

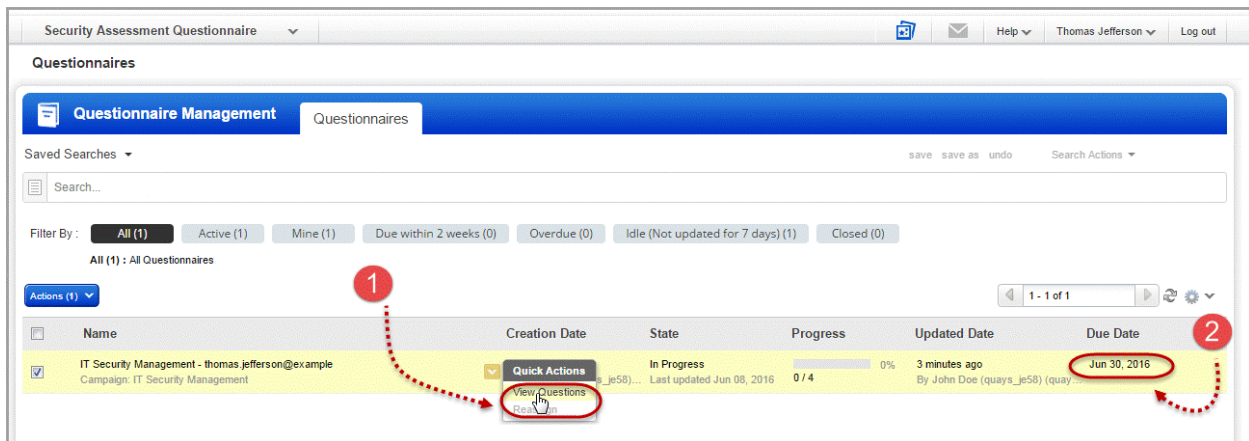
Questionnaire Responder Quick Start

Welcome to Qualys Security Assessment Questionnaire! This is our automated questionnaire solution for risk and compliance – and it’s all in the cloud. A colleague or business partner created a campaign and requested you provide information for their campaign.

Let’s get started...

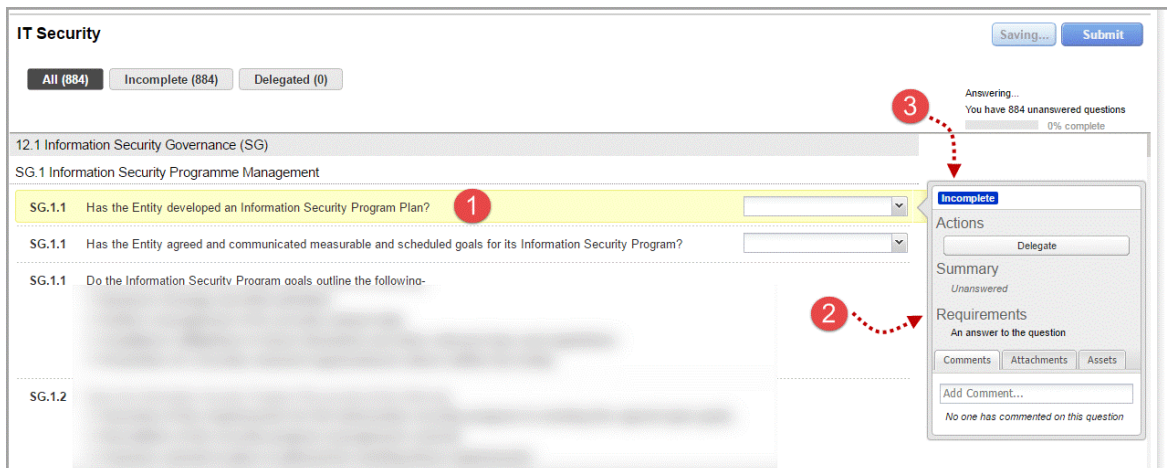
When you log in, you will see your Questionnaires.

- 1) Quick Actions > View Questions - Click to start answering.
- 2) Due Date - The campaign owner requests your response by this date.



Click a question to begin.

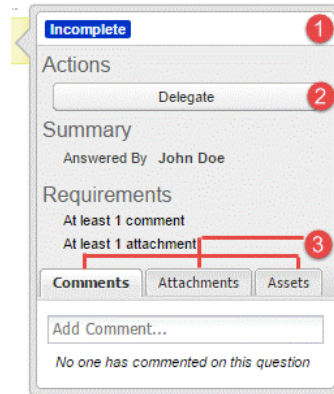
- 1) You’ll notice the question is highlighted.
- 2) The question palette appears to the right.
- 3) Current status of the question.



Tell me about the question palette

The palette appears whenever you click a question.

- 1) 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 needed.



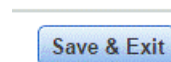
How do I answer questions?

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.

A screenshot of a questionnaire form with four questions. Question 1: 'Do you run regular vulnerability scans on your IT assets?' with 'Yes' and 'No' buttons. Question 2: 'How often are your IT assets scanned?' with a text input field. Question 3: 'Describe your process in detail for asset audit.' with a rich text editor showing 'Tahoma' font and various formatting options. Question 4: 'Select the condition that applies.' with a dropdown menu.

