

Update a Sub Section

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Sub sections are categories that exist within sections that serve to further divide the section into areas. For example, a section on physical security could contain sub sections for patrols, training, or workplace violence. Once a section has had a sub section added to it, it can be updated at any time.

To update a sub section:

1. Log into a user account that's been added to the **Security Assessment Team** user group.
2. [Open the section that contains the sub section you wish to update.](#)
3. Click the desired sub section in the **Sub Section** section to open the **Sub Section Review** form.

The screenshot shows the 'Sub Section Review' form for '5.002 Access Control'. The form has tabs for 'Details' (selected), 'History', 'Scoring', 'Weighting', and 'Properties'. The 'Details' tab contains the following fields:

- Sub Section Name:** A text field containing '5.002 Access Control'.
- Description:** A large text area for entering a description.
- Section:** A dropdown menu showing 'C-TPAT'.
- Number of Questions:** A text field showing '11'.
- Questions:** A table with columns for 'Unique ID', 'Name', 'Maximum Score', and 'Weighting'. It contains one row with the ID 'AQ-257' and the name 'Do you have procedures to challenge unauthorized/unidentified persons and to report problems to local law enforcement?'. The maximum score is 10 and the weighting is 9.

At the top right of the form, there are buttons for 'SS-30', 'ACTIVE', and a three-dot menu.

The Sub Section Review form.

4. Type the name of the sub section in the **Sub Section Name** field.
5. Enter a description of the sub section in the **Description** field.
6. 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 sub section.

Details

Scoring

Weighting

Properties

Section

C-TPAT

Number of Questions

6

Questions

Questions

Q

Search Table...

Unique ID	Name	Maximum Score	Weighting	
AQ-283	Do you have a system to identify abuse of your ITS including improper access, tampering and altering of business data?	10	18	×
AQ-282	Do you use firewalls to protect your information technology systems?	10	18	×
AQ-281	Do you require users to periodically change passwords?	10	14	×
AQ-280	Do the accounts limit access to information and programs on the basis of an employees need to know and need to perform duties assigned?	10	14	×
AQ-279	Do you use individually assigned accounts for personnel to access your information technology systems?	10	18	×
AQ-278	Are your computer systems and information stored on them protected against unauthorized access?	10	18	×
Q Start typing to find an existing Audit Question				+

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The Details tab.

- In the **Weighting** tab, adjust the value in the **Weighting** field to reflect how much of a percentage of the total sub sections this sub section should take up. The total weighting of all sub sections in a given section should equal 100%.

Details

Scoring

Weighting

Properties

Weighting

3

/100

Weighting Percent

100%

ARCHIVE

The Weighting tab.