

Locking Answers in a Questionnaire

The Assessment workflow type allows you to put a questionnaire in read-only mode while the workflow is in certain stages. Stages after the first stage of the assessment workflow can be designated as a "Read Only Stage." When setting a stage as a Read Only Stage, you have two options: "Make the entire questionnaire read only" and "Make answers read only." Whether you select the Read Only Stage option, and which Read Only Stage option value you choose will depend on how much freedom you want to give workflow stakeholders that are not the users who are responsible for answering the questions to change assessment data. If you want to allow reviewers and approvers to add evidence, comments, and other information, you will choose to make answers read-only. If you don't want to allow this, then you will choose to make the entire questionnaire as read-only.

To lock answers in a questionnaire:

1. In the RiskVision application, go to **Configuration > Workflows**. The **Workflows** page appears.
2. Under the **Workflows** tree on the left-hand side, select the **Assessment Workflows** group. The Assessment Workflows appear.
3. Select the workflow to open its details page.
4. Click **Edit** at the upper right-hand corner of the details page.
5. Navigate to the stage of interest, excluding stage one.
6. Under **Options**, check the box next to the Read Only Stageoption, and select **Make answers read only** in the drop-down list.

The screenshot shows the 'Assessment Workflow: Aglliance Assessments' configuration page. On the left, there is a navigation menu with 'Definition', 'Stages', and 'Applications'. The 'Options' section on the right contains several settings:

- Notify by sending email individually to each stakeholder
- Notify by sending single email to all stakeholders
- Allow each questionnaire to advance workflow stages independently
- All questionnaires must advance workflow stages together
- Enable preferred user matching, if no matching users found
 - Send Questionnaire
 - Don't Send Questionnaire
- Allow Control/eval authoring
- Allow Control/eval evaluation
- Read Only Stage: **Make answers read only** (dropdown menu)
- Show Private Comments
- Allow all question scoring
- This is Review Stage
- Show mitigation requests
- Auto Advance after: Days Action:

A callout box with a green border and text says: "See here the Make answers ready only option is selected" pointing to the dropdown menu.

7. Repeat step 5 and step 6 if you have to put answers in ready-only mode in other stages of the workflow.
8. Click **Save** at the upper right-hand corner of the details page.