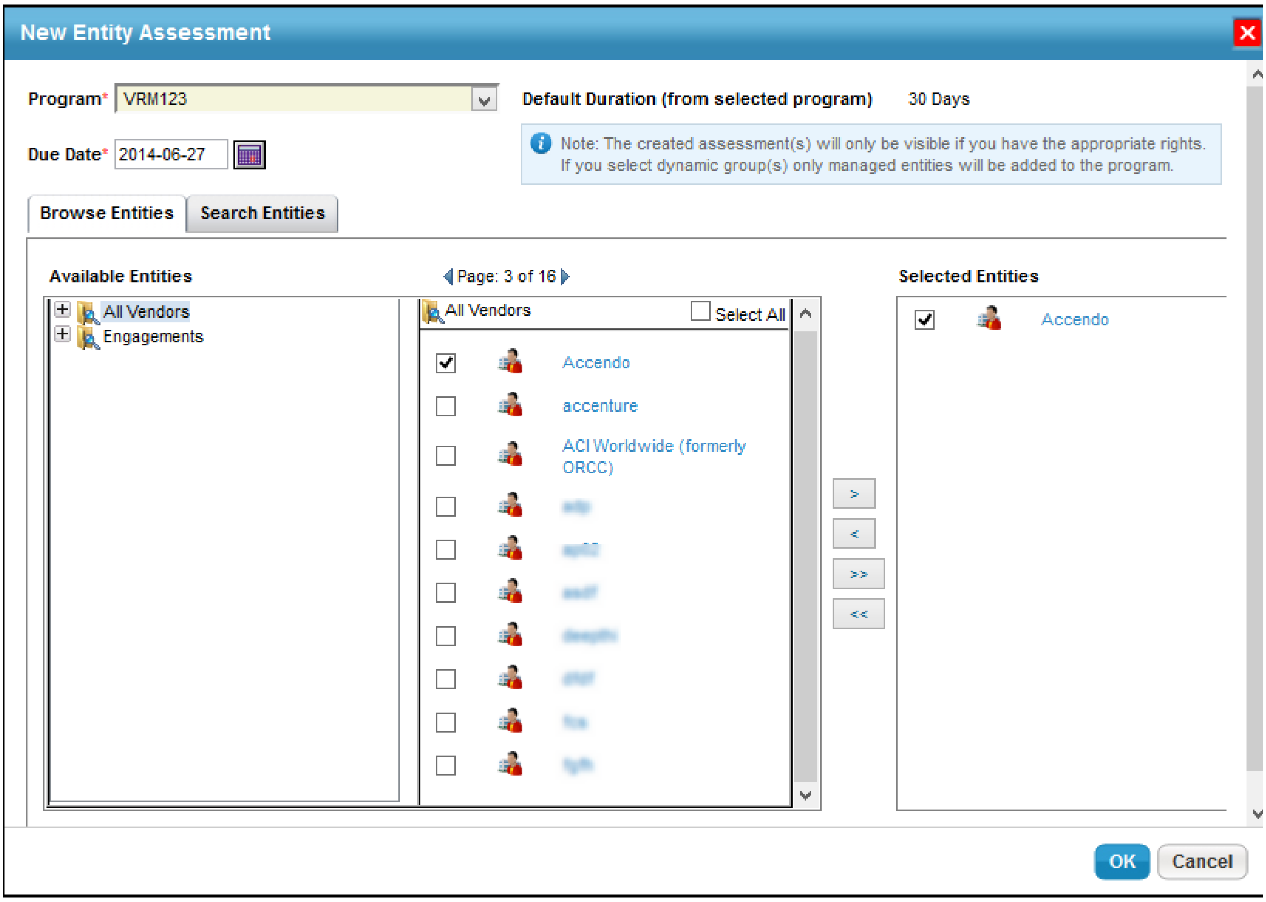
Creating Vendor or Engagement Assessments

Before creating an assessment, you must create a program.

To create and launch a new assessment:

1. In the RiskVision application, go to Assessments > Assessments page.

2. Click **Create**, The **New Entity Assessment** dialog appears.



4. Select a program in the Program drop-down list. The default duration associated with the program is displayed, and the due date is automatically set to those many days from the current date. You can revise the due date manually.

5. Select at least one vendor or engagement to assess. Within the**Available Entities** of **Browse Entities** tab, expand the group in the tree containing the vendor or engagement you want to assess, or click the **Search Entities** tab to find the entity using a search criteria. To specify a search criteria, select a field in the first drop-down box, then select a condition in the second drop-down box, and enter the search value in the box. Click **+** to add a new search condition. Click **Search** to retrieve the results for selecting entity(s). After the entity(s) is found, select desired entities by checking the box next to them. Clicking the entity title pops up a window to display the entity's details.

6. Click OK after the entities to assess are in the **Selected Entities** list.

	Notes:

1. Launching an assessment can be a time-consuming process. If you close the dialog, you will be notified when the assessment has actually launched.

2. If you have to create assessments for entities imported without a primary owner, make sure to assign the primary owner after importing entities so that entity assessments show up in the Assessments page.

3. There are other methods of creating an Assessments from the Programs page. The method used here is for assessments that are specific to this program.