Submitting Your Questionnaires

After you perform all the required operations in the **Questionnaire** workspace, you must submit the questionnaire to the next stage stakeholder. A questionnaire can be submitted using the **Questionnaire** workspace or the **Questionnaires** page.

To submit the Questionnaire Using the Questionnaire Workspace

1. In the **Questionnaire** workspace, click **Done**. The options to submit the questionnaire and to close without submitting the questionnaire appear.

2. Only the stage to where the questionnaire will advance in a workflow appear. Click the name of the workflow stage to submit the questionnaire to that particular stage. The window is closed automatically, the questionnaire is submitted and changes cannot be made further.

To submit the questionnaire using the Questionnaires page

1. Go to **Home** > **Questionnaires**. The questionnaires are displayed in a grid.

2. In the questionnaire row, select **Assessment Workflow** in the **Actions** drop-down list.

3. The **Assessment Workflow** dialog appears, enter comments in the **Comments** text box, and then click **OK**. The questionnaire is submitted and changes cannot be made further.

If you do not observe a questionnaire on the **Submitted Questionnaire**'s page even though you submitted the questionnaire successfully, It may be because the assessment workflow is set up in a way that it does not allow the incomplete submission and when one of the questions in the questionnaire is delegated to another stakeholder, the questionnaire is not moved to the next stage. In order to make a successful submission, ensure that the delegatee answers the question you forwarded.

Questionnaire Flow

After an assessment launches, the RiskVision solution sends a notification that a questionnaire is waiting for input from the users. A questionnaire gathers information about an entity for specific risks and controls. Some answers are provided automatically because they are linked to other questionnaires where a user has already answered questions on similar controls.

The entity owners identified as assessment stakeholders receive an e-mail with the name of the questionnaire, the entity name, and a link to the RiskVision Server. When the user logs in, they are presented with a list of the questionnaires assigned to them. The user opens the questionnaires and answers the questions. When all questionnaires in the assessment are complete, the user can then transition the assessment to the next stage.