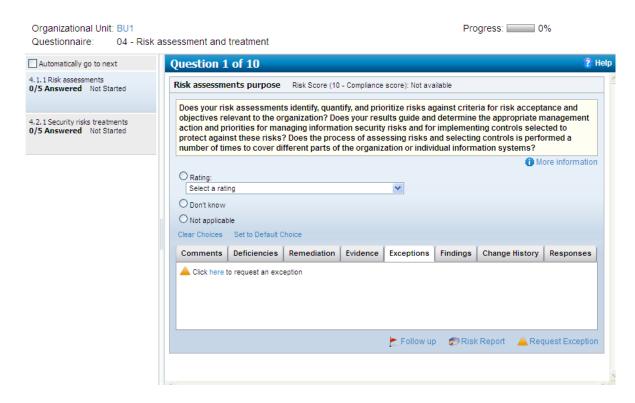
## **Delegating Questions to Another User**

Delegating a question to another user creates a copy of the entire questionnaire and forwards it to the selected user. The delegate can answer any question in the questionnaire. Delegation is a questionnaire preference set by the Program Owner.

## To delegate a question:

- Open the questionnaire by clicking the questionnaire in the My Assessments 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 (question). 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.



- 3. Click Delegate. The Select a User dialog box appears.
- 4. Click Other Users or Other Teams. The User or Team selection dialog box appears.
- 5. Select a user or team you want to add to the previous screen and then click **OK**.

The questionnaire is forwarded to the delegate. Unlike delegating an entire questionnaire, when you delegate a question, the questionnaire also remains in your Questionnaires queue until it moves to the next stage.