

◆ ISSUE CREATION

1. From the New issue page or the issue log, click the **Add issue** icon. The Add new issue dialog box opens.
2. Enter the issue name and issue start date. You can also optionally enter a description of the issue.
3. Click **Add**.

NEW ISSUE 3 ISSUE LOG PCO			
			
Issue ID...	Issue name	Issue approval status	
<input type="checkbox"/> 3	<u>Cracked weld</u>	Not applicable	
<input type="checkbox"/> 2	<u>Concrete issue</u>	Not applicable	
<input type="checkbox"/> 1	<u>Steel alignment is...</u>	Not applicable	

Add new Issue ✕

*Issue name

*Issue start date 
Hint: Date of the start of impact

Description

Format ▼ **B** *I* U      

 Add multiple Issues
Cancel Add

NEED SOME MORE HELP?



Learn more in our Knowledge Library
learn.ineight.com



Take a course at InEight U
university.ineight.com