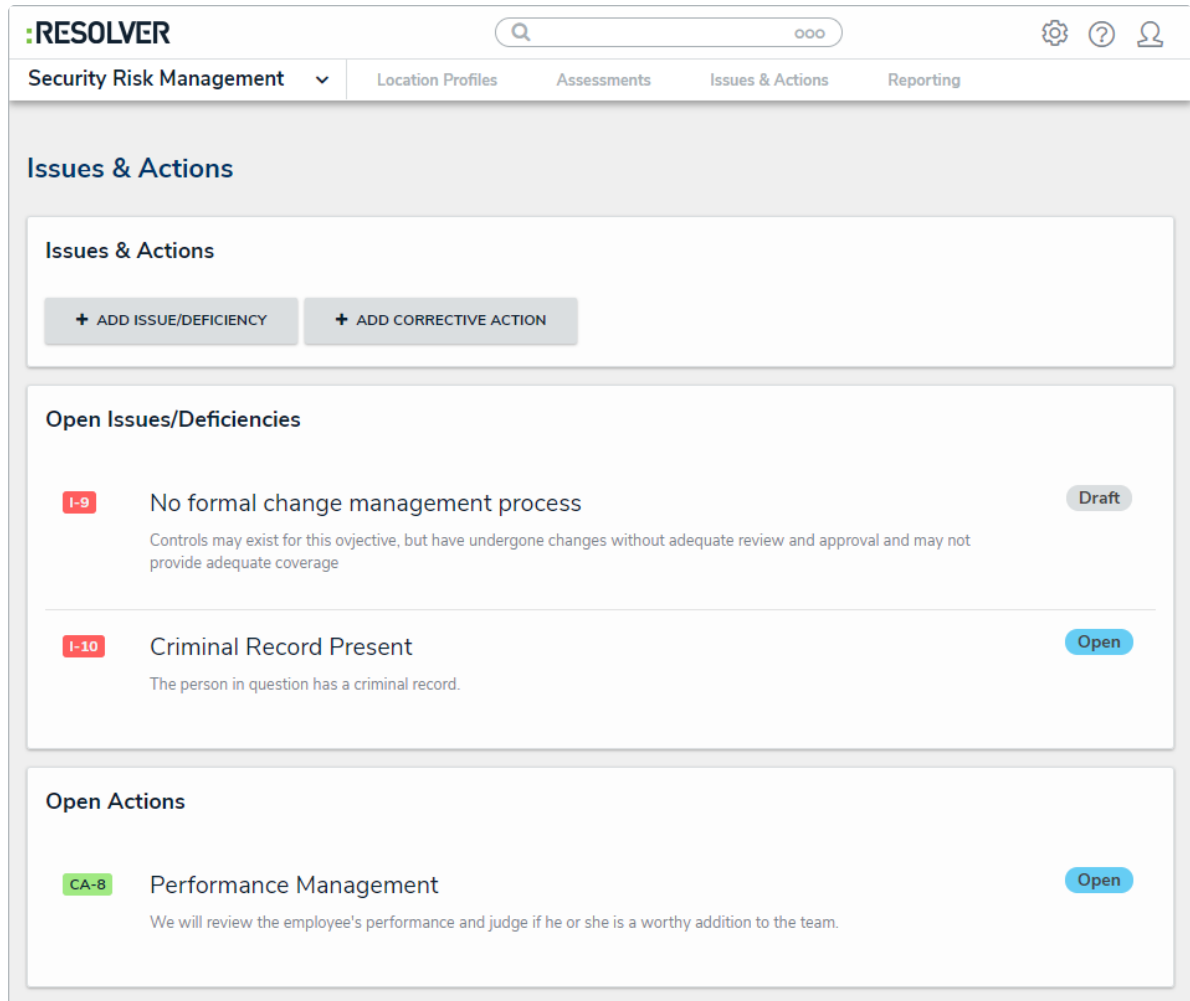
To create a new issue or corrective action:

1. Log into a user account that's been added to the **Security Assessment Team** user group.
2. Click the dropdown in the nav bar > **Security Risk Management**.



The nav bar.

3. Navigate to the **Issues & Actions** tab.



RESOLVER ⚙️ ? 👤

Security Risk Management ▾ | Location Profiles | Assessments | **Issues & Actions** | Reporting

Issues & Actions

Issues & Actions

[+ ADD ISSUE/DEFICIENCY](#) [+ ADD CORRECTIVE ACTION](#)

Open Issues/Deficiencies

I-9	No formal change management process	Draft
Controls may exist for this objective, but have undergone changes without adequate review and approval and may not provide adequate coverage		
I-10	Criminal Record Present	Open
The person in question has a criminal record.		

Open Actions

CA-8	Performance Management	Open
We will review the employee's performance and judge if he or she is a worthy addition to the team.		

The Issues & Actions tab.

- Click **+ Add Issue/Deficiency** or **+ Add Corrective Action** to open the **Create a New Issue** or **Create a New Corrective Action** form respectively.

Issue Status
Creation

Create a New Issue
I-XXX

Issue Name

Description

Issue Owner

Priority

Security Issue Type

Date Identified

Identified By

Corrective Actions

+ CREATE NEW

CREATE AND SAVE AS DRAFT

CREATE OPEN ISSUE

CANCEL

The Create a New Issue form.

- Fill in the fields of each form as required. See the [Review an Issue](#) and [Review a Corrective Action](#) articles for more detailed information about filling out these fields.
- Click **Create Issue** or **Assign Action** depending on the form to create the issue or action.