

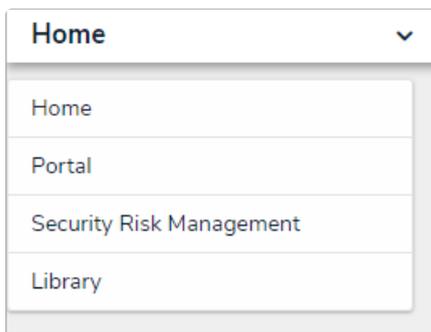
# Update Sections

Last Modified on 04/12/2022 12:53 pm EDT

Sections are categories that exist within a security framework that divide the framework into more manageable areas. For example, if a framework is called Enterprise Physical Security, some of its sections could include Physical Security or Fire Safety. Once a framework has been [created](#) and had sections added to it, those sections must then be updated.

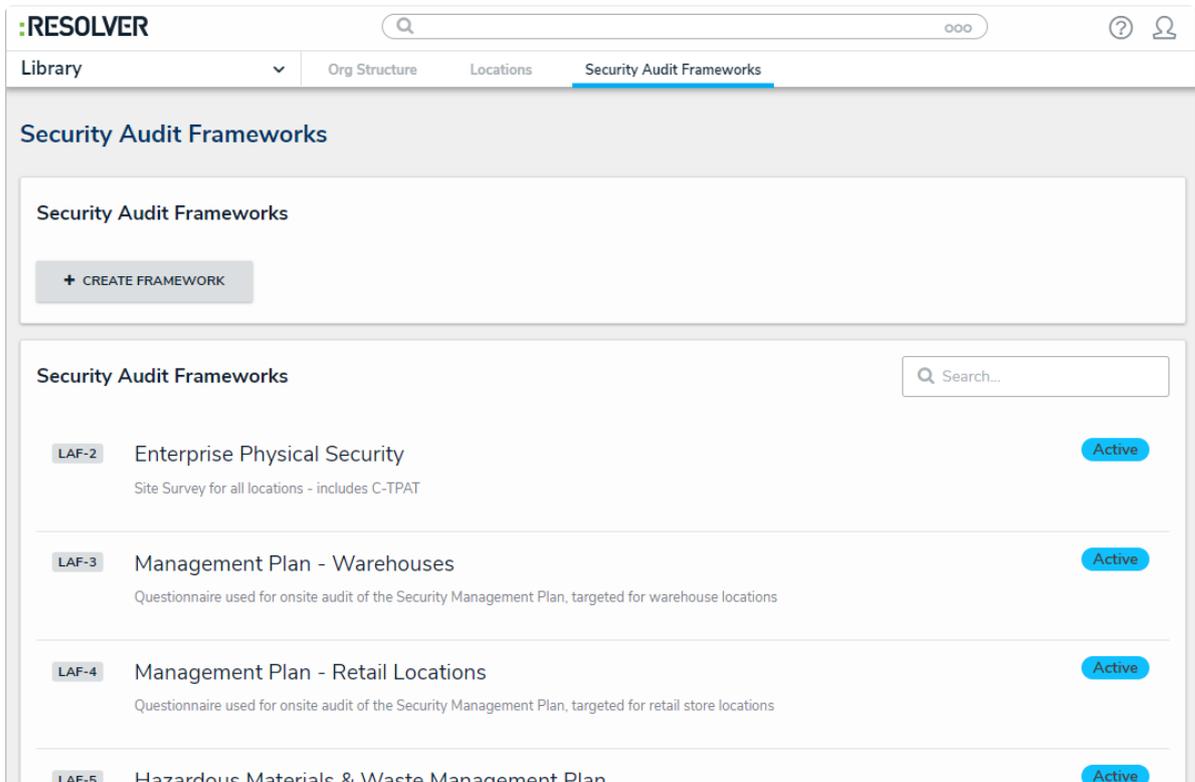
## To update a section:

1. Log into a user account that's been added to the **Security Assessment Team** user group.
2. Click the dropdown in the nav bar > **Library**.



