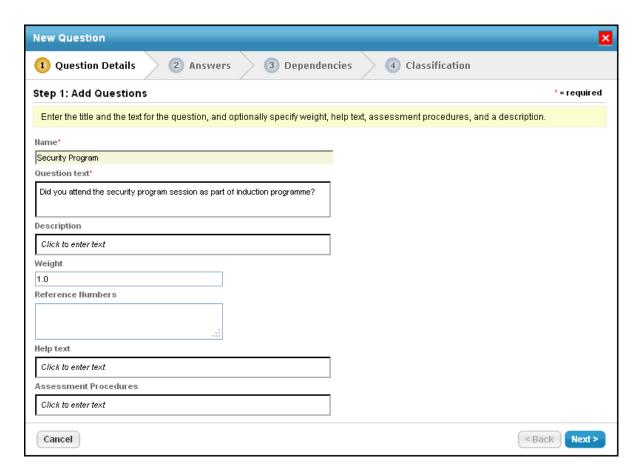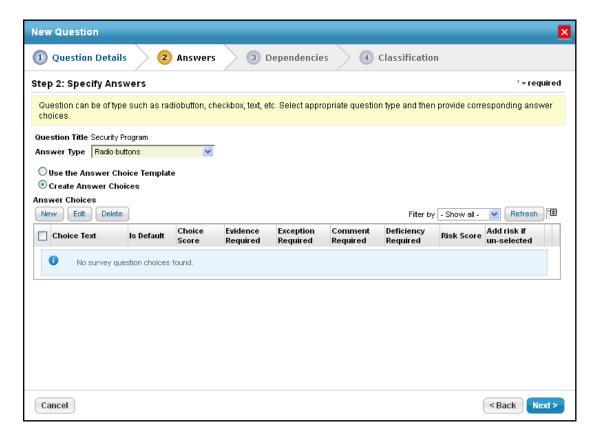# Create New Questions

You can create a new question on the fly while creating a questionnaire, or after a questionnaire is created. In both scenarios, you must first ensure that controls are present in the questionnaire. Creating a new question requires you to have Control View and Control Author permissions.
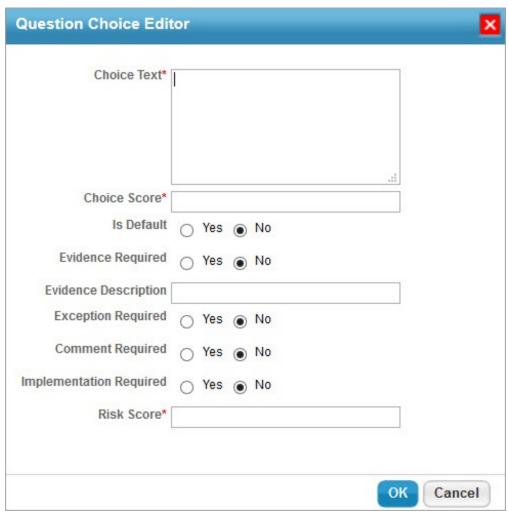
To create a new question:

1. Open RiskVision Policy Manager.

2. Open the **New Question** wizard using one of the following options:
   - Go to **Content** > **Controls and Questionnaires**. Expand the **Organization Content** group under the **Controls & Questionnaires** group, and click a **Questionnaires** group to open. Click a questionnaire or content pack, then click a control, and then click **New Question**.

   - On the **Questions** tab of the **New Questionnaire** wizard, select a control and click **New Question**.

3. Enter a name and text for the question. Optionally, enter the description, weight, reference numbers, help text, and assessment procedures.

4. Click **Next**.

5. Click the **Answer Type** dropdown and select the type of answer that you want to make available for stakeholders to answer the question. You can select radio button, text box, check box, table, time series, or date.

   - When the **Answer Type** selected is **Radio buttons**, **Check boxes**, or **Table**, the wizard will prompt you to select **Use the Answer Choice Template** or **Create Answer Choice**.

- **Use the Answer Choice Template**: A dropdown list containing default templates will appear. Select a template to see the answer choices. To create a new template:

    - Click **+**.

    - Enter a title and description for the new template.

    - Click **New** and edit as needed.

    - Click **OK** and ensure that the new template is selected in the dropdown list.

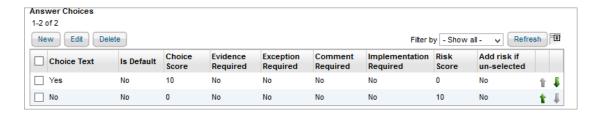- **Create Answer Choices**: If selected, perform the following steps:

1. Click **New**.

2. Enter the following details:
   - **Choice Text**: Enter the answer to the question. For example, enter "Yes" as one of the answers to the question.

   - **Choice Score**: Enter a positive numeric value between 0 and 10.

   - **Is Default**: Select to use the default answer choice.

   - **Evidence Required**: Select '**Yes**' if you want stakeholders to attach evidence for their answer choice.

   - **Evidence Description**: Enter a description for the evidence.

   - **Exception Required**: Select '**Yes**' if you want stakeholders to create an exception for their answer choice.

   - **Comment Required**: Select '**Yes**' if you want stakeholders to add a comment for their answer choice.

   - **Implementation Required**: Select '**Yes**' if you want stakeholders to enter a deficiency for their answer choice.

   - **Risk Score**: Enter a positive numeric value between 0 and 10.

   - Click **OK** to add the answer choice.

