

Delegating a Questionnaire

Delegating an entire questionnaire removes the questionnaire from your list and transfers the responsibility of answering questions to another user. When you delegate the questionnaire, the RiskVision solution notifies the user.

To delegate a questionnaire:

1. Navigate to **Home > Questionnaires**.
2. In the questionnaire row, from the **Action** drop-down box, select one of the following:
 - **Delegate**. To delegate to a user and/or a team.
 - **Delegate (multiple users)**. To delegate to more than one user and/or teams, click **Select Owner** in the **Assign Questionnaire to Multiple Users** dialog.
3. Click **Other Users** or **Other Teams**. The **User or Team selection** dialog displays.
4. Select a user or team you want to add to the previous screen for selection, and then click **OK**.

If you have selected multiple users, you can delegate to an entire team. If you have selected Delegate, the Team members are listed, and you can select one user from the Team.

5. Select a user and click **OK**.