

Create Questionnaires

RiskVision has provided many default questionnaires that can be used directly in a program to meet your assessment objectives. If the default questionnaires don't meet your needs, you can copy them into a custom-defined group under the **Controls and Questionnaires** group and modify the questionnaire details, as needed. If the default questionnaires will not produce effective results, you can create a custom questionnaire. However, we recommend testing the content thoroughly before deploying it. To create a new questionnaire, you must have Control View and Control Author permissions.

To create a questionnaire:

1. Open RiskVision Enterprise Risk Manager.
2. Go to **Risks > Controls and Questionnaires**.
3. Expand the **Organization Content** folder under the **Controls & Questionnaires** folder, select the **Questionnaires** group to open its details, and click **New Questionnaire**.
4. The **New Questionnaire** wizard appears, displaying the **Basic Details** tab. Enter a name and description, and select the questionnaire type in the **Typedrop** down list.

The screenshot shows the 'New Questionnaire' wizard interface. The title bar reads 'New Questionnaire' with a close button. The left sidebar contains a navigation menu with four items: '1. Basic Details' (selected), '2. Additional Text', '3. Questions', and '4. Review'. The main content area is titled 'Step 1: Name and Description' and includes a note: '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' (set to 'Administrator'), and 'Categories' (a list box containing 'Security policy' with '+' and '-' buttons). At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

When the selected questionnaire type is Contract Awareness Campaign, the wizard pages that you will encounter are Contracts, Text, and Review. When the selected questionnaire type is Policy Awareness Campaign, the wizard pages that you will encounter are Policies, Text, and Review.

To assign a category to this questionnaire, click + next to scroll box to bring on the **Select one or more Categories** dialog. Under the **Categories** folder, select different categories and click **OK**. If default categories do not apply to the questionnaire you are trying to create, enter a category name, and click **Add**. Now that you have created a new category, select the category under the **Categories** folder.

Select one or more Categories

Categories

- Access control
- Asset management
- Business continuity management
- Communications and operations management
- Compliance
- Human resources security
- Information security incident management
- Information systems acquisition, development and maintenance
- Organization of information security
- Physical and environmental security
- Risk assessment and treatment
- Security policy

Enter a category name to add it to the list above

Add

OK Cancel

Click **Next** to continue.

5. The **Additional Text** wizard page appears. Enter text in the **Introduction Text** and **Closing Text** fields to make it appear at the beginning and end of the questionnaire. For example, you can provide an explanation to stakeholders as to why they must answer a questionnaire. To enter text, click in the rectangle box area to open the text editor. Enter text and use formatting options to make the content look better. Click **OK** to save the changes and to exit the editor. The **Policies** wizard page appears. Select the policies you want to attest in the questionnaire. To select policies, expand the **Organization Content** folder, locate and select the policies, and then click **>>** to move the policies under the Selected Policies box. The **Contracts** wizard page appears. Select the contracts you want to attest in the questionnaire. To select contracts, expand the **Organization Content** folder, locate and select the contracts, and click **>>** to move the contracts under the **Selected Contracts** box.

New Questionnaire
✕

1. Basic Details

2. Additional Text

3. Questions

4. Review

Step 2: Add Introductory and Closing Text
* = required

Enter optional text to appear at the beginning and end of the questionnaire.

