

## Create a Questionnaire

RiskVision has many default questionnaires available. Before creating a new questionnaire, you can also try editing a default questionnaire.

### To edit a default questionnaire:

1. Copy the questionnaire.
2. Create a custom-defined group in the **Controls and Questionnaires** group.
3. Modify the questionnaire details.

If you'd prefer to create a questionnaire from scratch, note that you will need Control View and Control Author permissions. It's recommended you test the content thoroughly before deploying the custom questionnaire.

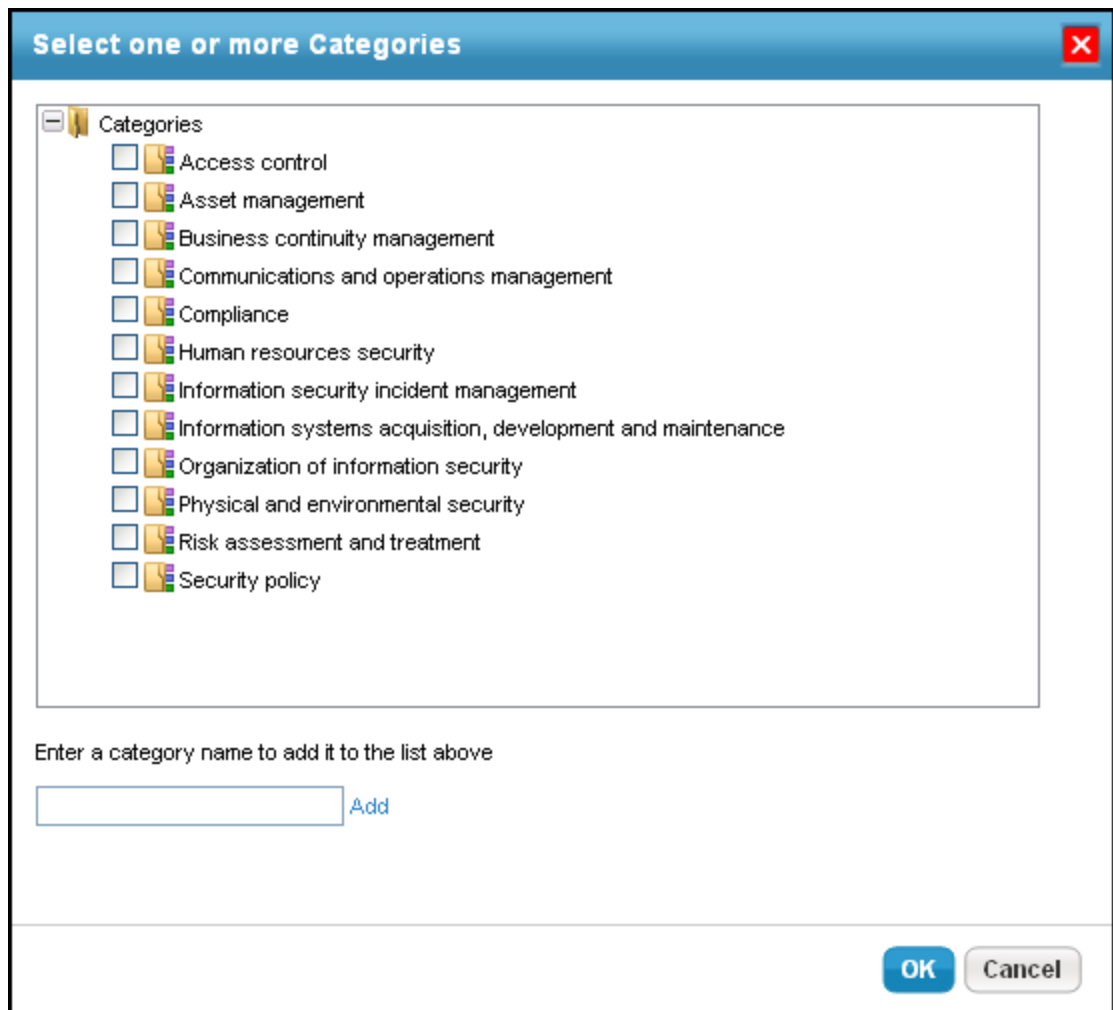
### To create a questionnaire:

1. Go to **Content > Controls and Questionnaires**
2. Expand the **Organization Content** folder.
3. Select the **Questionnaires** group, and click **New Questionnaires**.
4. Enter the name and description in the **New Questionnaire** wizard.
5. Select the questionnaire type in the **Type** drop-down list.

