Creating Questionnaires

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

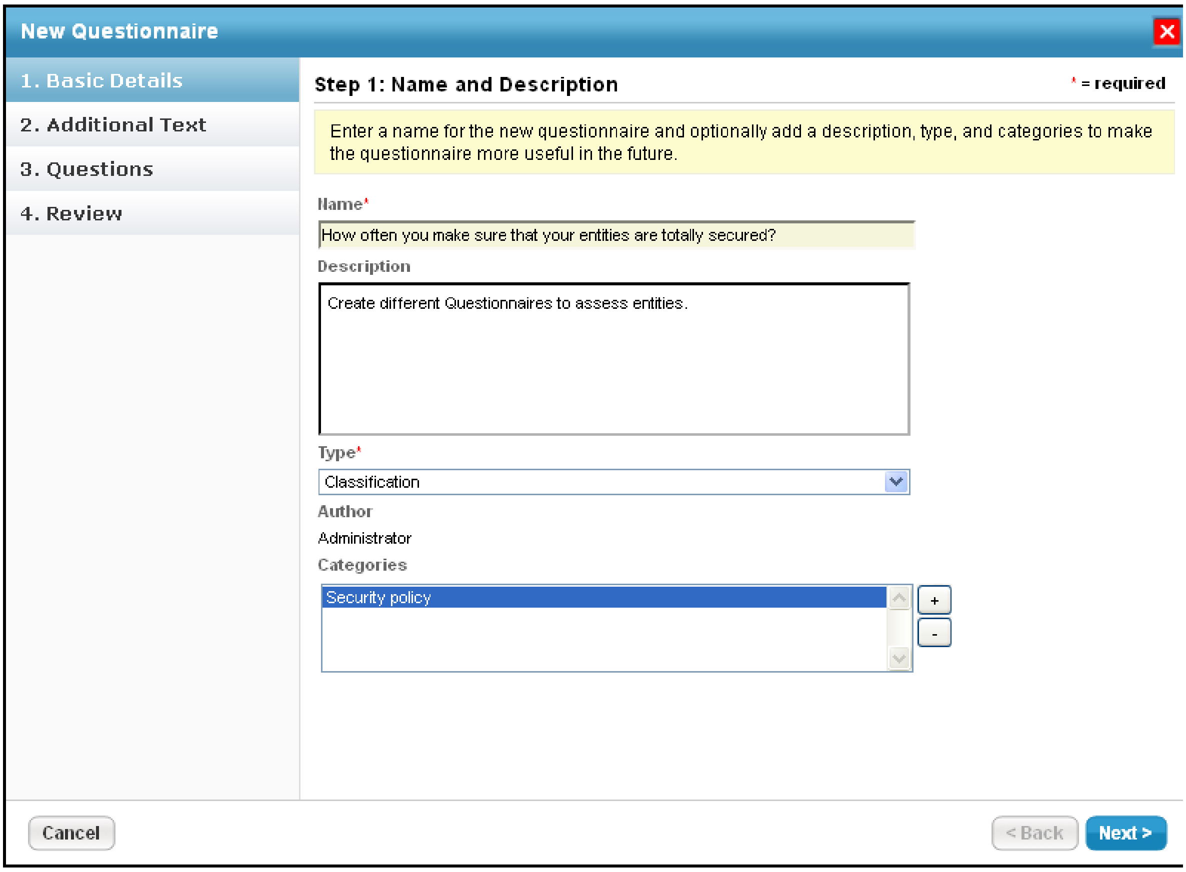
To edit a default questionnaire:

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.



