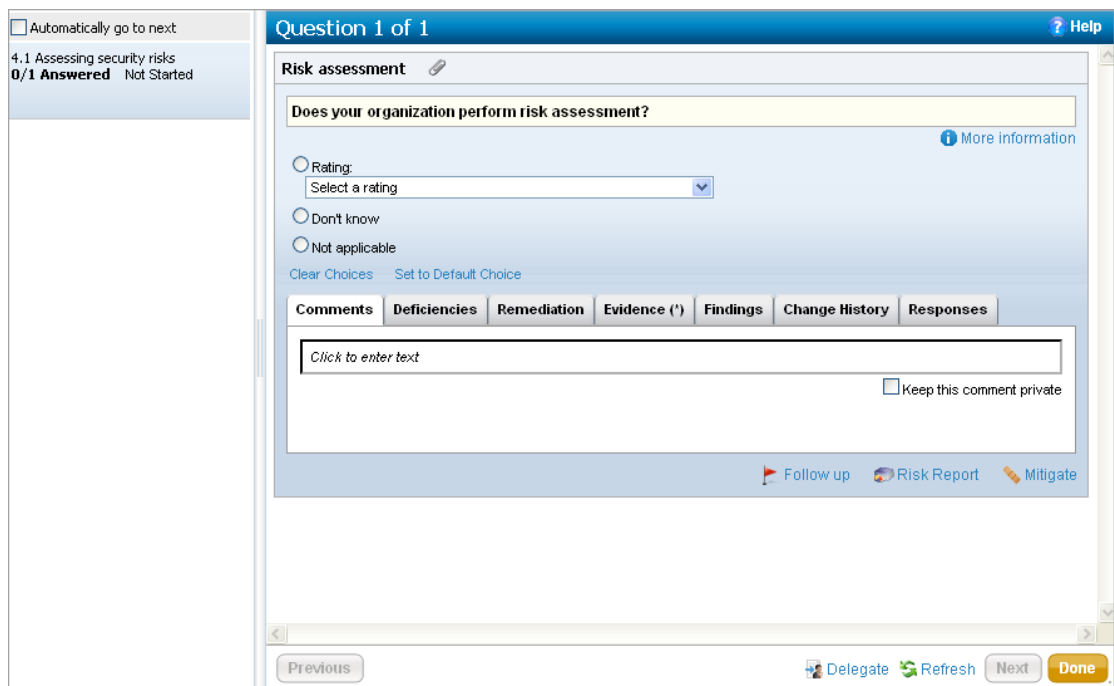
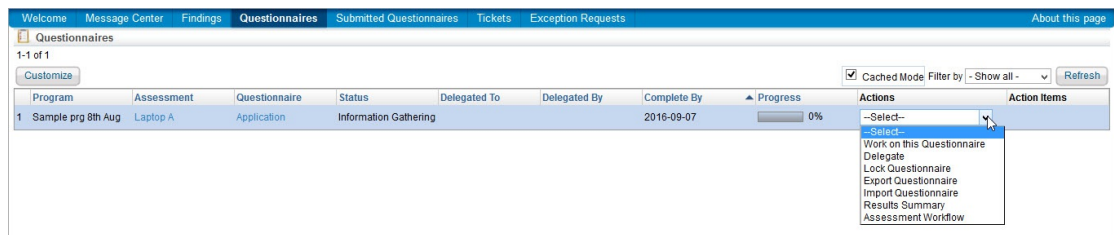


About the Questionnaire Answering Interface

To answer a questionnaire, you must have Questionnaire Answer permissions.

To answer a questionnaire:

1. Open the **Questionnaires** page.
2. Click any of the following options:
 - Click the **Questionnaire** link.
 - Click **Actions > Work on this Questionnaire** or **Actions > Resume Questionnaire** to open the **Questionnaire Answering Interface**.



- The left side navigation pane displays the questionnaire details. If the questionnaire is subdivided into sections pertaining to a specific policy or control, it will also display the sections of the questionnaire.
- This section of the questionnaire displays the controls and policy titles, the number of questions in the section, and the status.

a. Compliance	0/2 Answered	Not Started
b. Vulnerability Management	0/4 Answered	Not Started
c. Policy	0/2 Answered	Not Started
d. Training and Awareness	0/2 Answered	Not Started

- Click the left section to display a list of questions in the main pane. The right side pane displays a list of questions in case there is more than one question. The questionnaire details include the assessment name, the entity name, the stage progress, and the questions.