The screenshot shows a 'New Questionnaire' dialog box with a blue header and a red close button. The left sidebar contains four steps: '1. Basic Details', '2. Additional Text', '3. Questions', and '4. Review'. The main area is titled 'Step 1: Name and Description' with a red asterisk indicating required fields. A yellow instruction box says: 'Enter a name for the new questionnaire and optionally add a description, type, and categories to make the questionnaire more useful in the future.' Below this, there are input fields for 'Name\*' (containing 'How often you make sure that your entities are totally secured?'), 'Description' (containing 'Create different Questionnaires to assess entities.'), 'Type\*' (a dropdown menu set to 'Classification'), 'Author' (with 'Administrator' entered), and 'Categories' (a scrollable list with 'Security policy' selected and '+' and '-' buttons). At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

6. To assign a category to the questionnaire:
  - o Click the + next to the scroll box to open the **Select one or more Categories** dialog.

- Under the **Categories** folder, select different categories and click **OK**. If default categories don't apply to the questionnaire you're trying to create, enter a category name, and click **Add**.
- Select the category under the **Categories** folder.



- Click **Next**.
7. Enter text in the **Introduction Text** and **Closing Text** fields. These will appear at the beginning and end of the questionnaire, respectively.
  8. Click **OK** to save.

The screenshot shows a window titled "New Questionnaire" with a red close button in the top right corner. On the left is a vertical sidebar with four steps: "1. Basic Details", "2. Additional Text" (highlighted with a mouse cursor), "3. Questions", and "4. Review". The main area is titled "Step 2: Add Introductory and Closing Text" and includes a legend " \* = required". Below the title is a yellow instruction bar: "Enter optional text to appear at the beginning and end of the questionnaire." There are two text input fields: "Introduction Text" and "Closing Text", each containing the placeholder text "Click to enter text". At the bottom of the window are three buttons: "Cancel" on the left, "< Back" in the middle, and "Next >" on the right.

*Adding Introduction and Closing Text in the Additional Text wizard page.*

9. Click **Next**.
10. To create a new control, see [Creating a New Control](#). To copy controls, expand the **Controls** folder to find the control you want to copy, check the box next to control, then click **OK**.

**New Questionnaire** ✖

**1. Basic Details**

**2. Additional Text**

**3. Questions**

**4. Review**

**Step 3: Add Questions** \* = required

Manage the questions in the questionnaire by creating questions or question groups called Controls.

1-2 of 2

[New Control](#) [New Question](#) [Copy Controls](#) [More Actions...](#)

<input type="checkbox"/>	#	Control Name	Description	# of Questions	Question Type
<input type="checkbox"/>			The organization: a. Develops and disseminates an organization-wide information security program plan that: - Provides an overview of the requirements for the security program and a description of the security program management controls and common controls in place or planned for meeting those requirements; - Provides sufficient information about the program management		

[Cancel](#) [< Back](#) [Next >](#)

11. Click **Next**.
12. Verify the controls and the number of questions for each control.
13. Click **Finish** to create the questionnaire.

New Questionnaire
✖

1. Basic Details

2. Additional Text

3. Questions

4. Review

**Step 4: Review and Confirm** \* = required

Review the completed questionnaire. Click Back to make changes or Finish to confirm the new questionnaire.

Name ertewt  
 Type Classification  
 Owner Administrator  
 Controls and Questions

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<input type="checkbox"/>	#	Control Name	Description	# of Questions	Question Type	Is Dependent	Has Dependent
<input type="checkbox"/>	1.0	PM-01 SECURITY PROGRAM PLAN	<Show All> The organization: a. Develops and disseminates an organization wide	1			
<input type="checkbox"/>	1.1	PM-1.1	<Show All> The organization: a. Develops and disseminates an organization wide		Radio buttons		

Cancel
< Back
Finish

*Verifying the controls and questions in the Review wizard page.*

## To enable Add Risk if Unselected:

1. Open the *agilance.properties* file. It is located by default in the `\\server\config` directory.

2. The property is false by default. Change the following tags to **true**:

```
com.agilance.risk.addToRiskWhenUnchecked.flag.show=false
```

```
com.agilance.risk.useClassificationSurveyRisk=false
```