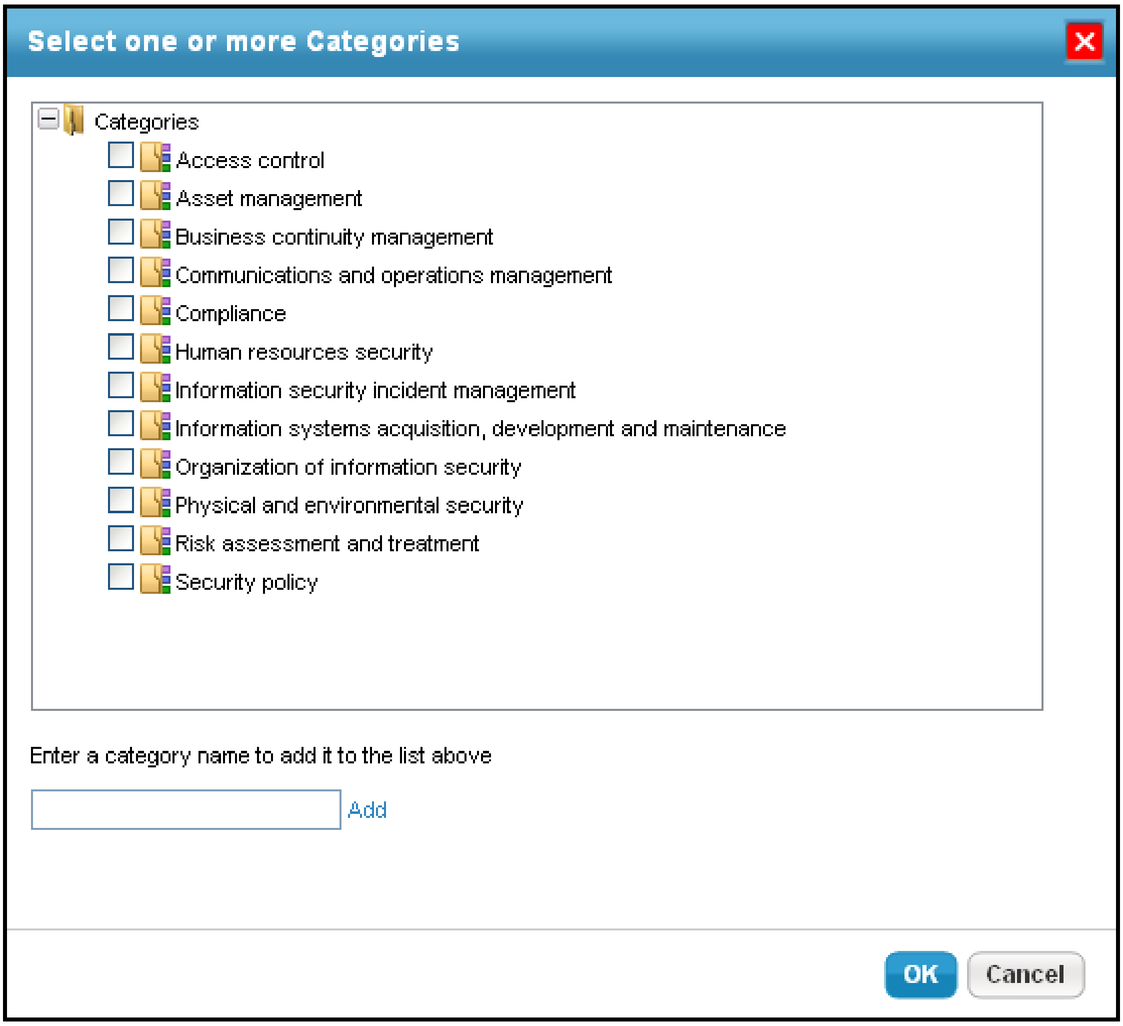
Note: The New Questionnaire wizard displays different pages depending on the questionnaire type.

- 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.

