

Create a New Group

Groups display as folders on the navigation pane and allow you to assign multiple controls, checks, questionnaires, and policy documents to an entity for evaluation in an assessment. To create a new group, your user role must have Control View and Control Author permissions.

If multiple groups have the same control, the questionnaire taking window displays all of the associated questions according to the way the control is grouped.

To create a new group:

1. Click the **Risks** menu > **Controls and Questionnaires** or **Policies**.
2. Expand **Organization Content** and select the group or policy pack where you want to create the new group.
3. Click **More Actions** > **New Group**.

The screenshot shows a web application window titled "New Group". On the left is a navigation pane with a folder icon and a "General" tab. The main area contains a form with the following fields:

- Title:** Fire protection subsystems
- Description:** Fire Protection Subsystems. Below the title is a text area containing: "This group will include controls specifying *particular* subsystems that can be used for fire suppression, evacuation support, and fire department interface."
- Preferred Ownership:** A list box containing "Business Owner" and "Executive Owner". To the right are "+" and "-" buttons.
- Author:** mphelps
- Group Details:** A text area with the placeholder text "Click to enter text".
- Identifier:** 01938-FP

At the top right of the form are three buttons: a green checkmark "Save", a red "X" "Cancel", and a blue arrow "Back".

The New Group page.

4. Enter the following group information:
 - o **Title:** The group name.
 - o **Description:** Summarize the content contained by this group.
 - o **Preferred Ownership:** Click + to display a list of entity ownership types, select the ownership type, and then click **OK**.
 - o **Group Details:** Describe the group with as many details as needed.
 - o **Identifier:** Provide an optional identifier for the group.
5. Click **Save**.