

Creating Questionnaires

Resolver RiskVision has many default questionnaires available. Before creating a new questionnaire, you can also try editing a default questionnaire.

To edit a default questionnaire:

1. Copy the questionnaire.
2. In the **Controls and Questionnaires group**, create a custom-defined group.
3. Modify the questionnaire details.

If you'd prefer to create a questionnaire from scratch, note that you will need Control View and Control Author permissions. It's recommended you test the content thoroughly before deploying the custom questionnaire.

To create a questionnaire

1. Go to **Content > Controls and Questionnaires**
2. Expand the **Organization Content** folder.
3. Select the **Questionnaires** group, and click **New Questionnaires**.
4. Enter the name and description in the **New Questionnaire** wizard.
5. Select the questionnaire type in the **Type** drop-down list.

The screenshot shows the 'New Questionnaire' wizard interface. The title bar reads 'New Questionnaire' with a close button. On the left, a sidebar lists four steps: '1. Basic Details', '2. Additional Text', '3. Questions', and '4. Review'. The main area is titled 'Step 1: Name and Description' and includes a note: 'Enter a name for the new questionnaire and optionally add a description, type, and categories to make the questionnaire more useful in the future.' Below this, there are input fields for 'Name*' (containing 'How often you make sure that your entities are totally secured?'), 'Description' (containing 'Create different Questionnaires to assess entities.'), 'Type*' (a dropdown menu set to 'Classification'), 'Author' (set to 'Administrator'), and 'Categories' (a list with 'Security policy' selected and '+' and '-' buttons). At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

Note: The New Questionnaire wizard displays different pages depending on the questionnaire type.

- Contract Awareness Campaign shows Contracts, Text, and Review pages.

- Policy Awareness Campaign shows Policies, Text, and Review pages.

To assign a category to the questionnaire:

- Click the + next to the scroll box to open the **Select one or more Categories** dialog.
- Under the **Categories** folder, select different categories and click **OK**. If default categories don't apply to the questionnaire you're trying to create, enter a category name, and click **Add**.
- Select the category under the **Categories** folder.



Click **Next** to continue.

7. In the **Additional Text** wizard, enter text in the **Introduction Text** and **Closing Text** fields. These will appear at the beginning and end of the questionnaire, respectively.
8. Click **OK** to save.
9. The **Policies** wizard page will open.
10. Expand the **Organization Content** folder and select the policies you want to attest.
11. Click >> to move the policies into the Selected Policies box.
12. The **Contracts** wizard page will open.
13. Expand the **Organization Content** folder and select the desired contracts.

14. Click >> to move the contracts into the **Selected Contracts** box.

15.

The screenshot shows a dialog box titled "New Questionnaire" with a close button (X) in the top right corner. On the left is a vertical navigation pane with four steps: "1. Basic Details", "2. Additional Text", "3. Questions", and "4. Review". Step 2, "Additional Text", is currently selected and highlighted in blue. The main content area is titled "Step 2: Add Introductory and Closing Text" and includes a red asterisk icon followed by the text "= required". Below the title is a yellow instruction box: "Enter optional text to appear at the beginning and end of the questionnaire." There are two text input fields. The first is labeled "Introduction Text" and contains the placeholder text "Click to enter text". The second is labeled "Closing Text" and also contains the placeholder text "Click to enter text". At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the middle, and "Next >" on the right.

New Questionnaires ✕

1. Details

2. Policies

3. Text

4. Review

Step 2: Policy Chooser * = required

Select policies to attest in the questionnaire.

Available Policies	Selected Policies
<ul style="list-style-type: none"> [-] Organization Content <ul style="list-style-type: none"> [-] Policies <ul style="list-style-type: none"> + [] esited_group_123 + [] workflow [-] G1 <ul style="list-style-type: none"> + [] [] Deployed policy + [] [] draft policy + [] [] Policy in Approval stage + [] [] Policy in Review stage + [] [] Policy Test001 + [] [] Policy with Workflow + [] [] policy without workflow + [] Group_12345_12 + [] JanB-Group1 + [] JanB-g1 + [] Krishna + [] Policy_Policy_1 + [] W-39023 + [] xdl + [] xelaxena 	<div style="padding: 5px;">[] Deployed policy</div> <div style="text-align: center; margin: 5px 0;"> >> << </div>
<input checked="" type="checkbox"/> Show Draft policies	

Cancel

< Back
Next >

New Questionnaire ✕

1. Details

2. Contracts

3. Text

4. Review

Step 2: Contract Chooser * = required

Select contracts to attest in the questionnaire.