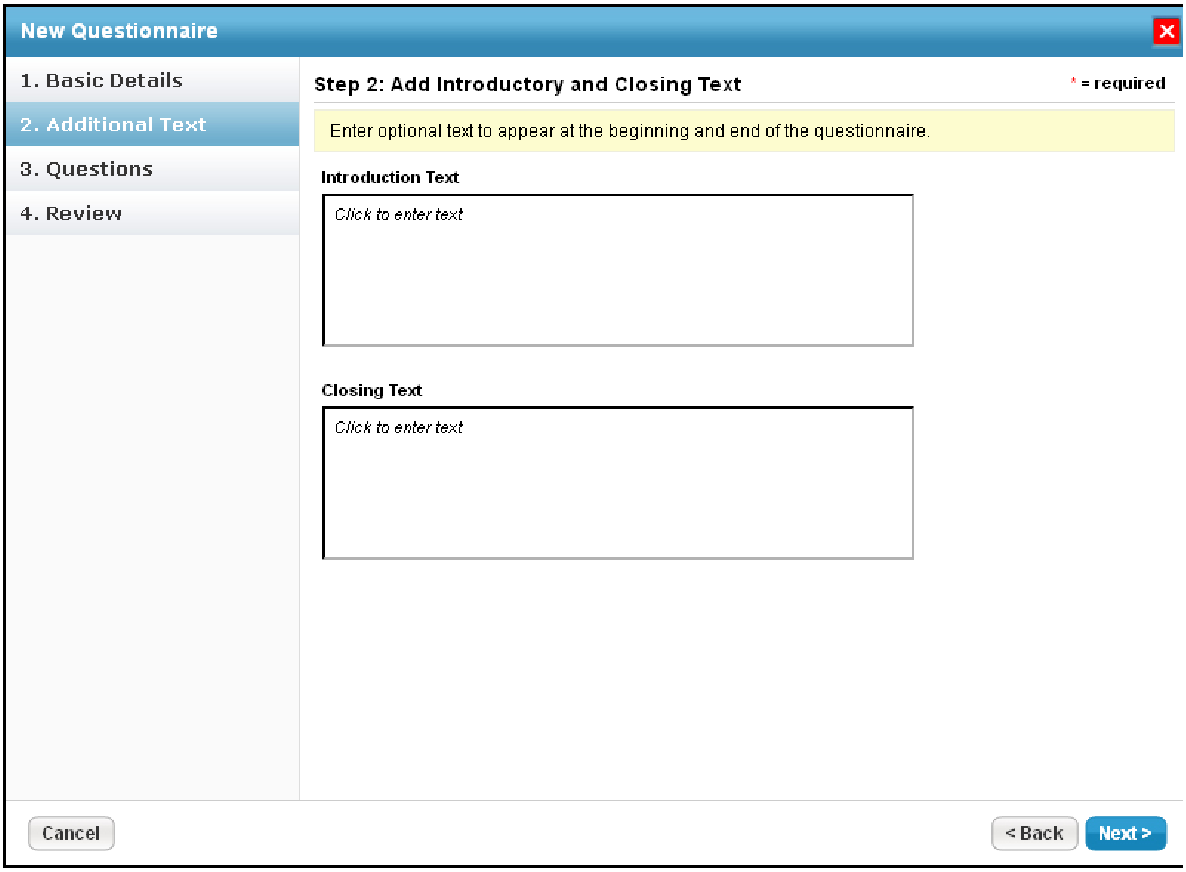


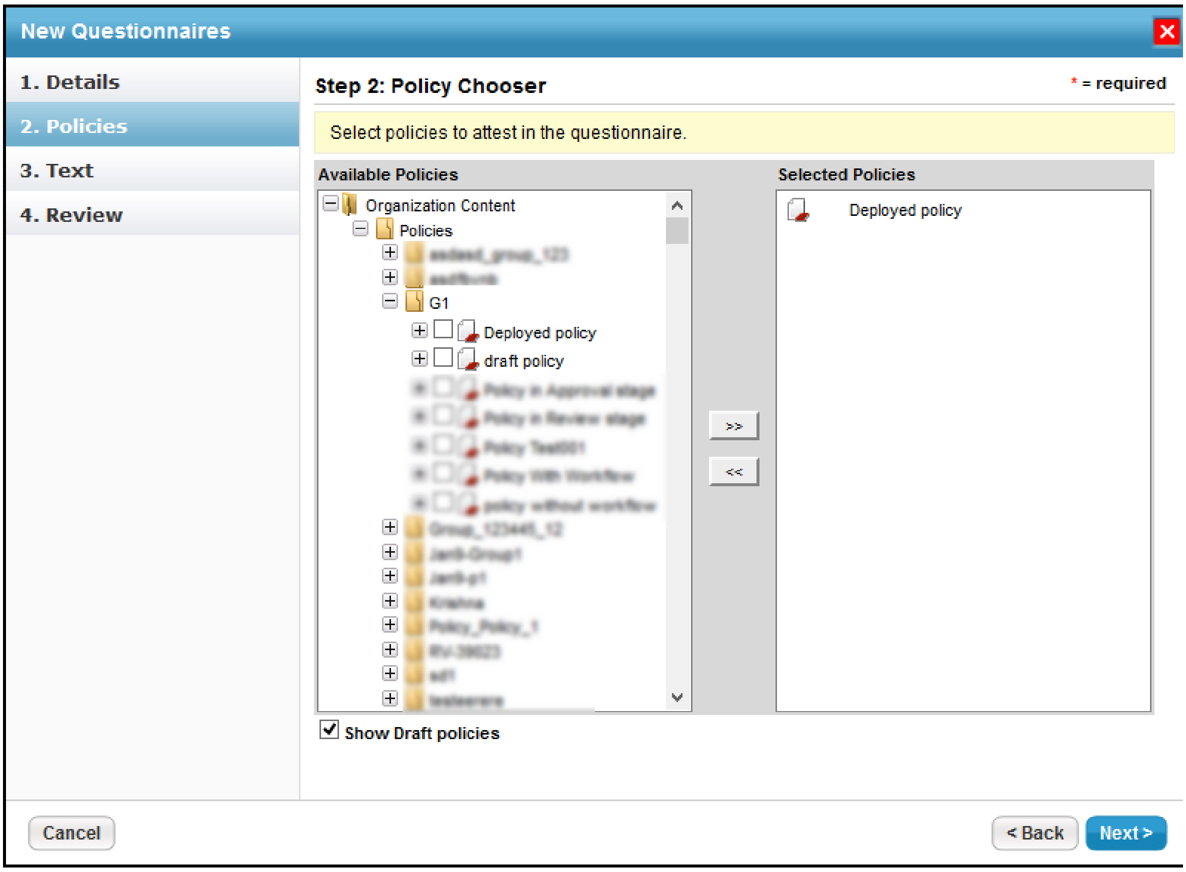
Click **Next** to continue.

