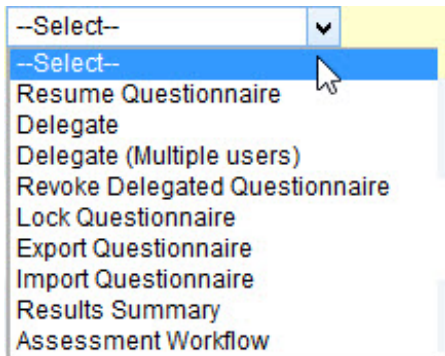


## About Action Options

Actions are questionnaire preferences chosen by the Program Owner. An option may be available for one questionnaire but not another. Also, the action options corresponding to each questionnaire do not appear by default in the drop-down list after the Questionnaires are rendered in the grid. Selecting the **Select** option in the drop-down list followed by clicking the drop-down list makes the actions visible in the drop-down list of the corresponding questionnaire.

The following table describes all the actions that could be available:



Option	Description
Work on this Questionnaire	Opens the questionnaire and allows you to answer and delegate questions. Only displays when no questions have been answered.
Resume Questionnaire	Opens the questionnaire and allows you to answer and delegate questions. Only displays if one or more questions are answered.
Delegate	Transfers the responsibility of providing answers to another user or a team. The questionnaire disappears from stakeholders list and it is forwarded to the new user with the answers that you have already provided (if any).
Delegate (Multiple users)	Transfers the responsibility of providing answers to multiple users and/or team when the control contains multiple questionnaires.
Revoke Delegated Questionnaire	Stakeholders or users with revoke delegation permission can revoke the responsibility of a user and/or team from answering the questionnaire. The delegated questionnaire disappears from your list and is forwarded to the stakeholder with the answers that the delegated user or team has already provided (if any).

Option	Description
Lock/Unlock Questionnaire	When locked, prevents users from changing the answers.  When unlocked, allows any user to open the questionnaire and change answers without first unlocking the questionnaire.
Export Questionnaire	Creates an Excel spreadsheet with the questions and corresponding choices.
Import Questionnaire	Allows you to import answers from an Excel spreadsheet.
Results Summary	Shows the risk and compliance scores based on the questionnaire answers provided.
Assessments Workflow	Displays the assessment's current workflow stage, allowing you to move the workflow to next stage.

The Revoke Delegated Questionnaire option appears when the Questionnaire is delegated to a user or team.