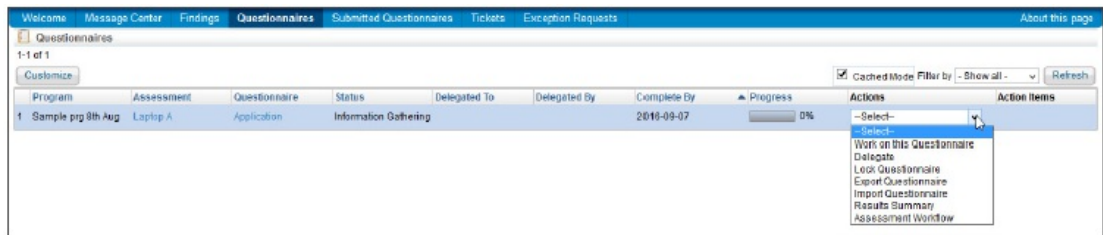


About the Questionnaire Answering Interface

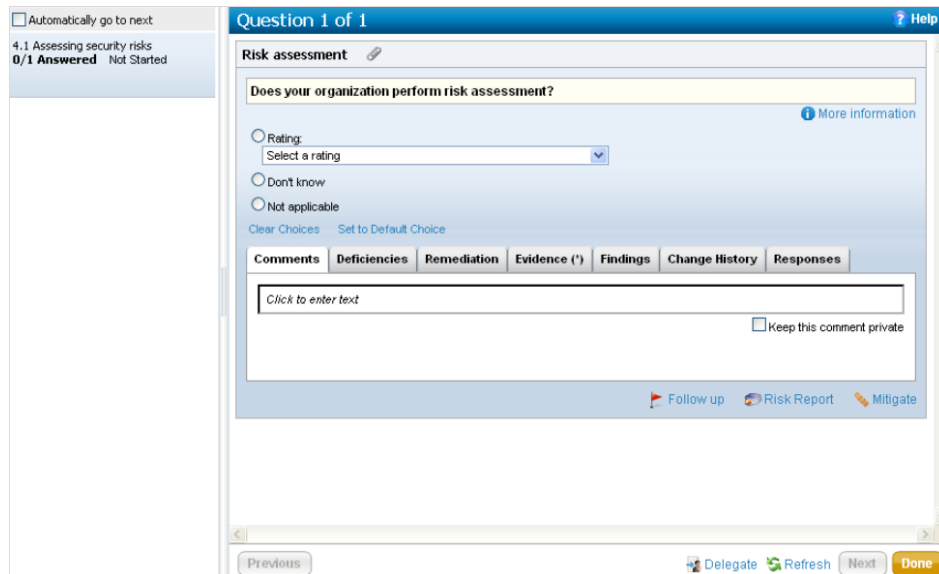
To answer a questionnaire, you must have the Questionnaire Answer permission.

To view the Questionnaire Answering Interface from the Questionnaires page, choose any one of the below mentioned options:

- Click the **Questionnaire** link
- In the **Actions** drop-down list, choose the below:
 - **Work on this Questionnaire**
 - **Resume Questionnaire**



The **Questionnaire Answering Interface** page appears as shown below:



- The left side navigation pane displays the questionnaire details and if the questionnaire is subdivided into sections pertaining to a specific policy or control the sections of the questionnaire. Click the section to display a table with a list of questions in the main pane.
- The sections of the questionnaire displays the controls and policy titles, the number of questions in the section, and status.

a. Compliance	0/2 Answered	Not Started
b. Vulnerability Management	0/4 Answered	Not Started
c. Policy	0/2 Answered	Not Started
d. Training and Awareness	0/2 Answered	Not Started

- Click this section to display a list of questions in the main pane. The right side pane displays a list of questions in case there are more than one question. The questionnaire details include the assessment name, the entity name, the stage progress and the questions.

Computer: **Laptop A** Progress: 0%

Questionnaire: **Application**

Automatically go to next
 Show progress and summary

Application View: **All Questions** Refresh





1-19 of 19

Question	Last answered	
Goods returned and accounts received	N/A	Start
Invoices related to valid shipments	N/A	Start
Invoice recording	N/A	Start
Credit notes recording	N/A	Start
Invoice appropriate recording	N/A	Start
Accounts receivable monitoring	N/A	Start
Customer master file	N/A	Start
Changes to customer master file	N/A	Start
Received raw material recording	N/A	Start
Defective material handling	N/A	Start
Shipment recording	N/A	Start
Shipment recording period	N/A	Start
Fixed asset acquisition recording	N/A	Start
Depreciation charges recording	N/A	Start
Fixed asset disposals recording	N/A	Start
Fixed asset maintenance	N/A	Start
New employee payroll recording	N/A	Start
Terminated employee recording	N/A	Start
Time worked processing	N/A	Start