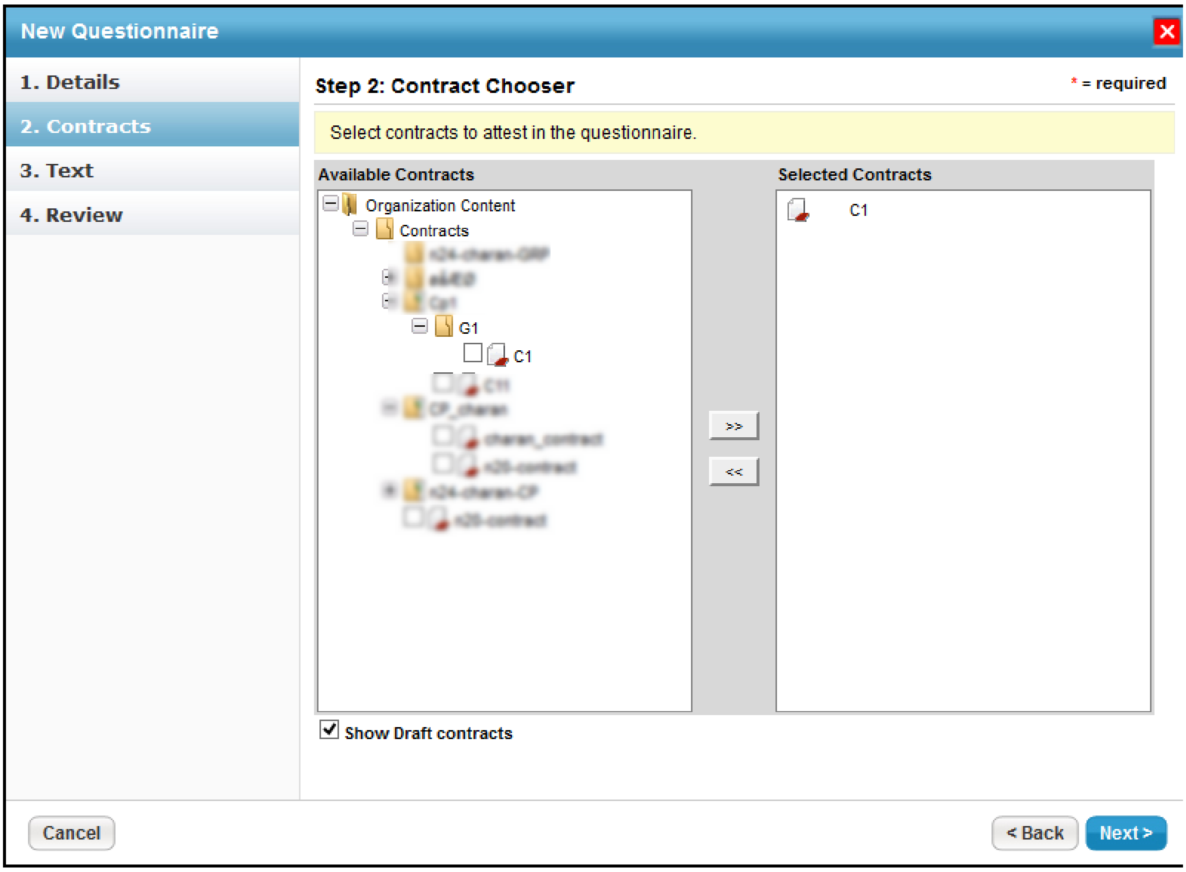
7. In the **Additional Text** wizard, enter text in the **Introduction Text** and **Closing Text** fields. These will appear at the beginning and end of the questionnaire, respectively.
8. Click **OK** to save.
9. The **Policies** wizard page will open.
10. Expand the **Organization Content** folder 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.