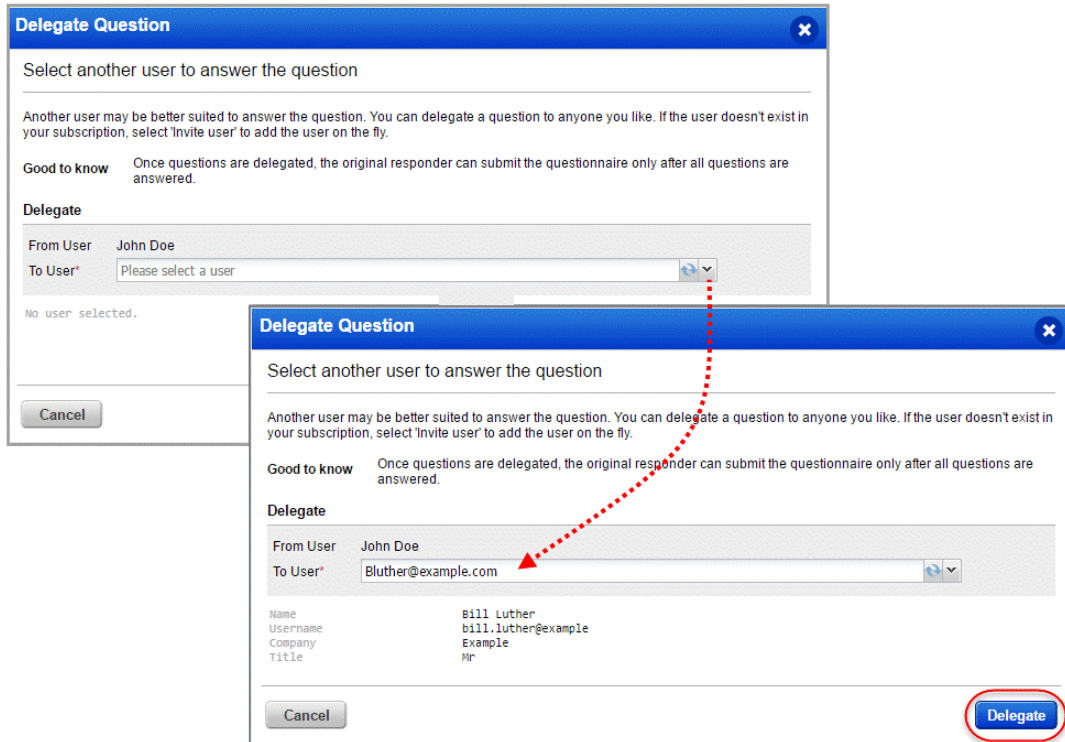
Can I stop and finish later?

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?

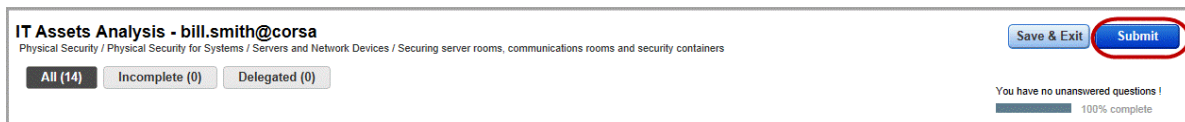
If someone else is better suited to answer a question, click Delegate in the question palette. In the Delegate Question window, expand the drop-down to select a user or begin typing the user's name to display a list of matching names, and then click "Delegate". We'll send that person an email with a 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.

Submit your completed questionnaire

You are ready to submit your questionnaire when all questions are answered - including all delegated questions. 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.



Status of questionnaire assigned to me

You might have multiple questionnaires to fill out. Use the filters to view the status of your questionnaire. Just click on any of the filters to know the current status of questionnaire assigned to you. Clicking on Overdue filter tells you the questionnaire that are past the due date assigned to you.

The screenshot shows the 'Questionnaire Management' interface. At the top, there's a navigation bar with 'Questionnaires' selected. Below it, a 'Filter By' section contains several buttons: 'All (4)', 'Active (4)', 'Mine (4)', 'Due within 2 weeks (2)', 'Overdue (1)', 'Idle (Not updated for 7 days) (3)', and 'Closed (0)'. The 'All (4)' button is highlighted with a red circle. Below the filters is a table with the following columns: Name, Creation Date, State, Progress, Updated Date, and Due Date. The table lists four questionnaires:

Name	Creation Date	State	Progress	Updated Date	Due Date
Security Assets - bill.smith@corsa Campaign: Security Assets	8 minutes ago By Hilary Cliff (quays_sn8... Last updated Jun 08, 2016	In Progress	0 / 884	8 minutes ago By Hilary Cliff (quays_sn80) (qu...	Jun 21, 2016 Due in 13 days
IT Assets Analysis - bill.smith@corsa Campaign: IT Assets Analysis	36 minutes ago By Hilary Cliff (quays_sn8... Last updated Jun 08, 2016	In Progress	14 / 14	19 minutes ago By Bill Smith (bill.smith@corsa) (...	Jun 21, 2016 Due in 13 days
IT Assets - bill.smith@corsa Campaign: IT Assets	40 minutes ago By Hilary Cliff (quays_sn8... Last updated Jun 08, 2016	In Progress	7 / 8	34 minutes ago By Bill Smith (bill.smith@corsa) (...	Jun 08, 2016 Overdue
Response Management - bill.smith@corsa Campaign: Response Management	39 minutes ago By Hilary Cliff (quays_sn8... Last updated Jun 08, 2016	In Progress	0 / 17	39 minutes ago By Hilary Cliff (quays_sn80) (qu...	Jul 27, 2016