

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:

1. 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.

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**

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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.