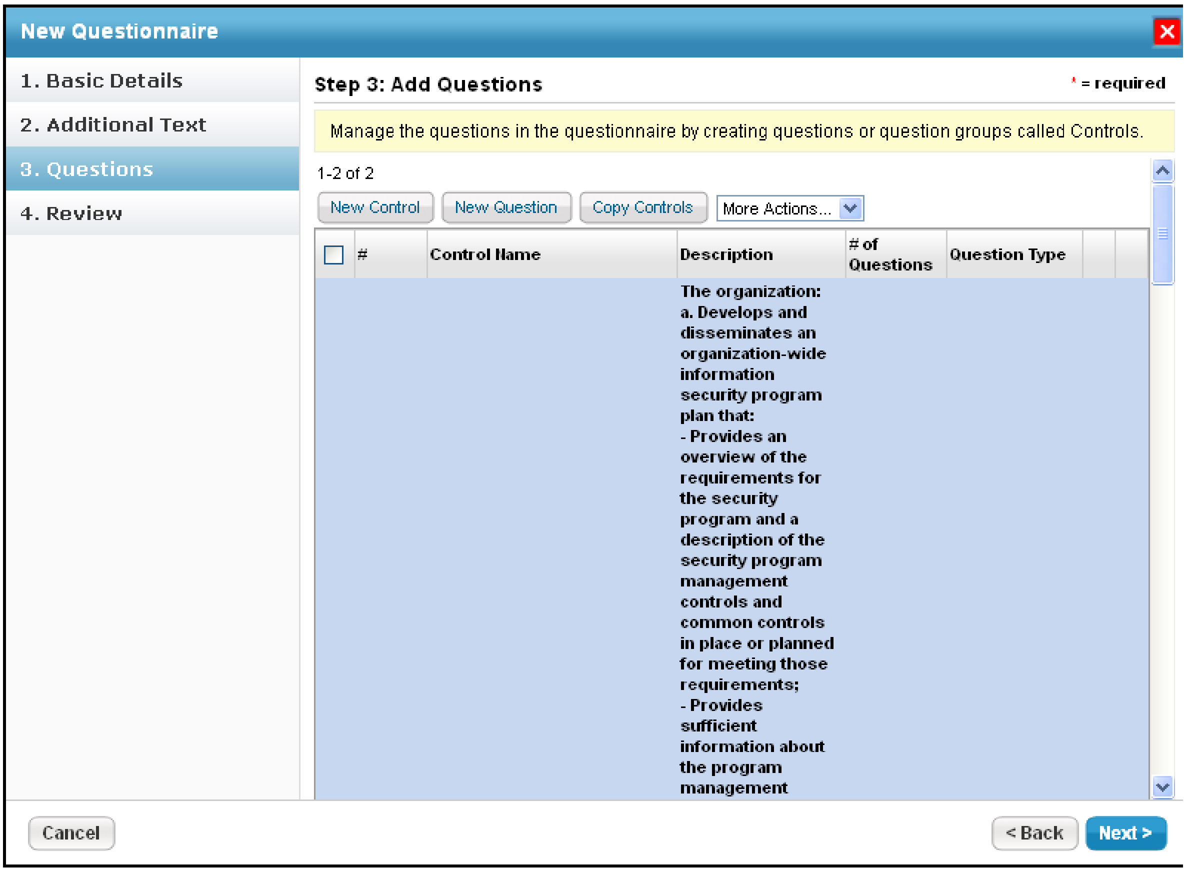
Click **Next** to continue.

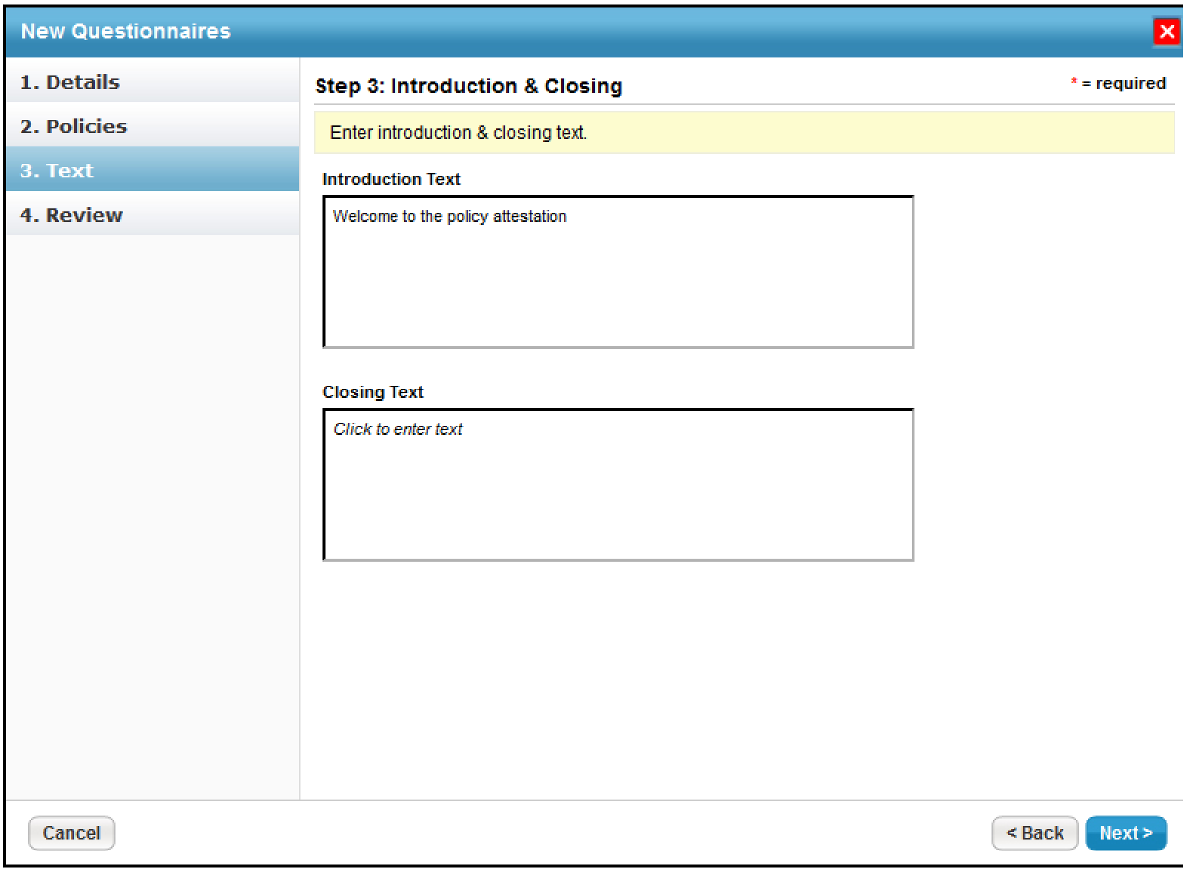
16. The **Questions** wizard page will open.

