

## Configuring Default Manual Control Choices

While setting up manual subcontrol questions, you can use the default choices by leaving the choice field blank for radio button and checkbox type answers instead of defining your own.

The RiskVision solution applies changes to the existing default answers when a program is launched. Changes do not affect programs and assessments that are already in progress.

### To change the settings:

1. Go to **Content > Controls & Questionnaires**. Navigate the tree to **Controls & Questionnaires > Organization Content > Choice Templates** and click on the choice template to change.
2. Click **Edit**.
3. Select the default answers and clear the ones that you want to remove.
4. Choosing any of the 0-1 answers displays the Rating drop-down with the selected answers.

For example, if you select:

**0:** Control is in place without exceptions

**3:** Control is NOT in place but approved plan to implement

**5:** Control is NOT in place with no current plan to implement

A Rating drop-down with 0, 3, and 5 appears in the questionnaire

5. Click **Save**.