Introduction Text

Click to enter text

Closing Text

Click to enter text

Cancel
< Back
Next >

New Questionnaires
✕

1. Details

2. Policies

3. Text

4. Review

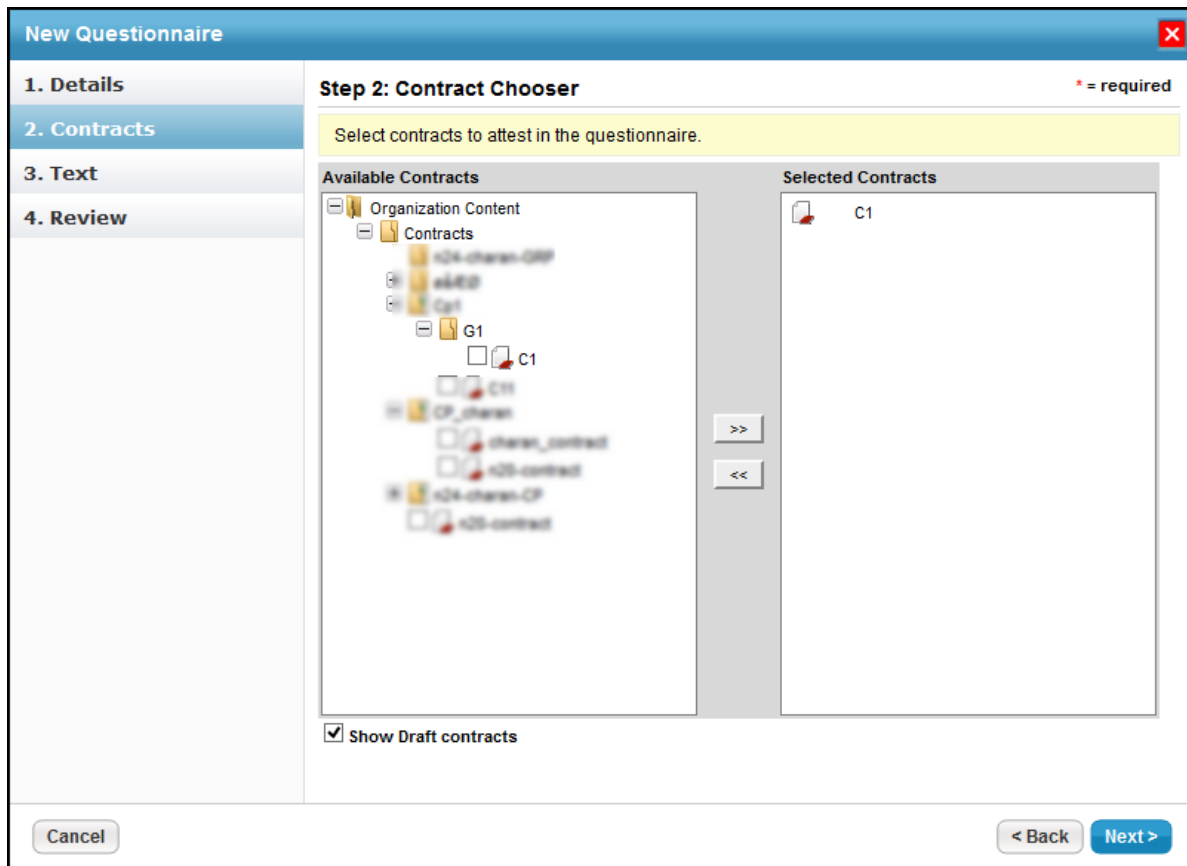
Step 2: Policy Chooser
* = required

Select policies to attest in the questionnaire.

Available Policies	Selected Policies
<ul style="list-style-type: none"> [-] Organization Content <ul style="list-style-type: none"> [-] Policies <ul style="list-style-type: none"> [-] westind_group_123 <ul style="list-style-type: none"> [-] westind [-] G1 <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Deployed policy <input type="checkbox"/> <input type="checkbox"/> draft policy <input type="checkbox"/> <input type="checkbox"/> Policy in Approval stage <input type="checkbox"/> <input type="checkbox"/> Policy in Review stage <input type="checkbox"/> <input type="checkbox"/> Policy Test001 <input type="checkbox"/> <input type="checkbox"/> Policy with Workflow <input type="checkbox"/> <input type="checkbox"/> policy without workflow [-] Group_123445_12 [-] Jamb-Group1 [-] Jamb-g1 [-] Krishna [-] Policy_Policy_1 [-] Sri-39023 [-] sri1 [-] sri2sri2sri 	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Deployed policy </div> </div>
<div style="display: flex; justify-content: center; gap: 10px;"> >> << </div>	

Show Draft policies

Cancel
< Back
Next >



Click **Next** to continue.

- The **Questions** wizard page appears. Create new controls or copy existing controls to this questionnaire. To create a new control, see [Creating a New Control](#). For copying controls, click **Copy Controls** to bring on the **Select one or more Controls** dialog. Expand the **Controls** folder to find the control you want to copy, check the box next to control, and click **OK**. Once the controls are copied or created, you can create questions. You can even create questions after you create a questionnaire successfully. The **Text** wizard page appears. Enter introduction text and closing text. To enter text, click in the respective rectangular area under the Introduction Text or Closing Text. The Rich Text editor for Introduction Text or Closing Text appears. Enter the text and click **OK** on the Rich Text editor to save the changes.

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
			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 >

New Questionnaires
✕

1. Details

2. Policies

3. Text

4. Review

Step 3: Introduction & Closing
* = required

Enter introduction & closing text.

Introduction Text

Welcome to the policy attestation

Closing Text

Click to enter text

Cancel
< Back
Next >

New Questionnaires ✕

- 1. Details
- 2. Contracts
- 3. Text
- 4. Review

Step 3: Introduction & Closing * = required

Enter introduction & closing text.

Introduction Text

Welcome to the attestation procedure

Closing Text

Click to enter text

Cancel< BackNext >

Click **Next** to continue.

- The **Review** wizard page appears. The final step in the questionnaire creation process is reviewing the content associated with the questionnaire. Verify the controls and the number of questions for a control. Click **Finish** to create the questionnaire. The final step in the questionnaire creation process is reviewing the summary. Verify the information and click **Back** to navigate to the previous wizard pages if you have to make changes to the entered information. Click **Finish** when the information you have entered is correct. The questionnaire is created.

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
 1-2 of 2

<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

New Questionnaires
✖

1. Details

2. Policies

3. Text

4. Review

Step 4: Review and Confirm
* = required

Review the summary and complete the wizard.

Name New Policy
 Type Policy Awareness Campaign
 Owner Administrator

Cancel
< Back
Finish

New Questionnaires [Close]

1. Details | **Step 4: Review and Confirm** * = required

2. Contracts

3. Text

4. Review

Review the summary and complete the wizard.

Name **Test**

Type **Contract Awareness Campaign**

Owner **Administrator**

Cancel < Back Finish

You need to enable the following property if you want to make use of "Add Risk If unselected". By default, it is set to "False".

Navigate to the *agilance.properties* file located at `\\server\config` directory and edit:

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

In addition, you also need to enable the property `com.agilance.risk.useClassificationSurveyRisk=true` adding in the file `agilance.properties` to give risk score for each choice.