

Create a Response

To create a response:

1. Open RiskVision Policy Manager.
2. Go to **Assessments > Assessments**.
3. Click an assessment. Click the **General** tab on the **Assessment Details** page.
4. Click the **Control Results** tab, select a control or subcontrol, then click **Actions > New Response**.
3. Expand the **Response** section. Enter a name in the **Title** field, then enter text in the **Comments** field to provide information about the need to create a response.
4. Click the **Response Action** field to display a list of options then select the appropriate value. Repeat this process with the **Mitigation Status** field.
5. Click the **Start Date** field to select a date. Repeat this process with the **End Date** field.
6. Click the **Owning Organization** field and enter a name.
7. Expand the **Return of Investment** section, then enter a percentage value in the **Risk Reduction (percentage)** field to override the risk score.
8. Enter a value in the **Implementation Cost** field to forecast the implementation cost, and enter a value in the **Time to Implement (in days)** field to calculate the effort.

The risk score is reduced using the formula as follows: $\text{risk} - \text{risk} - (\text{risk} * \text{riskReduction})$. For example, if you have to override the risk score of 100 by twenty-five percent, the risk will be reduced to 75.

There are a number of response actions depending on the specifics of a finding. Response actions include:

- Compensate
- Mitigate

9. Click **Next**.
10. To link tickets, click the box next to the **Link an existing or new Ticket with this Response** option. You can link an existing ticket or create a new ticket that will help track the response.
11. Select existing tickets that you want to link. In the **Available Tickets** box, click the box corresponding to each row, and click >> so that tickets are moved to the **Selected Tickets** box.
12. Optional: Click **Create new Ticket** to create a new ticket, specific to a response.
13. Click **Next** to open the **Attach File** wizard page.
14. Use one or more options below to attach files:
 - **Add a document** Allows you to upload a document from your local system.
 - **Add a link to a document in the repository** Allows you to provide references to a document collection in the document repository.
 - **Add a web link** Allows you to provide external references.
15. Click **Add**.
- 6 Click **Finish**

