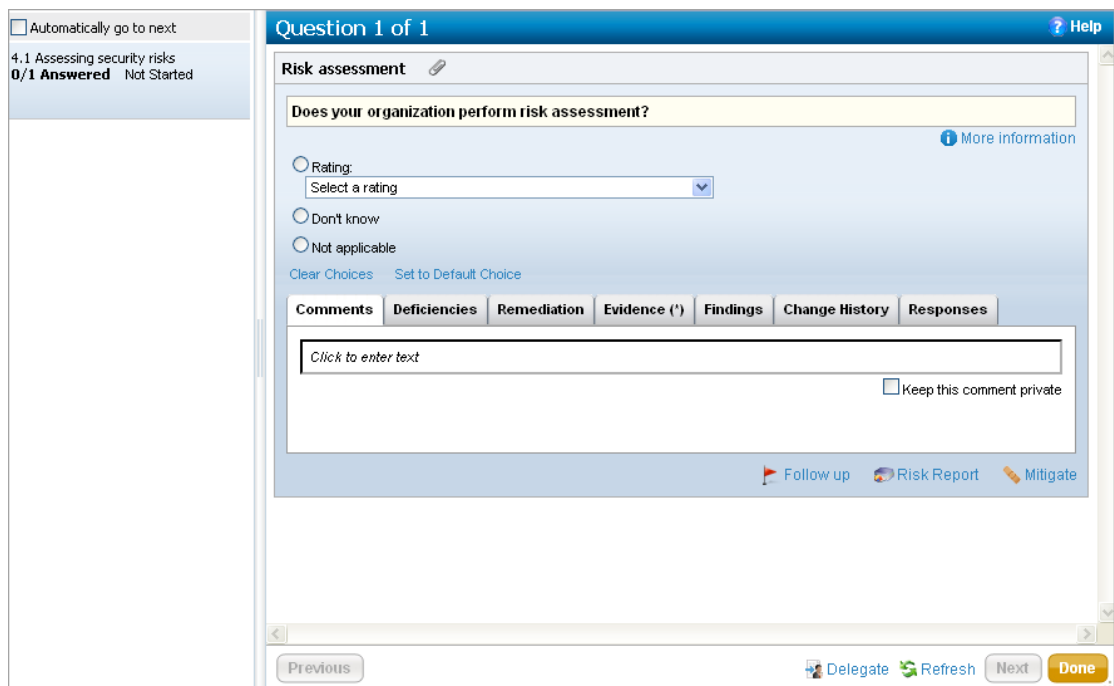
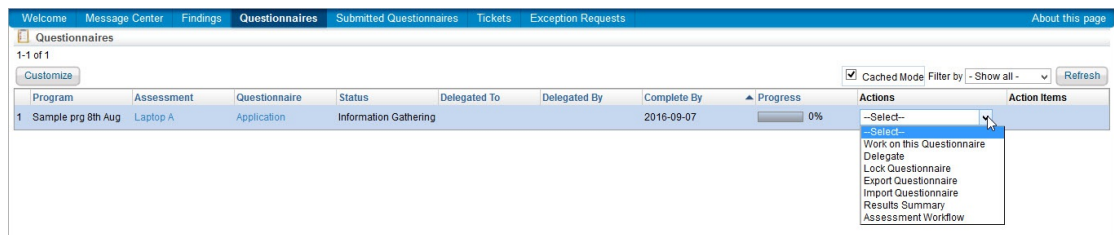


About the Questionnaire Answering Interface

To answer a questionnaire, you must have Questionnaire Answer permissions.

To answer a questionnaire:

1. Open the **Questionnaires** page.
2. Click any of the following options:
 - Click the **Questionnaire** link.
 - Click **Actions > Work on this Questionnaire** or **Actions > Resume Questionnaire** to open the **Questionnaire Answering Interface**.



- The left side navigation pane displays the questionnaire details. If the questionnaire is subdivided into sections pertaining to a specific policy or control, it will also display the sections of the questionnaire.
- This section of the questionnaire displays the controls and policy titles, the number of questions in the section, and the status.

a. Compliance	0/2 Answered	Not Started
b. Vulnerability Management	0/4 Answered	Not Started
c. Policy	0/2 Answered	Not Started
d. Training and Awareness	0/2 Answered	Not Started

- Click the left section to display a list of questions in the main pane. The right side pane displays a list of questions in case there is more than one question. The questionnaire details include the assessment name, the entity name, the stage progress, and the questions.

