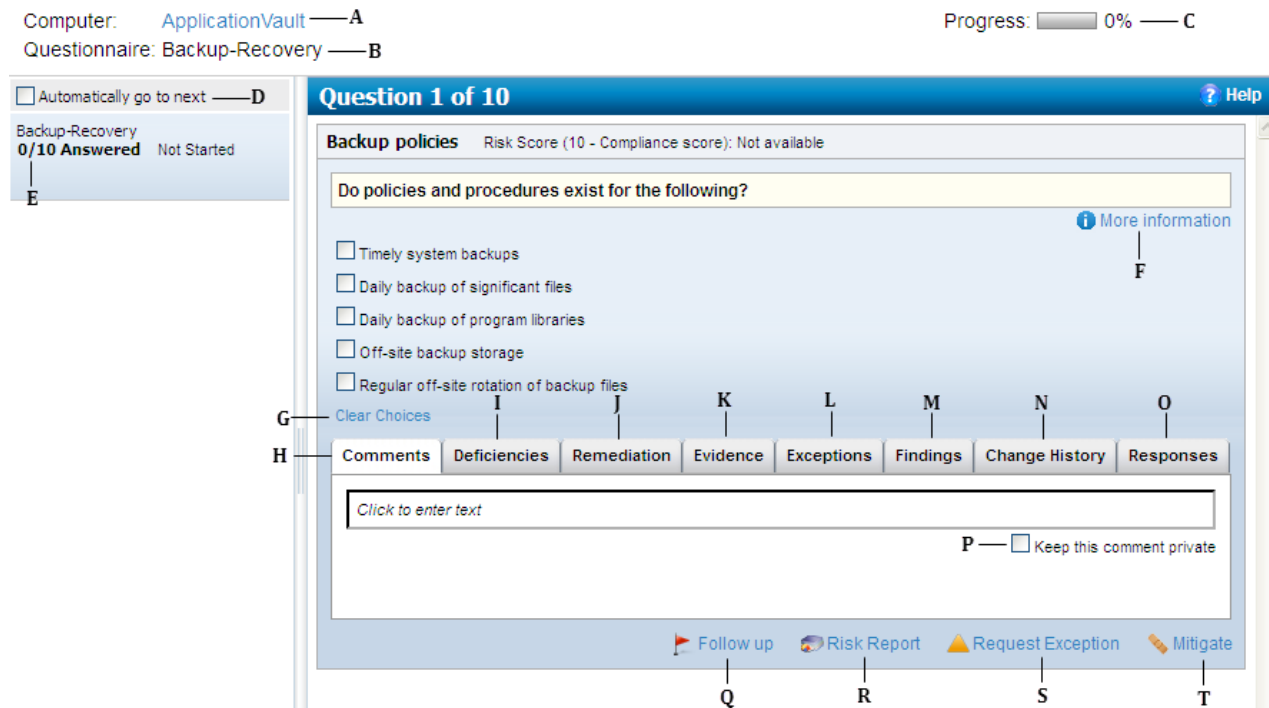


About the Questionnaire Workspace

A Questionnaire window can comprise of several features and operations common to any type of questionnaire and no matter in which application the questionnaire is being assessed. The features you can see and work depends on the questionnaire presentation options, which is usually set up by your program owner. And all questionnaires that are launched within a program share common options in the workspace.

The following graphic illustrates the Questionnaire workspace. Not all options you see in the Questionnaire's workspace appear by default, some of them are shown purposefully so that you may want to understand them.



Option	Description
A	Shows the entity name that is being assessed
B	Shows the questionnaire's name you are working on.
C	Shows the percentage of questions you answered in a questionnaire.
D	If you want to automatically navigate to the next question after answering each question without requiring to click next, select the Automatically go to next option.
E	Shows the count of questions you answered.
F	Click to bring on the More Information informational dialog. Provides help about the question, assessment, remediation, and guidance to answer the question.

Option	Description
	Click to clear the answer choices so that you can enter a new answer.
H	Enter comments for the question. To enter comments, click in the box to bring on the Comments rich-text editor, enter text, and then click OK .
I	Enter text to log deficiencies for the question. To enter text, click in the box to bring on the Deficiencies rich-text editor, enter text, and then click OK . Note that you can be enforced to enter a deficiency if a particular answer choice for a question is selected.
J	Enter text to log remediation steps for the question. To enter text, click in the box to bring on the Deficiencies rich-text editor, enter text, and then click OK .
K	Create new evidence, select from existing evidence or select from the document repository to add evidence to the question. For more information, see Attaching Evidence .
L	Request an exception to the question. For more information, see Requesting Exceptions .
M	Create findings to the question. For more information, see Creating Findings .
N	Logs all of the events you performed in the questionnaire.
O	Use responses to mitigate or remediate the finding score or compliance score. For more information, see Creating a Response .
P	Select this option if you want to hide your comments from other stakeholders. This option appears only in the Comments tab.
Q	If you are not sure of the answer to any question, you can flag the question to follow up later once you answer other questions so that it can be answered in the end.
R	Shows the risk report for the question.
S	For more information, see Requesting Exceptions .
T	Allows mitigation using a response. For more information, see Creating a Response .
U	Allows navigation to access previous questions so that you can change the answers, answer the questions that are left unattended due to insufficient information, or update the options.
	If you are sure that another user whom you know can answer the question, you can assign that

Option	Description
	<p>question to the user using the Delegate option. For more information, see Delegating a Question to Another User.</p>
W	<p>Refresh the answer choice and the options you entered for the question.</p>
X	<p>Allows navigation to access the succeeding questions. You can skip clicking the Next link by selecting the Automatically go to next option so that questions keep appearing automatically when questions are answered.</p>
Y	<p>Once all questions are answered, click Done to submit the questionnaire or close the questionnaire if you are not finished answering all the questions and want to resume later so that your answer choices are saved. For more information, see Submitting Your Questionnaires</p>