

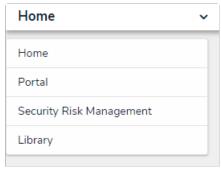
Update Sections

Last Modified on 09/15/2025 10:43 am 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.

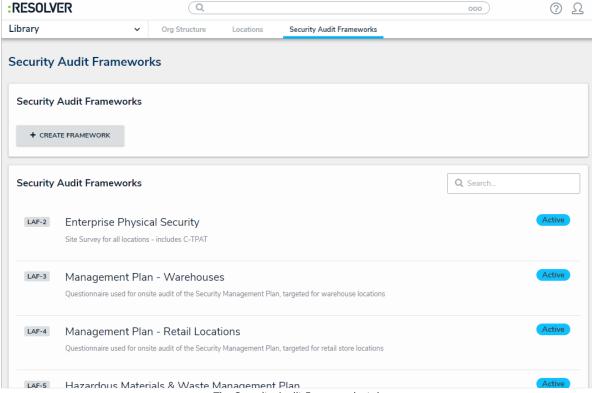
To update a section:

- 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.

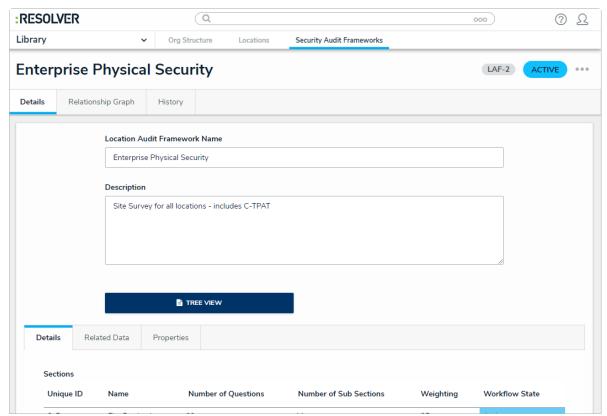
3. Navigate to the **Security Audit Frameworks** tab.



The Security Audit Frameworks tab.

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

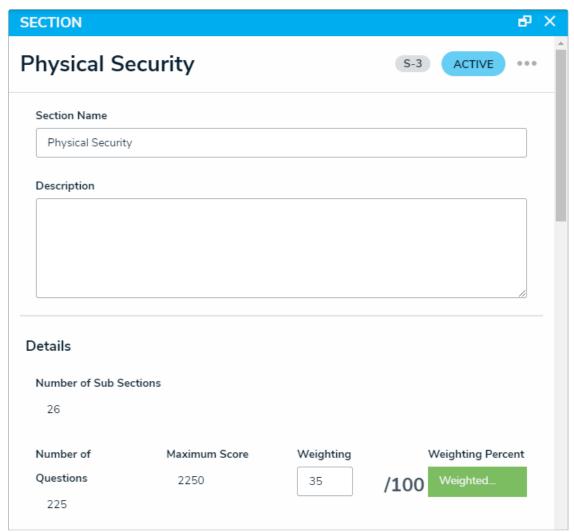




The Framework Review form.

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





The 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.



| ub Sectio | ons | Q Search Table | | | |
|--------------|---|------------------------|-----------|--------------------------|----------|
| Unique ID | Name | Number of Questions | Weighting | Workflow State | |
| SS-28 | 4.002 Information Sharing Mechanisms | 3 | 3 | Active | X |
| SS-27 | 4.001 Threat Sources | 4 | 3 | Active | × |
| SS-26 | 3.008 PPM Incident Reporting | 5 | 3 | Active | X |
| SS-25 | 3.006 PPM Activity Log | 5 | 3 | Active | \times |
| 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 | × |
| 00.40 | 0.004.00044 | | | _ A .: | |

Sub Sections within a security framework

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

The Questions section.