

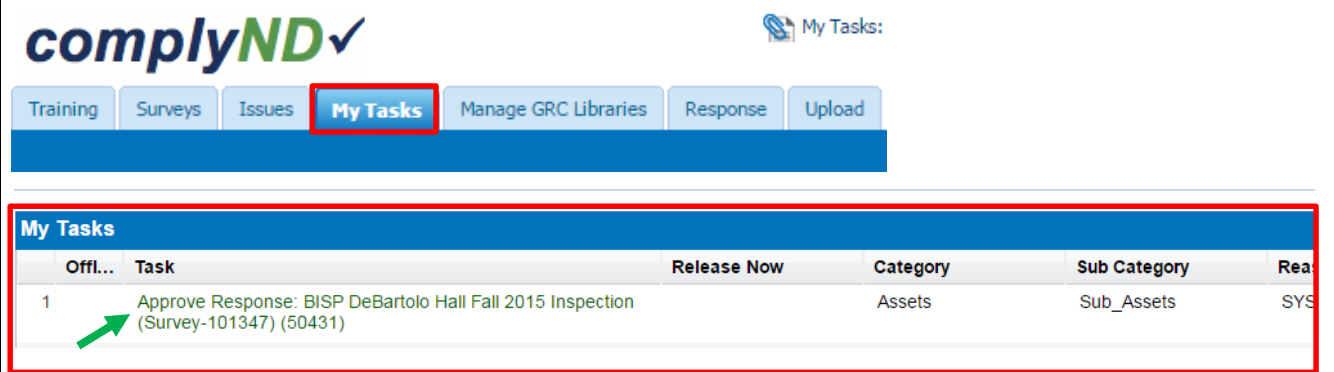
complyND[✓] – Creating Issues

As an inspection admin, you will be able to create issues as part of a survey. Please refer to the [complyND[✓] Inspection Management User Guide](#) for more detailed information.

Creating Issues

As the inspection administrator, you are responsible for creating the issues discovered during an inspection. To create these issues:

1. Log into [comply.nd.edu](#)
2. From the **My Tasks** tab, click on the task to **Approve Response** of the survey submitted by the assessor.



The screenshot shows the complyND[✓] dashboard. The 'My Tasks' tab is highlighted with a red box. Below the navigation bar, a table lists tasks. The first task is highlighted with a red box and a green arrow pointing to its name: 'Approve Response: BISP DeBartolo Hall Fall 2015 Inspection (Survey-101347) (50431)'. The table has columns for 'Offl...', 'Task', 'Release Now', 'Category', 'Sub Category', and 'Rea'.

Offl...	Task	Release Now	Category	Sub Category	Rea
1	Approve Response: BISP DeBartolo Hall Fall 2015 Inspection (Survey-101347) (50431)		Assets	Sub_Assets	SYS

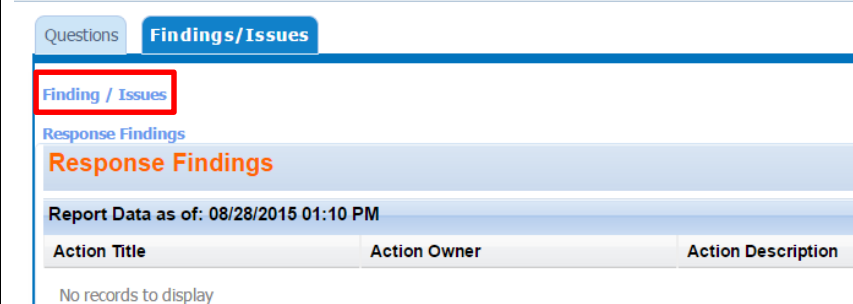
3. Review the responses to all the questions. Any **No** responses will require you to create an issue.

If the response is **Yes** to all questions, skip to step 19 in this guide.



The screenshot shows the survey 'Survey: BISP DeBartolo Hall Fall 2015 Inspection'. It displays 'Applies To Assets: DEBARTOLO HALL' and 'Due Date: 09/27/2015 03:00 PM'. The 'Questions' tab is active. A question '3.1. Do all designated fire extinguisher locations have extinguishers? (1)*' is shown with a 'No' response selected. A red box highlights the question and its response. Below the question is a 'Comments' field with the text 'Missing extinguisher, second floor, main hall near stairs.'