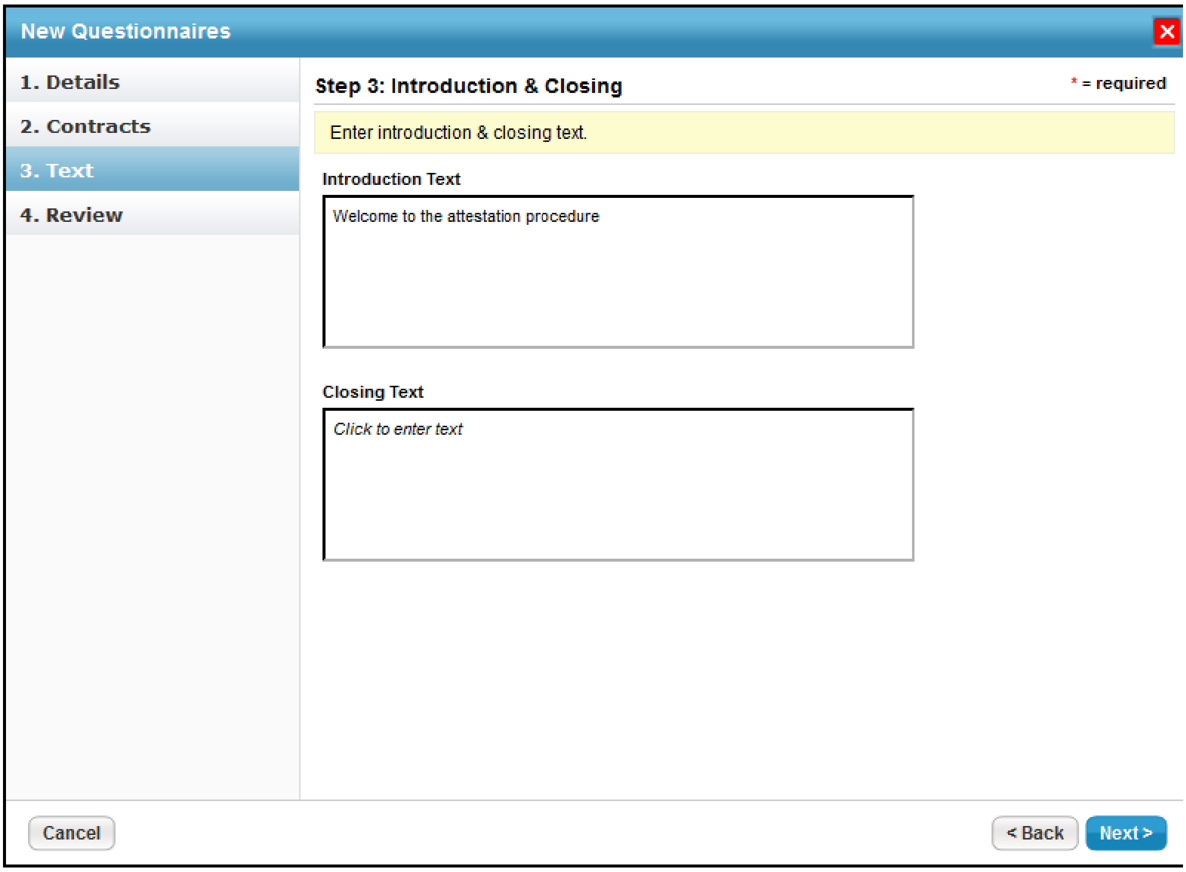
17. To create a new control, see Creating a New Control . To copy controls, expand the **Controls** folder to find the control you want to copy, check the box next to control, and click **OK**.

