Updating a Response

Updating a response involves operations, such as updating fields, adding and creating tickets, and managing attachments.

To Update a Response:

1. In RiskVision Vendor Risk Manager, go to **Assessments > Assessments**. The **Assessments** page is displayed.
2. Select an assessment to open its details page and display the **General** tab on the **Assessment Details** page.

   Use one of the navigation's below:

   - Click the **Findings** tab, click a finding to open its details page, and click the **Responses** tab.
   - Click a response to open its details page and display the **General** tab.

     OR

   - Click the **Responses** tab.
   - Click a response to open its details page and display the **General** tab.
3. Click **Edit** at the top right corner of the details page.
4. Click **Save** after you finish updating the fields. Similarly, navigate to the **Linked Tickets** and **Attachments** tabs and update the information.