

Locking Answers in a Questionnaire

Make the entire questionnaire read only" and "Make answers read only." Whether you select the Read Only Stage option, and which Read Only Stage option value you choose will depend on how much freedom you want to give workflow stakeholders that are not the users who are responsible for answering the questions to change assessment data. If you want to allow reviewers and approvers to add evidence, comments, and other information, you will choose to make answers read-only. If you don't want to allow this, then you will choose to make the entire questionnaire as read-only.

To lock answers in a questionnaire:

1. In the RiskVision application, go to **Configuration > Workflows**. The **Workflows** page appears.
2. Under the **Workflows** tree on the left-hand side, select the **Assessment Workflows** group. The Assessment Workflows appear.
3. Select the workflow to open its details page.
4. Click **Edit** at the upper right-hand corner of the details page.
5. Navigate to the stage of interest, excluding stage one.
6. Under **Options**, check the box next to the Read Only Stage option, and select **Make answers read only** in the drop-down list.

Assessment Workflow: Agilience Assessments

Definition >
Stages
Applications

Options

Notify by sending email individually to each stakeholder
 Notify by sending single email to all stakeholders

Allow each questionnaire to advance workflow stages independently
 All questionnaires must advance workflow stages together

Enable preferred user matching. If no matching users found
 Send Questionnaire Don't Send Questionnaire

Allow Control test authoring
 Allow Control test evaluation

Read Only Stage **Make answers read only** v

Show Private Comments
 Allow all question scoring
 This is Review Stage
 Show mitigation requests
 Auto Advance after days, Action

See here the Make answers ready only option is selected

7. Repeat step 5 and step 6 if you have to put answers in ready-only mode in other stages of the workflow.
8. Click **Save** at the upper right-hand corner of the details page.