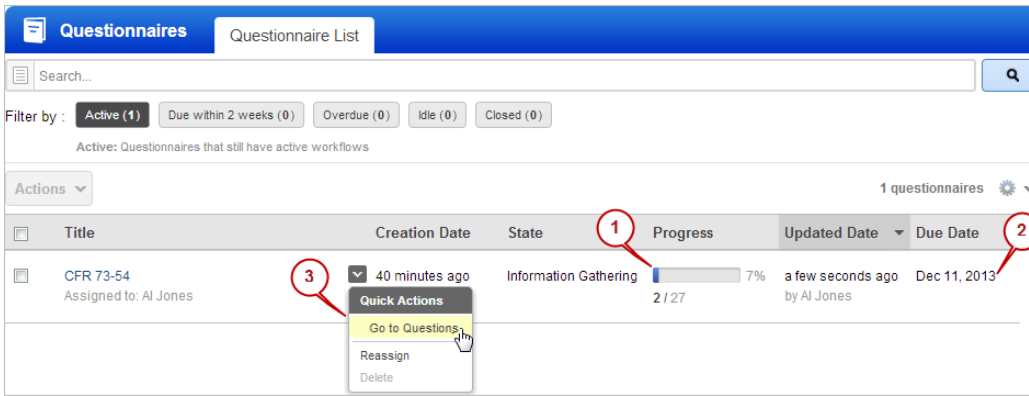


## Answering Questionnaires - Quick Start

Welcome to the QualysGuard® Questionnaire application. You've been asked to complete a questionnaire.

### Let's get started

When you log in, your Questionnaire List shows you the questionnaires that have been assigned to you.

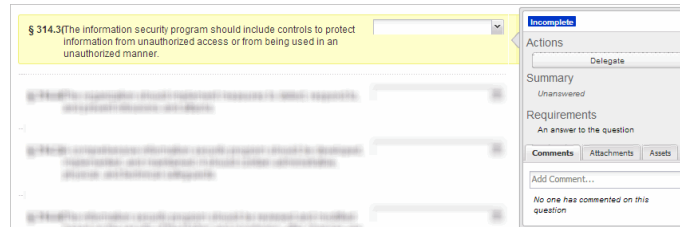


1) Here you can view the progress of your questionnaire.

2) Check the due date.

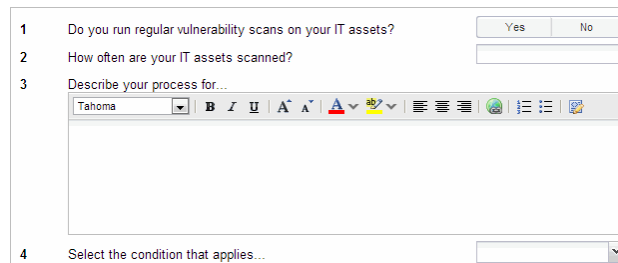
3) Hover over the questionnaire and choose Go to Questions from the Quick Actions menu.

Click a question to begin. You'll notice the question is highlighted and the question palette appears to the right showing the current status of that question. More about the palette below.



### How do I answer questions?

Depending on the question, you may need to choose an answer from a drop-down menu, select "yes" or "no" or type an answer in a text box.



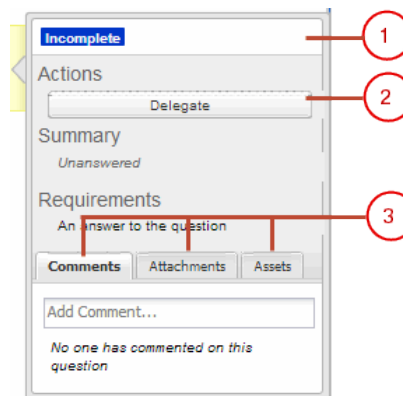
### Tell me about the question palette

The palette appears whenever you click a question.

1) Here you'll see the current status of the question.

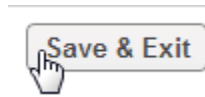
2) Click to delegate the question to someone else. You'll be prompted for contact info.

3) You can add comments, attach files and reference assets (IP addresses, web applications, etc.) if required.



## Can I stop and finish later?

Yes, you can save the questionnaire at any time and return later. Just click Save & Exit at the top of the page.

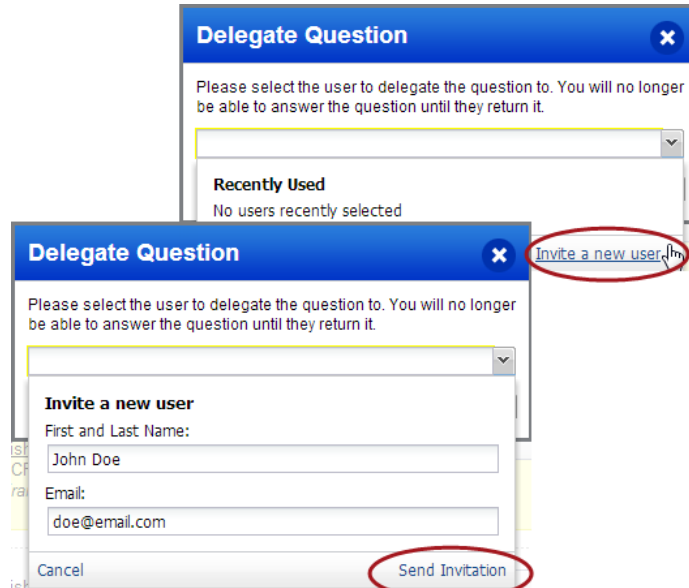


## What if I don't know the answer?


If someone else is better suited to answer a question, click Delegate in the question palette. In the Delegate Question window, expand the drop-down to select a user or begin typing the user's name to display a list of matching names.

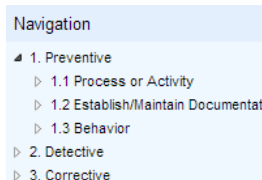
If the user's name does not appear, click "Invite a new user" and give us the person's name and email address, then click "Send Invitation". We'll send that person an email with a link to log in and answer their questions.

You'll notice the answer fields are grayed out for questions you've delegated, and the palette shows the status as Delegated and displays the user's name in the Summary.



## Want to see an outline of your questionnaire?

Click this icon  to the left above the questions to expand the questionnaire outline. Click any section in the outline to automatically scroll to that section.



## Submit your completed questionnaire

When your questionnaire is completed – all questions including those you delegated have been answered, you can submit your questionnaire. In the header you'll notice Incomplete (0), Delegated (0) and the status bar shows 100% complete. Click Submit to submit the questionnaire to its originator.