18. The **Text** wizard page will open.

19. Enter introduction and closing text and click **OK** to save changes.





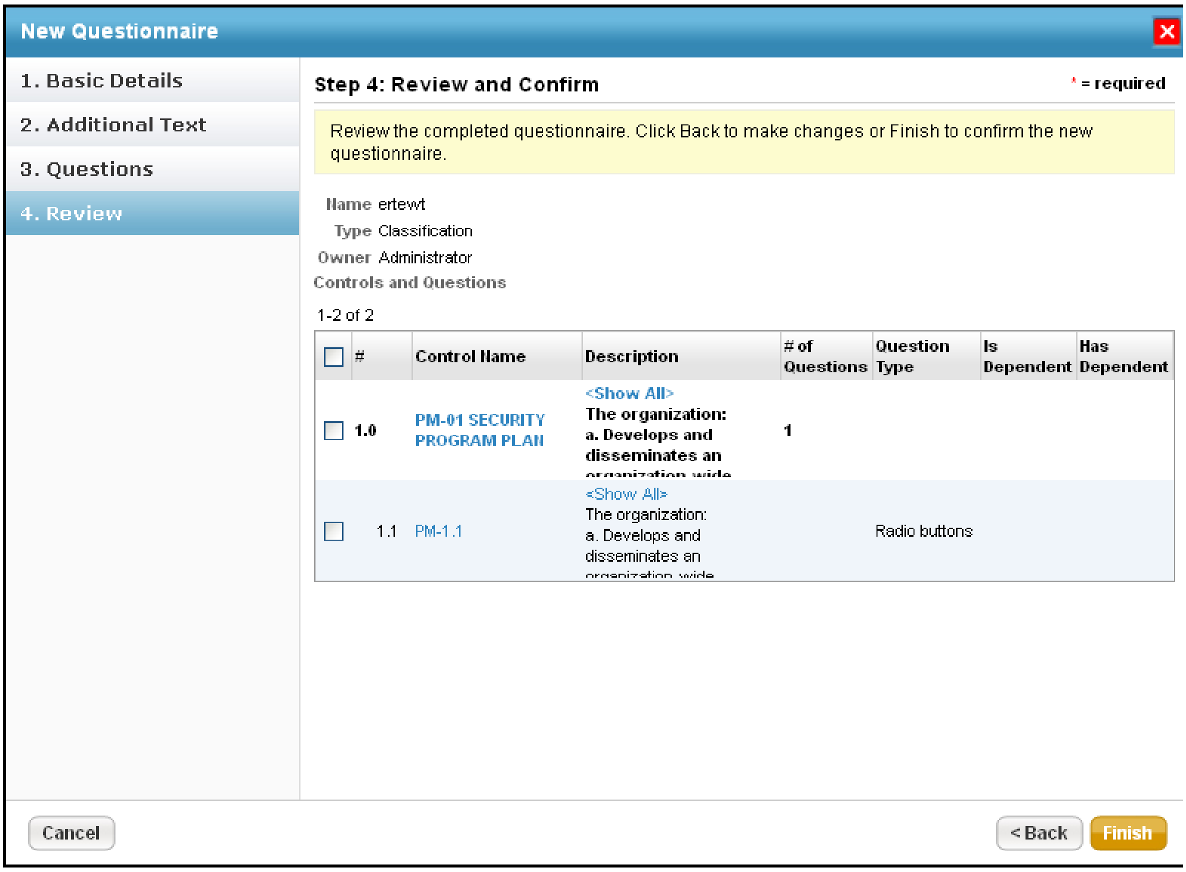


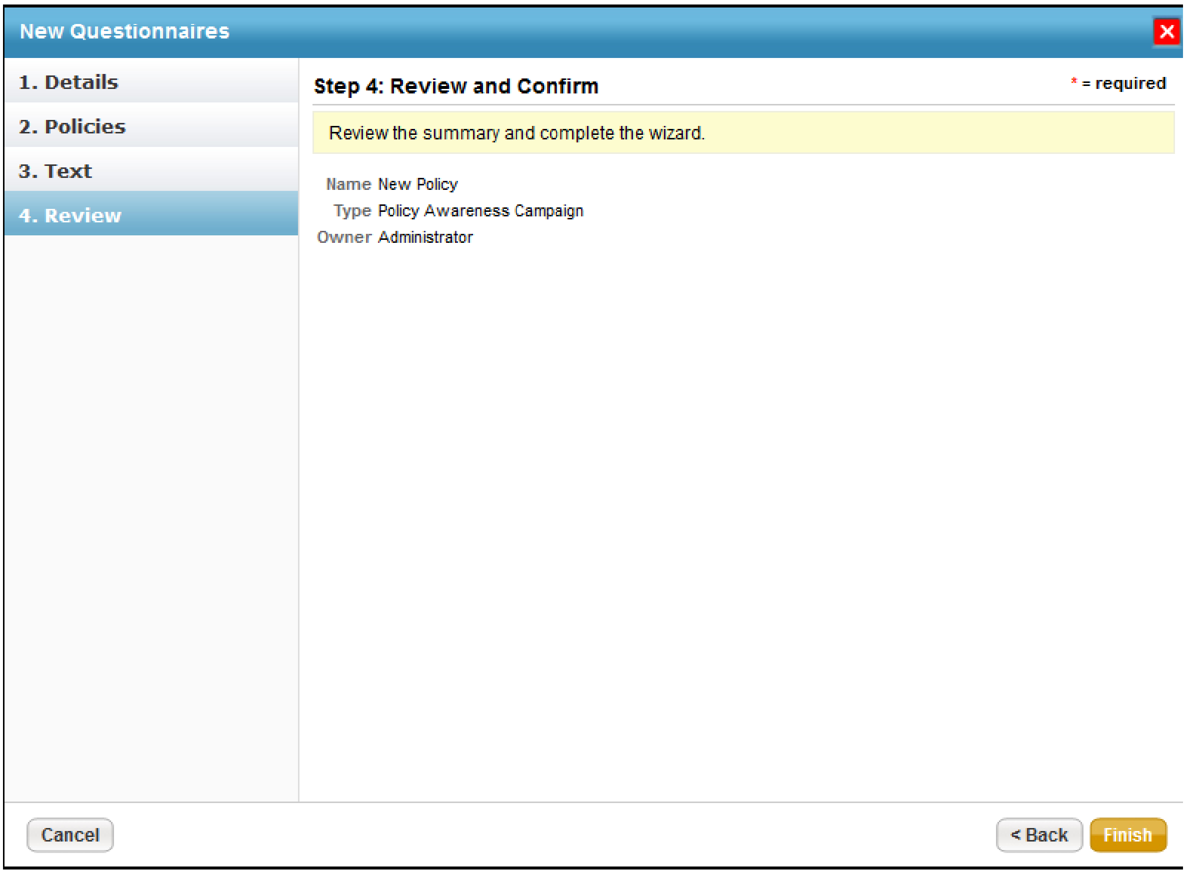
Click **Next** to continue.

