

Selecting the Questionnaire Option For Reassessment

Recurrence options determine the assessment and questionnaire options for reassessments:

Recurrence Options

Copy data

Clear assessment data on recurrence

Keep assessment data on recurrence

When Restarting

Restart all assessments on recurrence

Restart only closed assessments on recurrence

Email template for owner notification

Assessment Recurrence

Setting	Option	Description
Copy data	Clear assessment data on recurrence	Clears information added to the workflow instance such as stakeholders as well as questionnaire answers and question delegations.
	Keep assessment data on recurrence	Retains information added to the workflow instance and answers if the assessment never reached the terminal stage.
When Restarting	Restart all assessments on recurrence	Starts all assessments in the first stage of the workflow n the recurrence date regardless of the stage they are in.
	Restart only closed assessments on recurrence	Leave assessments which have not reached the terminal stage in the stage they are in.
E-mail template for owner notification	All available assessment e-mail templates	Sends an e-mail and notification to the project owner and project team when the assessments in the project re-launch.