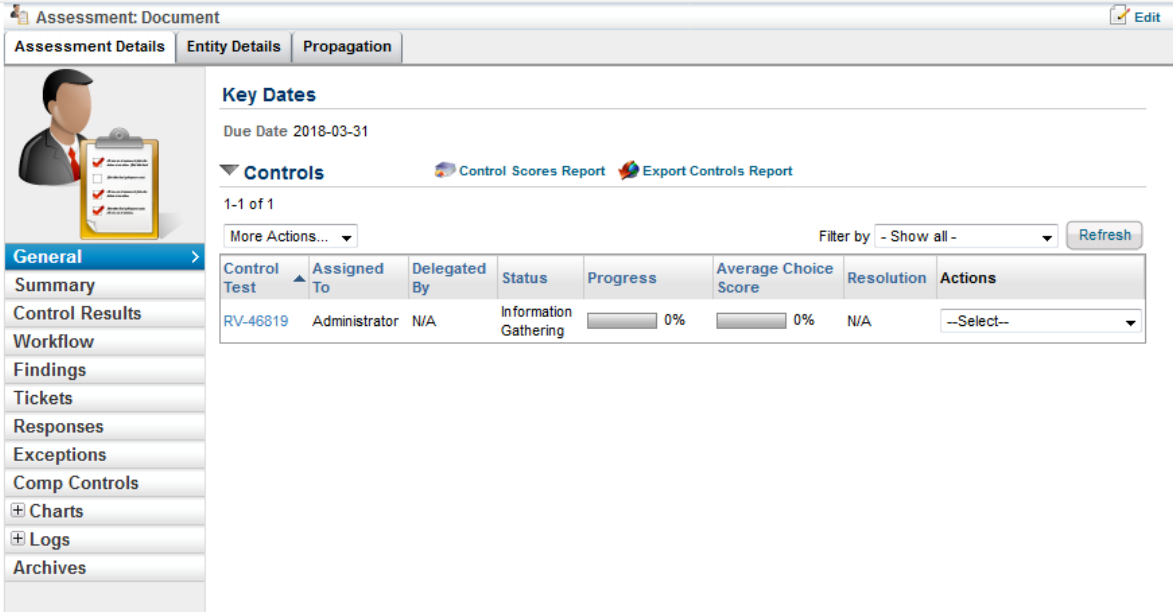


Adjusting Assessment Due Dates

For every assessment that you perform, there will be an associated deadline. If you have not closed the assessments by the due date and have received the time extension for completing the pending items, you can adjust the assessment due date so that every stakeholder knows of the current due date.


To adjust assessment due date:

1. In the RiskVision application, go to **Assessments > Assessments**. The **Assessments** page is displayed.
2. Select an assessment to open its details page, and displays the **General** tab.



The screenshot shows the 'Assessment: Document' interface. At the top, there are tabs for 'Assessment Details', 'Entity Details', and 'Propagation'. Below the tabs is a navigation menu with options like 'General', 'Summary', 'Control Results', 'Workflow', 'Findings', 'Tickets', 'Responses', 'Exceptions', 'Comp Controls', 'Charts', 'Logs', and 'Archives'. The 'General' tab is selected. The main content area shows 'Key Dates' with a 'Due Date' of '2018-03-31'. Below this, there are links for 'Control Scores Report' and 'Export Controls Report'. A table of control tests is displayed with columns: Control Test, Assigned To, Delegated By, Status, Progress, Average Choice Score, Resolution, and Actions. The table contains one row for 'RV-46819' assigned to 'Administrator' with a status of 'Information Gathering' and 0% progress.

Control Test	Assigned To	Delegated By	Status	Progress	Average Choice Score	Resolution	Actions
RV-46819	Administrator	N/A	Information Gathering	0%	0%	N/A	--Select--

3. Click **Edit** at the upper top-right corner.
4. Click the icon  associated with the **Due Date*** field and select a date of interest.
5. Click **Save** at the upper top-right corner. The due date is adjusted.