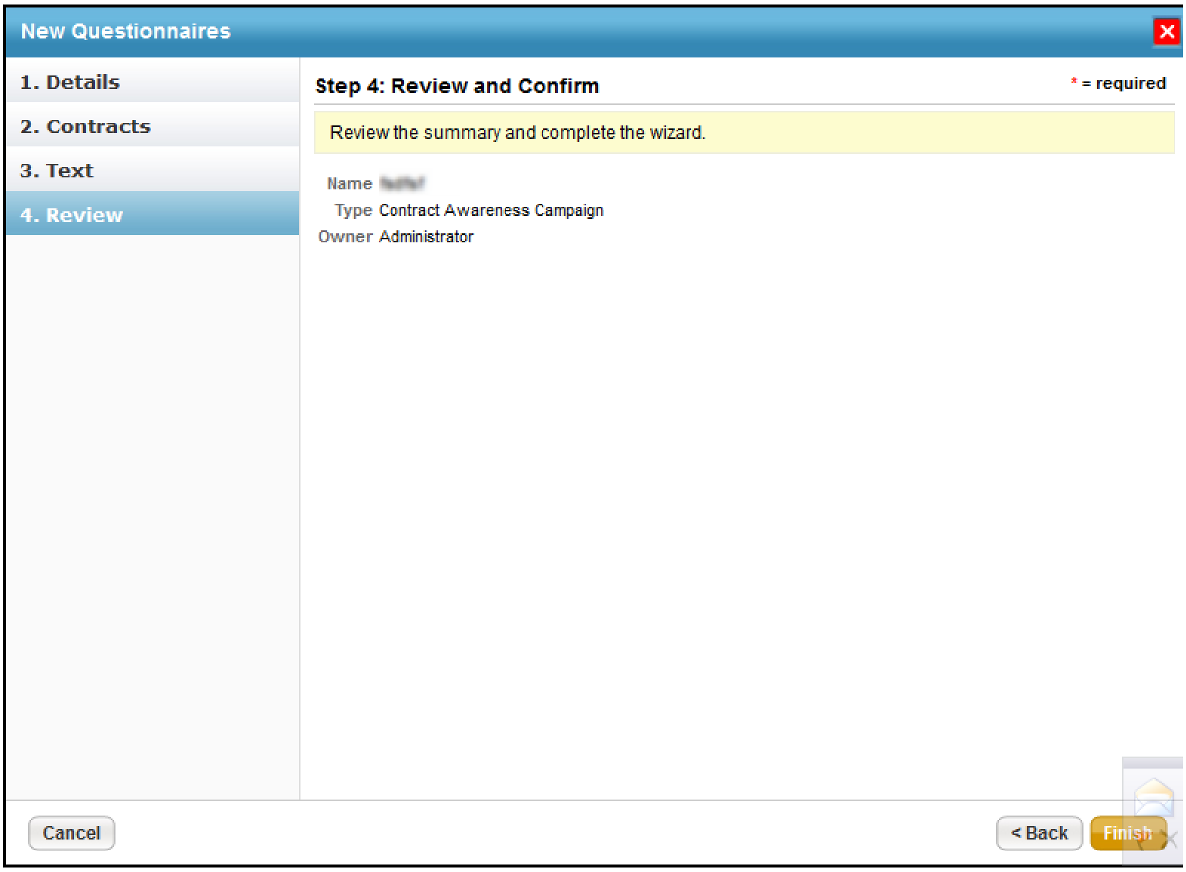
20. The **Review** wizard page will open. Verify the controls and the number of questions for each control.

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.







To enable Add Risk if Unselected:

1. Open the *agiliance.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.agiliance.risk.addToRiskWhenUnchecked.flag.show=false`
   `com.agiliance.risk.useClassificationSurveyRisk=false`