

Updating Content

You may always want to update the content to incorporate the changes suggested by your auditors. When the content that is being used in a program is changed, you must update the controls to the latest version.

To update the controls to the latest version at program level:

1. **Go to Assessments > Programs.**
2. Locate the desired program and select the program to open its details.

The screenshot shows a web interface with a top navigation bar containing tabs: Assessments, Summary, Risk Register, Changes, Documents, Comments, and Applications. The 'Assessments' tab is active, and the 'Assessment Activity' section is expanded. Below this, there are sections for 'Date of last update' (2014-05-16), 'Jobs Last Updated' (listing 'Dynamic Group Entity Map Builder' and 'Dynamic Group Entity Map Updater' with their respective dates and times), 'Entities' (listing 'Entities moved into Dynamic Groups' and 'Entities moved out of Dynamic Groups', both set to 'None'), and 'Controls'. A blue link 'Update controls to latest version' is located at the bottom of the 'Controls' section. Below this, the 'Changes' section is expanded, showing options: 'Update Controls to latest version: Yes', 'Clear question results if question text has changed' (unchecked), 'Notify assessment stakeholders' (checked), and 'Notification Email template' (set to 'Assessment Launch'). A 'Commit Changes' button is at the bottom of the 'Changes' section.

3. Click the **Changes** tab, and click the **Update controls to the latest version** link which appears at the bottom of the **Assessment Activity** section. Then set the following options in the **Changes** section:
 - Update Controls to the latest version. By default, this option is selected as 'Yes' so that controls are updated to the latest version.
 - Clear question results if question text has changed. If the questions in the content are changed, you may check this option to clear the answers to the questions provided by the stakeholders when a questionnaire is in progress.

- Notify assessment stakeholders. By default, stakeholders are notified about the change in content. Clear this option if you do not want the stakeholders to know about the change in content.
- Notification Email template. Select an appropriate template to send an email to stakeholders.

4. After you set the options, click **Commit Changes**.

Each time the workflow attached to the control or control objective is moved to the deployed stage, the version number is automatically incremented.

You will not be able to update the content changes for assessments in read-only or closed stage.

Ensure that you do not update content tied to a program immediately after executing the "*Propagate Control Results*" action. Please wait at least 30 minutes after executing the "*Propagate Control Results*" action before updating content.