- When the **Answer Type** selected is **Table**, the questionnaire is in tabular format. To configure the

table format:

1. Go to the **Table Configure** section.

2. Click **Add Columns** and **Add Rows** to add the required number of columns and rows. Enter the required **Column Name** and **Row Name** to be displayed on the table when answering the questionnaire.

- When the answer type selected is **Text box**, the wizard will not require you to add answer choices.

- When the answer type selected is **Time Series**, the wizard will require you to select the **Collection Frequency Formats,** and **units of metric**.

- When the answer type selected is Date, the wizard will not require you to add answer choices.
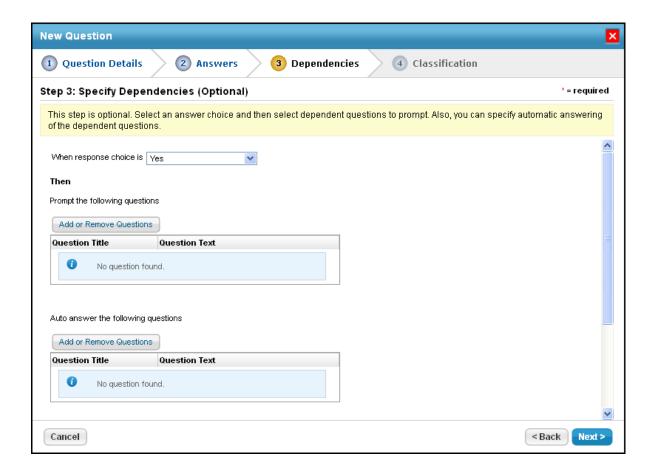
The answers will appear in the **Questionnaire** window in the order they appear in the **Answer Choices** section. To change the order, click the upward or downward arrow in the answer choice row.

Answer Choices
1-2 of 2

| New | Edit | Delete | | | | | | | Filter by - Show all - ⌄ | Refresh |

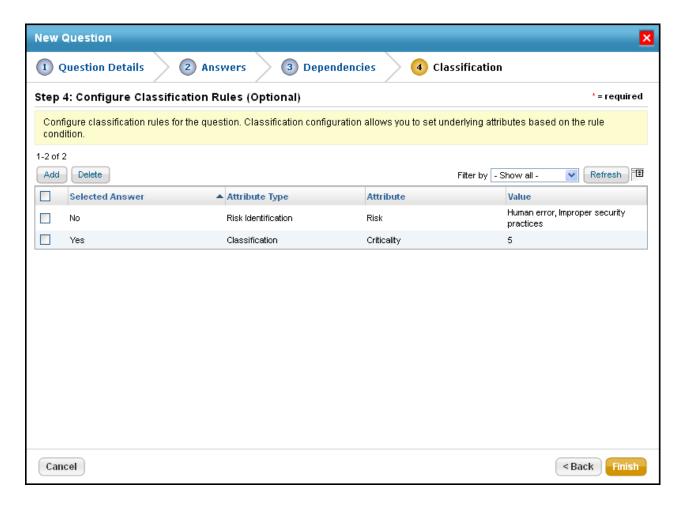|	Choice Text	Is Default	Choice Score	Evidence Required	Exception Required	Comment Required	Implementation Required	Risk Score	Add risk if un-selected		
☐	Yes	No	10	No	No	No	No	0	No	↑	↓
☐	No	No	0	No	No	No	No	10	No	↑	↓

Renaming choice text will not clear the answer choices of a question in target questionnaires. If you have to rename the choice text, delete the choice text you would like to change first, then create new choice text to replace the deleted text.
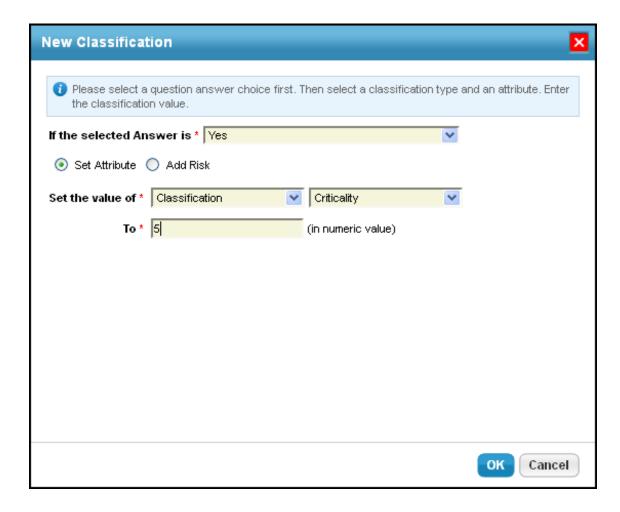
6. Click **Next**.

7. **Optional**: Add dependent questions for **Radio buttons** and **Checkboxes** answer types. Use the answer choices you created in the **Answers** wizard page to prompt stakeholders to answer additional questions, or add questions that are answered automatically if a particular answer choice is selected.To add questions to be prompted or answered automatically, click **Add or Remove Questions**. Select questions in the **Available Questions** box, then click the arrow pointing right to move them into the **Selected Questions** box. Click **OK**.

8. Click **Next**.

9. **Optional**: Configure a classification rule if the answer type is **Radio buttons**, **Textbox, Table**, or **Checkboxes**. Click **Add**, then click **If the Selected Answer is** and select an answer. Select **Set Attribute** or **Add Risk**.

- If **Set Attribute** is selected, select the attribute and its value, then enter a value in the **To** field.

- If **Add Risk** is selected, expand the **Risks** folder, select risks, and then click **OK**.

10. Click **Finish**.

11. Click **Yes** to add more questions or **No** to exit the confirmation box.