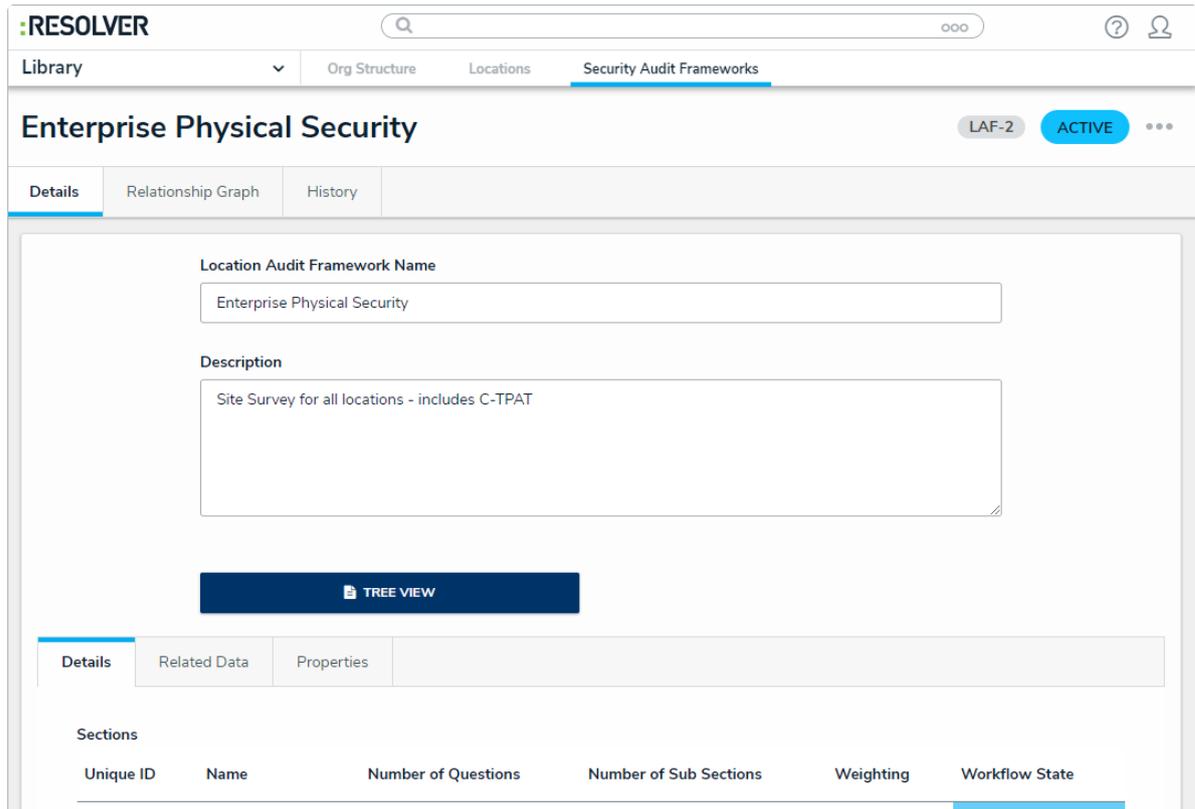
*The nav bar.*

3. Navigate to the **Security Audit Frameworks** tab.



*The Security Audit Frameworks tab.*

4. Click a framework in the **Active** state to open the **Framework Review** form.



*The Framework Review form.*

5. Scroll down to the **Sections** field and click the Section you wish to update to open the **Section Review** palette.

The screenshot shows a 'SECTION' review window for 'Physical Security'. The window has a blue header with 'SECTION' and a close button. Below the header, the section name 'Physical Security' is displayed next to a status 'S-3' and an 'ACTIVE' button. The form contains three main sections: 'Section Name' with a text input field containing 'Physical Security'; 'Description' with a large empty text area; and 'Details' which includes a 'Number of Sub Sections' field with the value '26'. Below this is a table with columns for 'Number of Questions', 'Maximum Score', 'Weighting', and 'Weighting Percent'. The 'Number of Questions' is 225, 'Maximum Score' is 2250, 'Weighting' is 35, and 'Weighting Percent' is /100. A green button labeled 'Weighted...' is next to the weighting percent.

Number of Questions	Maximum Score	Weighting	Weighting Percent
225	2250	35	/100

*The Section Review palette.*

6. **Optional:** Edit the **Section Name** and **Description** fields as needed.
7. In the **Details** section, adjust the value in the **Weighting** field to reflect how much of a percentage of the total framework this section should take up. The total weighting of all sections in each framework should equal 100%.
8. In the **Sub Sections** section, an existing sub section can be added by typing its name in the search bar and selecting it. To create a new sub section from scratch, click + and fill in the required fields. See the [Update a Sub Section](#) article for more detailed information on filling out this form. Click **X** next to an existing sub section to remove it from the section.

**Sub Sections**

Sub Sections

Q Search Table...

Unique ID	Name	Number of Questions	Weighting	Workflow State	
SS-28	4.002 Information Sharing Mechanisms	3	3	● Active	✕
SS-27	4.001 Threat Sources	4	3	● Active	✕
SS-26	3.008 PPM Incident Reporting	5	3	● Active	✕
SS-25	3.006 PPM Activity Log	5	3	● Active	✕
SS-24	3.004 Patrols	5	3	● Active	✕
SS-23	3.003 Post Orders	3	3	● Active	✕
SS-22	3.002 Training	6	3	● Active	✕
SS-21	3.001 Organization	7	7	● Active	✕
SS-20	2.004.004 Bomb Threat	8	3	● Active	✕
SS-19	2.004.003 Evacuation	9	5	● Active	✕
SS-18	2.004.002 M...	8	3	● Active	✕

*Sub Sections within a security framework*

- In the **Questions** section, an existing question can be added by typing its name in the search bar and selecting it. To create a new question from scratch, click **+** and fill in the required fields. See the [Review a Requirement](#) article for more detailed information on filling out this form. Click **X** next to an existing question to remove it from the section.

### Questions

Unique ID	Name	Maximum Score	Weighting	Workflow State	
AQ-292	Is there a documented riser pressure reading taken weekly?	10	35	● Active	×
AQ-127	Is the tour policy documented.	10	2	● Active	×
🔍 Start typing to find an existing Audit Question					+

*The Questions section.*