Computer: **Laptop A** Progress: 0%

Questionnaire: Application





Automatically go to next
 Show progress and summary

Application
0/19 Answered Not Started

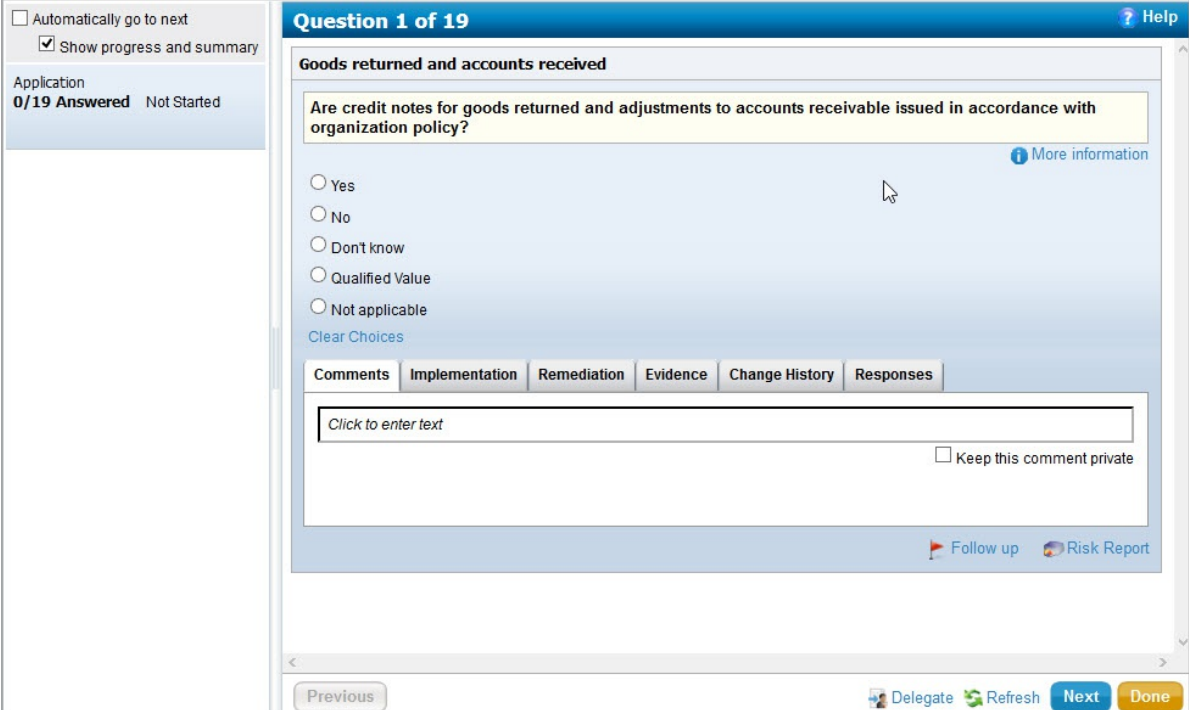
Application			
View	All Questions	Refresh	
1-19 of 19			
Question	Last answered		
Goods returned and accounts received	N/A		Start
Invoices related to valid shipments	N/A		Start
Invoice recording	N/A		Start
Credit notes recording	N/A		Start
Invoice appropriate recording	N/A		Start
Accounts receivable monitoring	N/A		Start
Customer master file	N/A		Start
Changes to customer master file	N/A		Start
Received raw material recording	N/A		Start
Defective material handling	N/A		Start
Shipment recording	N/A		Start
Shipment recording period	N/A		Start
Fixed asset acquisition recording	N/A		Start
Depreciation charges recording	N/A		Start
Fixed asset disposals recording	N/A		Start
Fixed asset maintenance	N/A		Start
New employee payroll recording	N/A		Start
Terminated employee recording	N/A		Start
Time worked processing	N/A		Start

- The actions associated with the questions are displayed with icons as shown below:

Icon	Description
	Flagged for followup
	Answer requires resolution

Icon	Description
	Comments
	Exception
	Mitigation
	Evidence

4. Click a question to open.



Automatically go to next
 Show progress and summary

Application
0/19 Answered Not Started

Question 1 of 19 [Help](#)

Goods returned and accounts received

Are credit notes for goods returned and adjustments to accounts receivable issued in accordance with organization policy?

[More information](#)

Yes
 No
 Don't know
 Qualified Value
 Not applicable

[Clear Choices](#)

[Comments](#) [Implementation](#) [Remediation](#) [Evidence](#) [Change History](#) [Responses](#)

Click to enter text

Keep this comment private

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

[Previous](#) [Delegate](#) [Refresh](#) [Next](#) [Done](#)

5. Add an answer or rating for each question, then click the **Previous** or **Next** button to move to the next question.

If the questionnaire has dependent questions, when you make a selection, the dependent question may appear.

6. Click **Done** to complete the questionnaire-taking process.

7. Click one of the options below:

- **Submit for Review:** Submit the questionnaire and move to the **Review** workflow stage after all questionnaires are submitted.
- **Close now and resume later**, when the user is not done with this questionnaire but wants to close it for now and resume later.
- Questionnaire-taking preferences associated with an assessment determine specific behavior and options available to questionnaire-takers. For example, you may have the option Skip Answered Questions. Then the questionnaire display skips the next or previous question that has already been answered.

