

Create New Questions

You can create a new question on the fly while creating a new 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 Control View and Control Author permissions.

To create a new question:

1. Open the **New Question** wizard using one of the following methods:
 - Go to > **Controls and Questionnaires** > **Questionnaires**, expand the Organization Content group under the **Controls & Questionnaires** group, and select the **Questionnaires** group to open its details. Select the questionnaire or content pack to open its details, select a control, and click **New Question**.
 - On the **Questions** tab of the **New Questionnaire** wizard, select a control and click **New Question**.
2. Enter a name and text for the question. Optionally, enter the description, weight, reference numbers, help text, and assessment procedures.

New Question [Close]

1 Question Details | 2 Answers | 3 Dependencies | 4 Classification

Step 1: Add Questions * = required

Enter the title and the text for the question, and optionally specify weight, help text, assessment procedures, and a description.

Name*
Security Program

Question text*
Did you attend the security program session as part of induction programme?

Description
Click to enter text

Weight
1.0

Reference Numbers

Help text
Click to enter text

Assessment Procedures
Click to enter text

Cancel | < Back | Next >

Click **Next** to continue.

3. The **Answers** wizard page appears. 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 and date.

Answer Type: Table When the

- When **Answer Type** is selected as **Radio buttons**, **Check boxes** or **Table**.

The wizard prompts you to select the **Use the Answer Choice Template** or **Create Answer Choice** option.

New Question [Close]

1 Question Details | 2 **Answers** | 3 Dependencies | 4 Classification

Step 2: Specify Answers * = required

Question can be of type such as radiobutton, checkbox, text, etc. Select appropriate question type and then provide corresponding answer choices.

Question Title: Security Program

Answer Type: Radio buttons

Use the Answer Choice Template
 Create Answer Choices

Answer Choices

New Edit Delete Filter by: - Show all - Refresh

<input type="checkbox"/>	Choice Text	Is Default	Choice Score	Evidence Required	Exception Required	Comment Required	Deficiency Required	Risk Score	Add risk if un-selected
No survey question choices found.									

Cancel < Back Next >

- If the **Use the Answer Choice Template** option is selected, a drop-down list containing default templates appear. Select one of the template to see the answer choices. If you want to create a new template, perform the following steps:
 - Click + next to the drop-down list to prompt the **New Choice Template** dialog.
 - Enter a title and description for the new template. Under the **Answer Choices** section, click **New** to prompt the **New Answer Choice** dialog and enter the details as described in step II (a). Click **OK** in the **New Choice Template** dialog and ensure that the new template is selected in the drop-down list.

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1. If the **Create Answer Choices** option is selected, perform the following steps:

Question Choice Editor



Choice Text*

Choice Score*

Is Default Yes No

Evidence Required Yes No

Evidence Description

Exception Required Yes No

Comment Required Yes No

Implementation Required Yes No

Risk Score*

OK

Cancel

- Click **New** to bring on the **Question Choice Editor** dialog and enter the details as follows:
 - **Choice Text.** Enter choice text for the question. For example, enter "Yes" as one of answers the question.
 - **Choice Score.** Enter a positive numeric value between 0 and 10.
 - **Is Default.** Select to show the default answer choice.
 - **Evidence Required.** Select 'Yes' if you want the stakeholders to attach evidence for the answer choice.
 - **Evidence Description.** Enter description for the evidence.
 - **Exception Required.** Select 'Yes' if you want the stakeholders to create an exception for the answer choice.
 - **Comment Required.** Select 'Yes' if you want the stakeholders to add a comment for the answer choice.
 - **Implementation Required.** Select 'Yes' if you want stakeholders to enter deficiency for the answer choice.
 - **Risk Score.** Enter a positive numeric value between 0 and 10.
- Click **OK** to add the answer choice.

Answer Type is selected as **Table**, the questionnaire is in the tabular format. In the **Table Configure** section, users can configure the table format.

Click the **Add Columns** icon and **Add Row** icon, under the **Table Configure** section to add the required number of columns and rows required in designing the tabular format questionnaire. Enter the required Column Name and Row Name to be displayed on the table when answering the questionnaire.

- When answer type is selected as the Text box.

The wizard will not require you to add answer choices.

- When answer type is selected as Time Series.

The wizard will require you to select the Collection Frequency **Formats, and units of metric**

- When answer type is selected as Date.

The wizard will not require you to add answer choices.

4. After the answer choices are added, the choices appear in the **Answer Choices** section. The answer choices appear in the **Questionnaire** window 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

Filter by

<input type="checkbox"/>	Choice Text	Is Default	Choice Score	Evidence Required	Exception Required	Comment Required	Implementation Required	Risk Score	Add risk if un-selected	
<input type="checkbox"/>	Yes	No	10	No	No	No	No	0	No	↑ ↓
<input type="checkbox"/>	No	No	0	No	No	No	No	10	No	↑ ↓

Click **Next** to continue.

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, and then create new choice text to replace the deleted choice text.

5. The **Dependencies** wizard page appears. This step is optional. You can add dependent questions only for **Radio buttons** and **Checkboxes** answer type. Use the answer choices you created in the **Answers** wizard page to further prompt stakeholders to answer more questions or add questions so that questions are answered automatically if a particular answer choice is selected.

To add questions to be prompted or to be answered automatically, click **Add or Remove Questions** to open the **Must Answer Questions** dialog. Select questions in the **Available Questions** box and click the arrow pointing towards the right to move questions to the **Selected Questions** box. Then click **OK**.

New Question ✕

1 Question Details > 2 Answers > **3 Dependencies** > 4 Classification


Step 3: Specify Dependencies (Optional) * = required

This step is optional. Select an answer choice and then select dependent questions to prompt. Also, you can specify automatic answering of the dependent questions.


When response choice is

Then

Prompt the following questions

Question Title	Question Text
 No question found.	

Auto answer the following questions

Question Title	Question Text
 No question found.	

Click **Next** to continue.

- The **Classification** wizard page appears. This step is optional.

New Question
✕

1 **Question Details**
2 **Answers**
3 **Dependencies**
4 **Classification**

Step 4: Configure Classification Rules (Optional) * = required

Configure classification rules for the question. Classification configuration allows you to set underlying attributes based on the rule condition.

1-2 of 2

Filter by: - Show all -

<input type="checkbox"/>	Selected Answer	Attribute Type	Attribute	Value
<input type="checkbox"/>	No	Risk Identification	Risk	Human error, improper security practices
<input type="checkbox"/>	Yes	Classification	Criticality	5

You can configure a classification rule only when answer type is **Radio buttons**, **Textbox**, **Table**, or **Checkboxes**. Click **Add** to bring on the **New Classification** dialog box. Select the answer choice in the If the selected Answer is a drop-down list and select **Set Attribute** or **Add Risk**.

- If the **Set Attribute** option is selected, select the attribute and its value in the respective drop-down lists, and enter a value in the **To** field.

New Classification ✖

i Please select a question answer choice first. Then select a classification type and an attribute. Enter the classification value.

If the selected Answer is * Yes

Set Attribute Add Risk

Set the value of * Classification Criticality

To * 5 (in numeric value)

OK **Cancel**

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1. If the **Add Risk** option is selected, click **Add Risk** to bring on the **Select one or more Risks** dialog. Expand the **Risks** folder, select risks, and click **OK**.
- Click **Finish** to add questions to the control and to exit the wizard. Clicking **Finish** will prompt a confirmation box, asking whether you want to add another question. Click **Yes** to add more questions or **No** to exit the confirmation box.