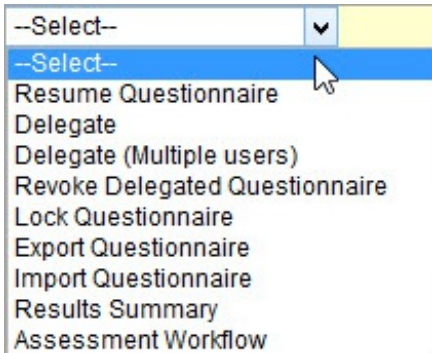# About Action Options

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 dropdown list after the questionnaires are rendered in the grid. Click **Select**, then click the dropdown list to make the actions visible in the dropdown list of the corresponding questionnaire.

Option	Description
Work on this Questionnaire	Opens the questionnaire and allows you to answer and delegate questions. Only displayed 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 have been answered.
Delegate	Transfers the responsibility of completing the questionnaire to another user or a team. The questionnaire will disappear from the stakeholder's list and will be forwarded to the new user with the answers you have already provided, if any.
Delegate (Multiple users)	Transfers the responsibility of completing the questionnaire to multiple users and/or a team when the control contains multiple questionnaires.
	Stakeholders or users with revoke delegate permissions can revoke the responsibility of a

Option	Description
Revoke Delegated Questionnaire	user and/or team for answering the questionnaire.The delegated questionnaire will disappear from your list and will be forwarded to the stakeholder with the answers the delegated user or team has already provided, if any.
Lock/Unlock Questionnaire	When locked, prevents users from changing answers. When unlocked, allows any user to open the questionnaire and change answers without first unlocking it.
Export Questionnaire	Exports the questionnaire to Excel, including all 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 the next stage.

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