4. When the response to a question is **No** on the **Questions** tab, click the **Findings/Issues** tab.
5. Click the **Finding/Issues** link to create the issue.



The screenshot shows the 'Findings/Issues' tab. A red box highlights the 'Finding / Issues' link. Below it, there is a 'Response Findings' section and a table for 'Report Data as of: 08/28/2015 01:10 PM'. The table has columns for 'Action Title', 'Action Owner', and 'Action Description'. Below the table, it says 'No records to display'.

<p>6. Type an issue title in the Issue/Finding Title field.</p> <p>7. In the Linked Questions field you can search for the questions that are related to the issue. This is an optional field.</p>	<p>Name 3ISP DeBartolo Hall Fall 2015 Inspection</p> <p>← Previous → Next ✕ Delete ✎ Rename Add: Issue</p> <p>Missing fire extinguisher</p> <p>Finding/Issue Title* Missing fire extinguisher</p> <p>Linked Questions 3. Emergency Equipment:3.1. Do all designated fire extinguisher locations have extinguishers? (1)</p>
<p>8. Describe the issue in the Issue Details field. Be as specific as possible.</p> <p>9. Select the Issue Rating.</p> <p>10. Choose the Finding Type from the dropdown menu.</p> <p>11. In the Issue Disposition field, you must select Reportable. All issues have to be reportable.</p> <p>12. The Recommendations field must be left blank. Do NOT enter any text in this field.</p>	<p>Issue Details* The fire extinguisher on the second floor near the stairs is missing. (71/4000)</p> <p>Issue Rating* Medium ▾</p> <p>Finding Type* BISP Emergency Equipment ▾</p> <p>Issue Disposition* Reportable ▾</p> <p>Repeat Finding No ▾</p> <p>Recommendations</p>
<p>13. The Owner Organization is the organization of the issue owner.</p> <p>14. The Issue Owner is the person responsible for resolving the issue.</p> <p>15. Assign a due date in the Issue Due Date field. This date is based on the Issue Rating.</p>	<p>Ownership</p> <p>Owner Organization* VP and Chief Information Officer_1</p> <p>Issue Owner* Donna Thompson</p> <p>Issue Due Date* 09/16/2015 EDT</p>
<p>16. Click the green checkmark ✓ to submit the issue.</p> <p>17. This will take you back to the Questions tab. Continue reviewing the responses looking for other findings.</p>	<p>Survey: BISP DeBartolo Hall Fall 2015 Inspection</p> <p>Applies To Assets: DEBARTOLO HALL Due Date: 09/27/2015 03:00 PM</p> <p>Questions Findings/Issues</p> <p>Jump to section</p> <p>3. Emergency Equipment</p> <p>3.1. Do all designated fire extinguisher locations have extinguishers? (1)* No ▾</p> <p>Comments Missing extinguisher, second floor, main hall near stairs.</p>

18. To add another issue, click the **Findings/Issues** tab and then click the **Add: Issue** link. Repeat steps 6-17 to create a new issue.

Finding / Issues

Name
BISP DeBartolo Hall Fall 2015 Inspection

← Previous → Next | ✕ Delete ✎ Rename **Add: Issue**

Missing fire extinguisher

Rugs causing trip hazard

Finding/Issue Title*
Rugs causing trip hazard


19. Once you have reviewed the entire survey and added all of the issues to the survey, in the **Action** field select **Approve**.

Action(on Form Submission)

Action*
Approve

Comments
Approving the response (22/4000)

[Comments History](#)

20. Click the green checkmark  to submit the survey.

21. A popup window will open to tell you that your **Response** form has been accepted. Click **Continue** to accept the message.



NOTE: See Chapter 3, *Inspection Management Solution*, in the **complyND Inspection Management User Guide** for more detailed information.

*Searching

In many complyND forms, you can search for the object you are looking for like a survey, organization, or even an issue contact. Most of the time when you are searching, you need to use the wildcard sign (%) before and after the search term in order to return all objects containing that term. If you are in the Ad Hoc form and you search on the term “fire” you will not return any results. The same search using the wildcard symbol (%fire%) will return all the objects with Fire in the title.

Remember, with any search you have to click **Go** or **Submit** to begin the search (just hitting **Enter** will NOT submit the search criteria.)