

Adding Supporting Information

Supporting information is an optional questionnaire preference configured by the Program Owner. All supporting information fields are logs which contain multiple entries. Each entry displays the name of the user who enters, along with the time stamp.

The following supporting information options are available:

- **Deficiency.** Enter a text description of a deficiency corresponding to a question/control.
- **Remediation.** Enter a text description of an action that has or will be taken to address the control.
- **Comments.** Enter any additional comments or text that you want to record with the question response; answers with comments display an icon.

To add supporting information:

1. Open the questionnaire by clicking the questionnaire in the **My Assessments** section or by navigating to **Home > Questionnaires** and then selecting **Work on this Questionnaire** or **Resume Questionnaire** from the action menu in the questionnaire's row.
2. Go to the subcontrol. In the navigation pane, select the control. If there is more than one subcontrol, a table displays. Select the subcontrol title to open the question.

The question displays.

Organizational Unit: BU1
Questionnaire: 04 - Risk assessment and treatment

Progress: 0%

Automatically go to next

4.1.1 Risk assessments
0/5 Answered Not Started

4.2.1 Security risks treatments
0/5 Answered Not Started

Question 1 of 10

Risk assessments purpose Risk Score (10 - Compliance score): Not available

Does your risk assessments identify, quantify, and prioritize risks against criteria for risk acceptance and objectives relevant to the organization? Does your results guide and determine the appropriate management action and priorities for managing information security risks and for implementing controls selected to protect against these risks? Does the process of assessing risks and selecting controls is performed a number of times to cover different parts of the organization or individual information systems?

[More information](#)

Rating:
Select a rating

Don't know

Not applicable

[Clear Choices](#) [Set to Default Choice](#)

Comments Deficiencies Remediation Evidence Exceptions Findings Change History Responses

[Click here to request an exception](#)

[Follow up](#) [Risk Report](#) [Request Exception](#)

3. Go to the respective tab and click in the text box. A text editor displays.
4. Enter the description and click **OK**.

The text, your username, and a timestamp are attached to the answer.

