

Update a Sub Section

Last Modified on 04/12/2022 1:08 pm EDT

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 is titled '5.002 Access Control' and has a status of 'SS-30' and 'ACTIVE'. It has two tabs: 'Details' (selected) and 'History'. The form contains the following fields:

- Sub Section Name:** A text input 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'. A search bar is located above the table.

Unique ID	Name	Maximum Score	Weighting
AQ-257	Do you have procedures to challenge unauthorized/identified persons and to report problems to local law enforcement?	10	9

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

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 informaiton technology systems?	10	18
AQ-278	Are your computer systems and information stored on them protected against unauthorized access?	10	18

Start typing to find an existing Audit Question +

Page 1 of 1 | 6 Rows

The Details tab.

7. 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: /100

Weighting Percent: 100%

ARCHIVE

The Weighting tab.