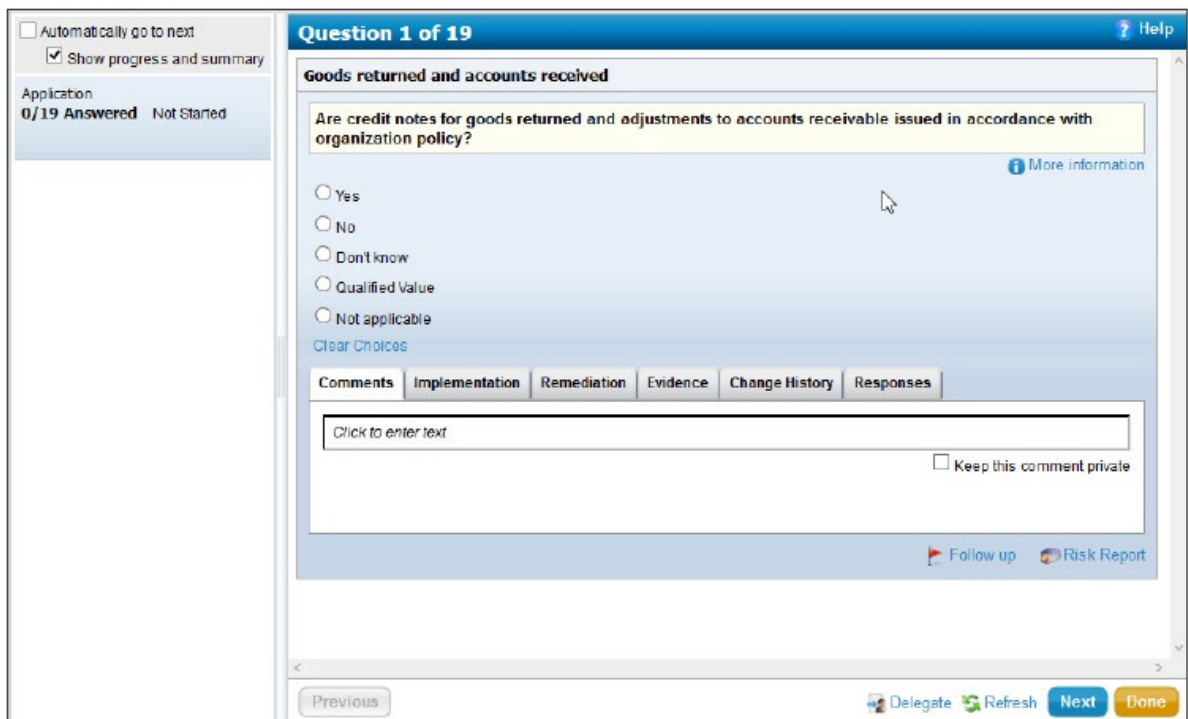
Application
0/19 Answered Not Started

The actions associated with the questions are displayed with icons as shown below:

Icons	Description
	Flagged for follow-up
	Answer requires resolution

	Comments
	Exception
	Mitigation
	Evidence

- Click the question to open it in the main pane.



The screenshot shows a software interface for a questionnaire. On the left, there is a sidebar with a progress indicator showing '0/19 Answered' and 'Not Started'. The main area is titled 'Question 1 of 19' and contains the question: 'Are credit notes for goods returned and adjustments to accounts receivable issued in accordance with organization policy?'. Below the question are five radio button options: 'Yes', 'No', 'Don't know', 'Qualified Value', and 'Not applicable'. A 'Clear Choices' link is also present. Below the options is a 'Comments' tab, which is currently selected, showing a text input field with the placeholder 'Click to enter text' and a checkbox for 'Keep this comment private'. At the bottom of the main area are 'Follow up' and 'Risk Report' links. The bottom of the window features a 'Previous' button and a row of buttons: 'Delegate', 'Refresh', 'Next', and 'Done'.

- The questions are displayed in the right-hand side of the window. You can specify an answer or rating for each question and then click the Previous or Next button to move to the next question.

Some questions are designed to have dependent questions, such that when a user selects a choice, it enables the dependent question.

- Click the **Done** button, to stop the questionnaire-taking process. User is navigated to the **Thank You** page.
- Select any one of the options below:
 - Select **Submit for Review**, when user wants to submit the questionnaire and move to the workflow stage 'Review' after all questionnaires are submitted.

OR

 - Select **Close now and resume later**, when user is not done with this questionnaire, but wants to close it for now and resume later.

Questionnaire-taking preferences associated with an assessment determine specific behavior and options available to questionnaire-takers. For example, you may have an option Skip Answered Questions, then the questionnaire

display skips next or previous questions that have already been answered.