Computer: **Laptop A** Progress: 0%

Questionnaire: Application





Automatically go to next
 Show progress and summary

Application
0/19 Answered Not Started

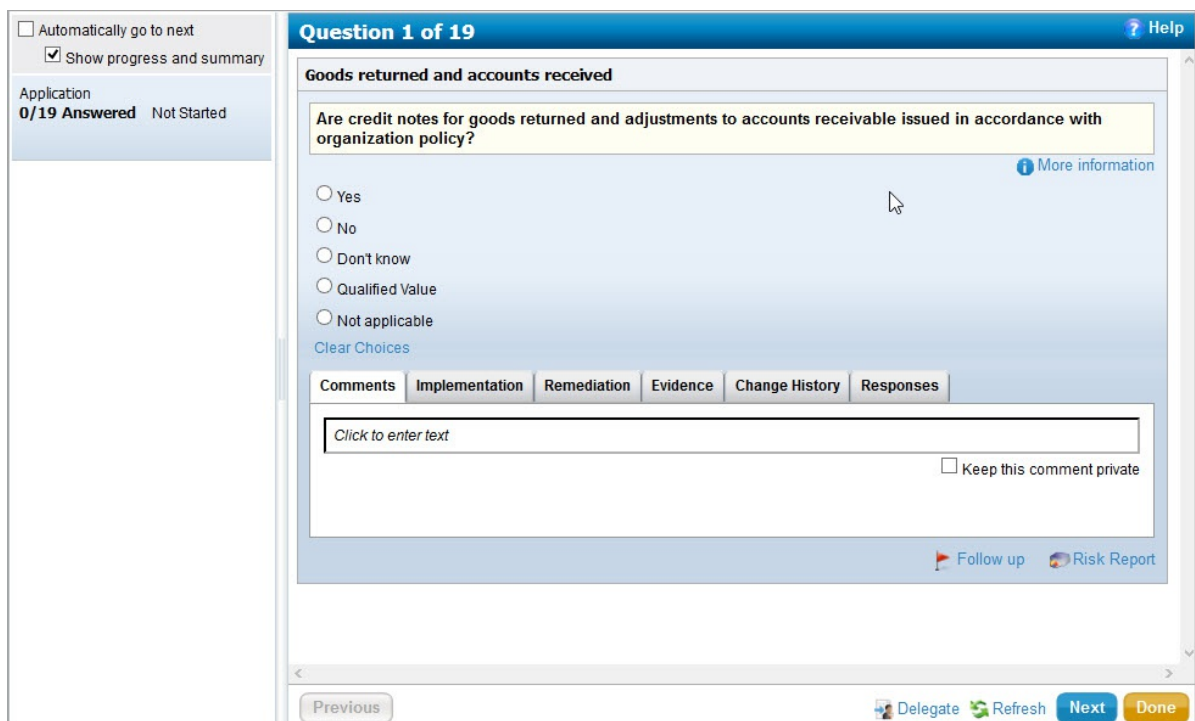
Application			
View	All Questions	Refresh	
1-19 of 19			
Question	Last answered		
Goods returned and accounts received	N/A		Start
Invoices related to valid shipments	N/A		Start
Invoice recording	N/A		Start
Credit notes recording	N/A		Start
Invoice appropriate recording	N/A		Start
Accounts receivable monitoring	N/A		Start
Customer master file	N/A		Start
Changes to customer master file	N/A		Start
Received raw material recording	N/A		Start
Defective material handling	N/A		Start
Shipment recording	N/A		Start
Shipment recording period	N/A		Start
Fixed asset acquisition recording	N/A		Start
Depreciation charges recording	N/A		Start
Fixed asset disposals recording	N/A		Start
Fixed asset maintenance	N/A		Start
New employee payroll recording	N/A		Start
Terminated employee recording	N/A		Start
Time worked processing	N/A		Start

- The actions associated with the questions are displayed with icons as shown below:

Icon	Description
	Flagged for followup
	Answer requires resolution

Icon	Description
	Comments
	Exception
	Mitigation
	Evidence

4. Click a question to open.



The screenshot shows a questionnaire interface. On the left, there is a sidebar with options: 'Automatically go to next' (unchecked), 'Show progress and summary' (checked), and 'Application' status '0/19 Answered Not Started'. The main area is titled 'Question 1 of 19' and 'Goods returned and accounts received'. The question is: 'Are credit notes for goods returned and adjustments to accounts receivable issued in accordance with organization policy?'. There are five radio button options: 'Yes', 'No', 'Don't know', 'Qualified Value', and 'Not applicable'. Below the options is a 'Clear Choices' link. A 'Comments' tab is active, showing a text input field with the placeholder 'Click to enter text' and a 'Keep this comment private' checkbox. At the bottom, there are navigation buttons: 'Previous', 'Delegate', 'Refresh', 'Next', and 'Done'. There are also 'Follow up' and 'Risk Report' links.

5. Add an answer or rating for each question, then click the **Previous** or **Next** button to move to the next question.

If the questionnaire has dependent questions, when you make a selection, the dependent question may appear.

6. Click **Done** to complete the questionnaire-taking process.

7. Click one of the options below:

- **Submit for Review:** Submit the questionnaire and move to the **Review** workflow stage after all questionnaires are submitted.

- **Close now and resume later:** Close the questionnaire and resume at a later time.

Questionnaire-taking preferences associated with an assessment determine specific behavior and options available to questionnaire-takers. For example, you may have the option **Skip Answered Questions**. If you select this option, the questionnaire display will skip the next or previous question that has already been answered.