Available Contracts	Selected Contracts
<ul style="list-style-type: none"> [-] Organization Content <ul style="list-style-type: none"> [-] Contracts <ul style="list-style-type: none"> + [] x24-charan-GPP + [] xdl02 + [] Cpt1 <ul style="list-style-type: none"> + [] [] C1 + [] [] c11 + [] [] charan_contract + [] [] x25-contract + [] x24-charan-CP <ul style="list-style-type: none"> + [] [] x25-contract 	<div style="padding: 5px;">[] C1</div> <div style="text-align: center; margin: 5px 0;"> >> << </div>
<input checked="" type="checkbox"/> Show Draft contracts	

Cancel

< Back
Next >

Click **Next** to continue.

16. The **Questions** wizard page will open.
17. To create a new control, see [Creating a New Control](#). To copy controls, expand the **Controls** folder to find the control you want to copy, check the box next to control, and click **OK**.
18. The **Text** wizard page will open.
19. Enter introduction and closing text and click **OK** to save changes.

New Questionnaire
✖

1. Basic Details

2. Additional Text

3. Questions

4. Review

Step 3: Add Questions
⚠ = required

Manage the questions in the questionnaire by creating questions or question groups called Controls.

1-2 of 2
⬆

New Control
New Question
Copy Controls
More Actions... ▾

<input type="checkbox"/>	#	Control Name	Description	# of Questions	Question Type
<input type="checkbox"/>			The organization: a. Develops and disseminates an organization-wide information security program plan that: - Provides an overview of the requirements for the security program and a description of the security program management controls and common controls in place or planned for meeting those requirements; - Provides sufficient information about the program management		

Cancel
< Back
Next >

New Questionnaires ✕

1. Details | **Step 3: Introduction & Closing** * = required

2. Policies

3. Text

4. Review

Enter introduction & closing text.

Introduction Text

Welcome to the policy attestation

Closing Text

Click to enter text

New Questionnaires ✕

1. Details | **Step 3: Introduction & Closing** * = required

2. Contracts

3. Text

4. Review

Enter introduction & closing text.

Introduction Text

Welcome to the attestation procedure

Closing Text

Click to enter text

Click **Next** to continue.

20. The **Review** wizard page will open. Verify the controls and the number of questions for each control.

21. Click **Finish** to create the questionnaire.
22. Review the summary and click **Back** to navigate to previous wizard pages if changes need to be made. Click **Finish** when the information you have entered is correct. The questionnaire is created.

New Questionnaire ✕

1. Basic Details

2. Additional Text

3. Questions

4. Review

Step 4: Review and Confirm * = required

Review the completed questionnaire. Click Back to make changes or Finish to confirm the new questionnaire.

Name ertewt
Type Classification
Owner Administrator
Controls and Questions

1-2 of 2

<input type="checkbox"/>	#	Control Name	Description	# of Questions	Question Type	Is Dependent	Has Dependent
<input type="checkbox"/>	1.0	PM-01 SECURITY PROGRAM PLAN	<Show All> The organization: a. Develops and disseminates an organization wide	1			
<input type="checkbox"/>	1.1	PM-1.1	<Show All> The organization: a. Develops and disseminates an organization wide		Radio buttons		

Cancel
< Back
Finish

New Questionnaires
✕

1. Details	Step 4: Review and Confirm * = required
2. Policies	Review the summary and complete the wizard.
3. Text	Name New Policy
4. Review	Type Policy Awareness Campaign
	Owner Administrator

Cancel
< Back
Finish

New Questionnaires
✕

1. Details	Step 4: Review and Confirm * = required
2. Contracts	Review the summary and complete the wizard.
3. Text	Name xxxx
4. Review	Type Contract Awareness Campaign
	Owner Administrator

Cancel
< Back
Finish

To enable Add Risk if Unselected:

1. Open the *agilance.properties* file. It is located by default in the `\\server\config` directory.

2. The property is false by default. Change the following tags to **true**:

```
com.agilance.risk.addToRiskWhenUnchecked.flag.show=false
```

```
com.agilance.risk.useClassificationSurveyRisk=false
```