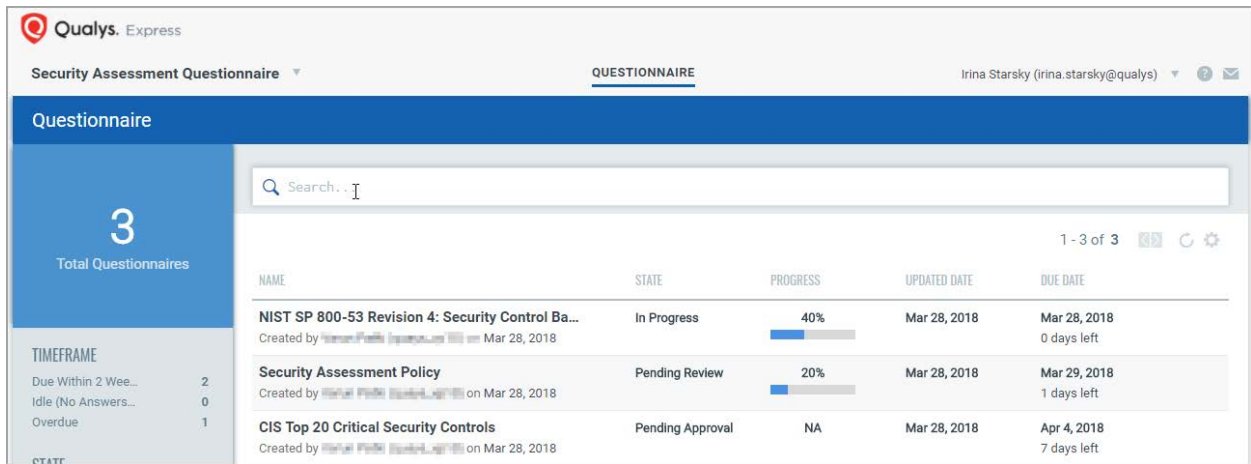# Questionnaire Responder Quick Start

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...

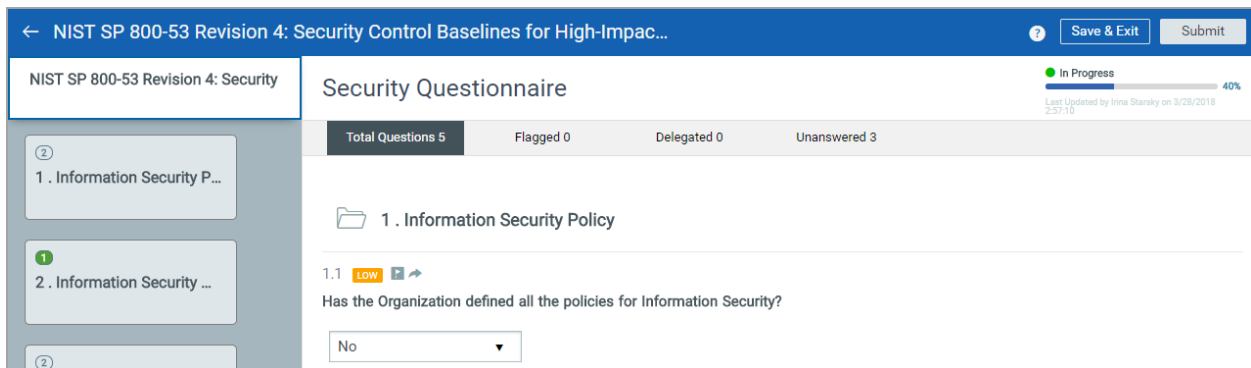When you log in, you will see your Questionnaires.
1) Quick Actions > View Questions - Click to start answering.
2) Due Date - The campaign owner requests your response by this date.

You will see the following when you open the questionnaire:
1) Filters to categorize questions.
2) Progress of your questionnaire.
3) Number of questions in each section.

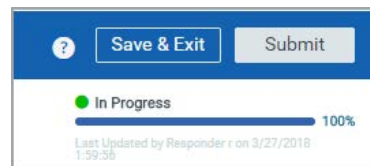To start answering select a questions. You'll notice:

1) Criticality of the question.
2) If question is flagged.
3) If question is delegated.
4) Any Comments, Attachments, or Assets required to complete the question.

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 to a question or section of questionnaire?

There may be someone better suited to answer some questions. Just click delegate icon in the question or click Section Delegation for the section. In the Delegate Question window, select a user from the drop-down and click "Delegate". We'll send that person an email with a link to log in and answer their questions.

You'll notice the delegate icon changes color and hover over displays the delegated user's name.

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 Flagged (0), Delegated (0), Unanswered (0) and the status bar shows 100% complete. Click Submit to submit the questionnaire to its originator.
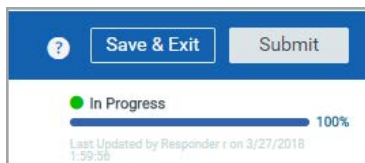
Status of questionnaire assigned to me

You might have multiple questionnaires to fill out. In the left pane, view the total number of questionnaires assigned to you. Use filters to view the status or the response timeframe of your questionnaires. Just click on any of the filters to know the current status of questionnaires assigned to you. For example, clicking on Overdue filter shows you all the questionnaires assigned to you that are past the due date.