

## Updating Content

You may always want to update the content to incorporate the changes suggested by your auditors. When the content that is being used in a program is changed, you must update the controls to the latest version.

### To update the controls to the latest version at program level:

1. **Go to Assessments > Programs.**
2. Locate the desired program and select the program to open its details.

The screenshot shows a web interface with a top navigation bar containing tabs: Assessments, Summary, Risk Register, Changes, Documents, Comments, and Applications. The 'Assessments' tab is active, and a dropdown menu is open showing 'Assessment Activity' and 'Changes'. Under 'Assessment Activity', there is a table with columns for 'Date of last update' and 'Jobs Last Updated'. The 'Date of last update' is 2014-05-16. The 'Jobs Last Updated' section lists two jobs: 'Dynamic Group Entity Map Builder' (2020-12-01 13:41:01) and 'Dynamic Group Entity Map Updater' (2014-12-18 10:19:04). Below this is the 'Entities' section with two rows: 'Entities moved into Dynamic Groups' (None) and 'Entities moved out of Dynamic Groups' (None). The 'Controls' section has a blue link 'Update controls to latest version'. The 'Changes' section has four options: 'Update Controls to latest version: Yes', 'Clear question results if question text has changed' (checkbox), 'Notify assessment stakeholders' (checkbox checked), and 'Notification Email template' (dropdown menu showing 'Assessment Launch'). A 'Commit Changes' button is at the bottom.

Assessments	Summary	Risk Register	Changes	Documents	Comments	Applications
<b>Assessment Activity</b>						
<b>Date of last update</b>		2014-05-16				
<b>Jobs Last Updated</b>						
Dynamic Group Entity Map Builder		2020-12-01 13:41:01				
Dynamic Group Entity Map Updater		2014-12-18 10:19:04				
<b>Entities</b>						
Entities moved into Dynamic Groups		None				
Entities moved out of Dynamic Groups		None				
<b>Controls</b>						
<a href="#">Update controls to latest version</a>						
<b>Changes</b>						
Update Controls to latest version: <b>Yes</b>						
Clear question results if question text has changed <input type="checkbox"/>						
Notify assessment stakeholders <input checked="" type="checkbox"/>						
Notification Email template <input type="text" value="Assessment Launch"/>						
<a href="#">Commit Changes</a>						

3. Click the **Changes** tab, and click the **Update controls to the latest version** link which appears at the bottom of the **Assessment Activity** section. Then set the following options in the **Changes** section:
  - Update Controls to the latest version. By default, this option is selected as 'Yes' so that controls are updated to the latest version.
  - Clear question results if question text has changed. If the questions in the content are changed, you may check this option to clear the answers to the questions provided by the stakeholders when a questionnaire is in progress.

- Notify assessment stakeholders. By default, stakeholders are notified about the change in content. Clear this option if you do not want the stakeholders to know about the change in content.
- Notification Email template. Select an appropriate template to send an email to stakeholders.

4. After you set the options, click **Commit Changes**.

Each time the workflow attached to the control or control objective is moved to the deployed stage, the version number is automatically incremented.

You will not be able to update the content changes for assessments in read-only or closed stage.

Ensure that you do not update content tied to a program immediately after executing the "*Propagate Control Results*" action. Please wait at least 30 minutes after executing the "*Propagate Control Results*" action before updating content.