

Add Supporting Information to KRI Questionnaires

If you are adding supporting information to KRI Questionnaires, you have the option of commenting on each KRI period.

1. Go to the **My Assessments** section. You can also go to **Home>Questionnaires** and select **Work on this Questionnaire** or **Resume Questionnaire** from the **Actions** drop-down.
2. Open the questionnaire.
3. In the navigation pane, select the Key Risk Indicator.
4. Select the KRI period to which you will be adding information.
5. Enter your comments in the comments space.

The screenshot displays the 'KRI Contentpack' interface. At the top, it shows 'Computer: DC' and 'Progress: 0%'. The main title is 'Question 1 of 2'. Below this, there are two tabs: 'Key Risk' and 'Not Started'. The 'Key Risk' tab is active, showing '0/2 Answered'. The main content area is titled 'Key Risk Indicator-Monthly' and contains a 'Short comment (limited to 255 characters):' field. The comment field is currently empty and has a 'Click to enter text' placeholder. There is a 'Keep this comment private' checkbox. Below the comment field, there are several tabs: 'Comments', 'Implementation', 'Remediation', 'Evidence', 'Change History', and 'Responses'. At the bottom right, there are 'Follow up' and 'Risk Report' buttons.