Finding Actions

The **Findings** tab on the **Assessment Details** page contains the actions listed in the table below. Only the user with Findings Administrator role can see all of the actions in the **More Actions...**drop-down list.

Actions	Description
Import Audit Findings	Allows importing of findings for an entity.
Add Finding Response	Allows adding a response to a finding.
Show Finding Responses	Displays responses, if any, for the selected finding.
New Exception	Creates an exception to the selected finding. Use an exception to override the finding's score.
New Ticket	Creates a ticket to the selected finding.
Synchronize Workflow	Incorporates workflow changes into the selected finding(s). The moment you apply this action the finding will advance using the latest changes.

Updating a Finding

A Findings details page includes objects, such as **Responses**, **Tickets**, and **Exceptions** to help you respond a finding. You will also see the **General**, **Risk Assessment**, **Attachments**, and **Workflow** tabs. With finding permissions, you can only update the **General**, **Risk Assessment**, **Attachments**, and **Workflow** tabs. To work on exception and ticket, you will need to have the concerned object permissions.
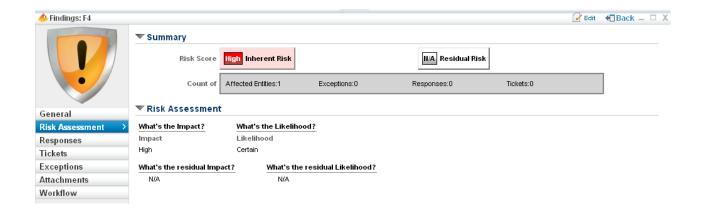
To update a finding

1. In the RiskVision, go to **Assessments** > **Assessments**. The **Assessments** page is displayed.

2. Select an assessment to open its details page, displaying the **General** tab on the **Assessment Details** page.

3. Click the **Findings** tab and select a finding to open its details page, displaying the **General** tab.

4. Click **Edit** at the upper right corner of the **Findings** details page and update the fields shown in a box.

5. Click **Save** after you finish updating the fields. Similarly, navigate to each tab and update the information.

Managing Findings

Manage findings on the **Home** > **Findings** page, which presents a table of all findings. To drill down on a specific finding, select it in the table and click Detail.

A detail panel appears with tabs appropriate to the selected finding, such as **General**, **Risk Assessment**, **Responses**, **Tickets**, **Exceptions**, **Attachments**, and **Workflow**.

Responding to Findings

You can respond to Findings in several ways, including:

- Perform a risk assessment on the Finding

- Create one or more responses

- Create one or more tickets

- Request an exception