

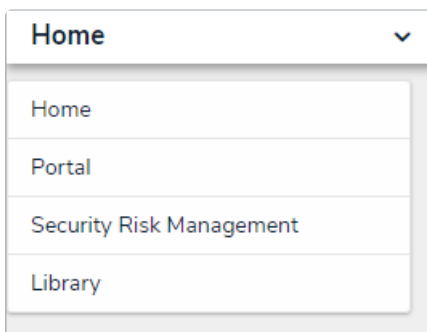
## Update Sections

Last Modified on 04/04/2022 4:47 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.

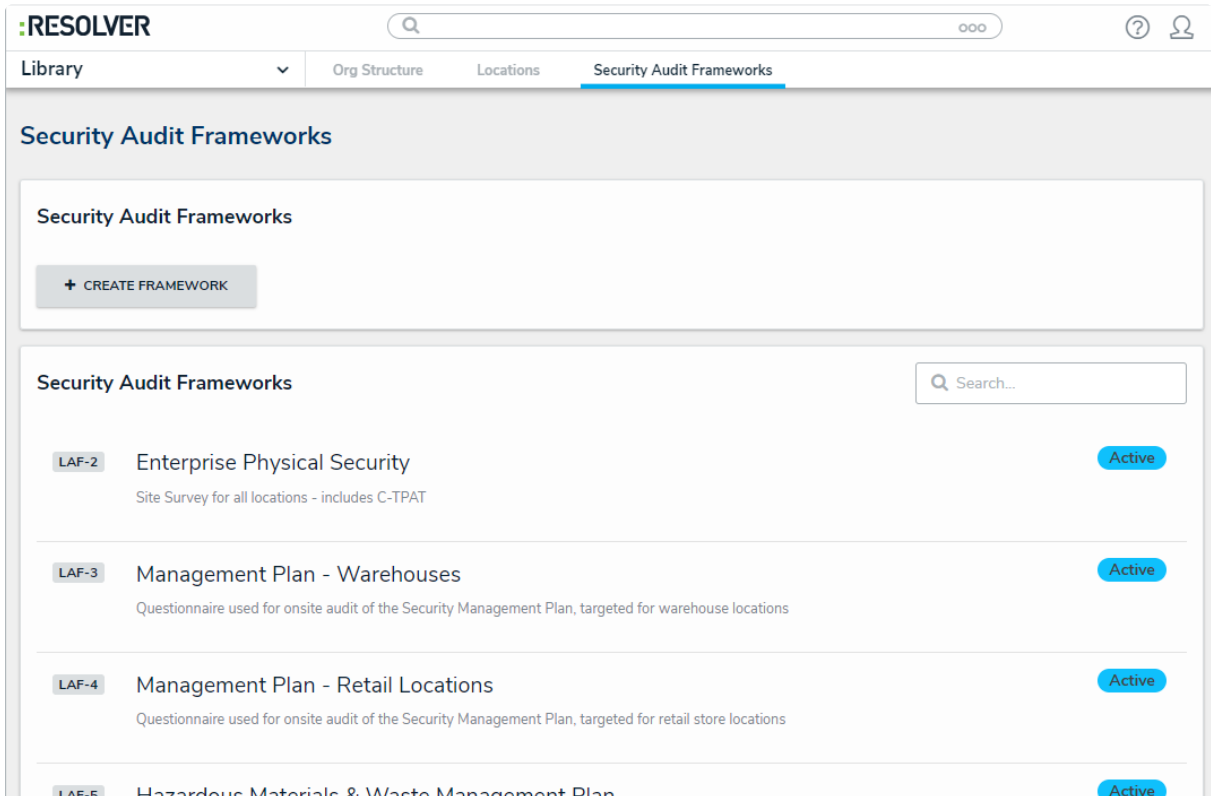
### To update a section:

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**.



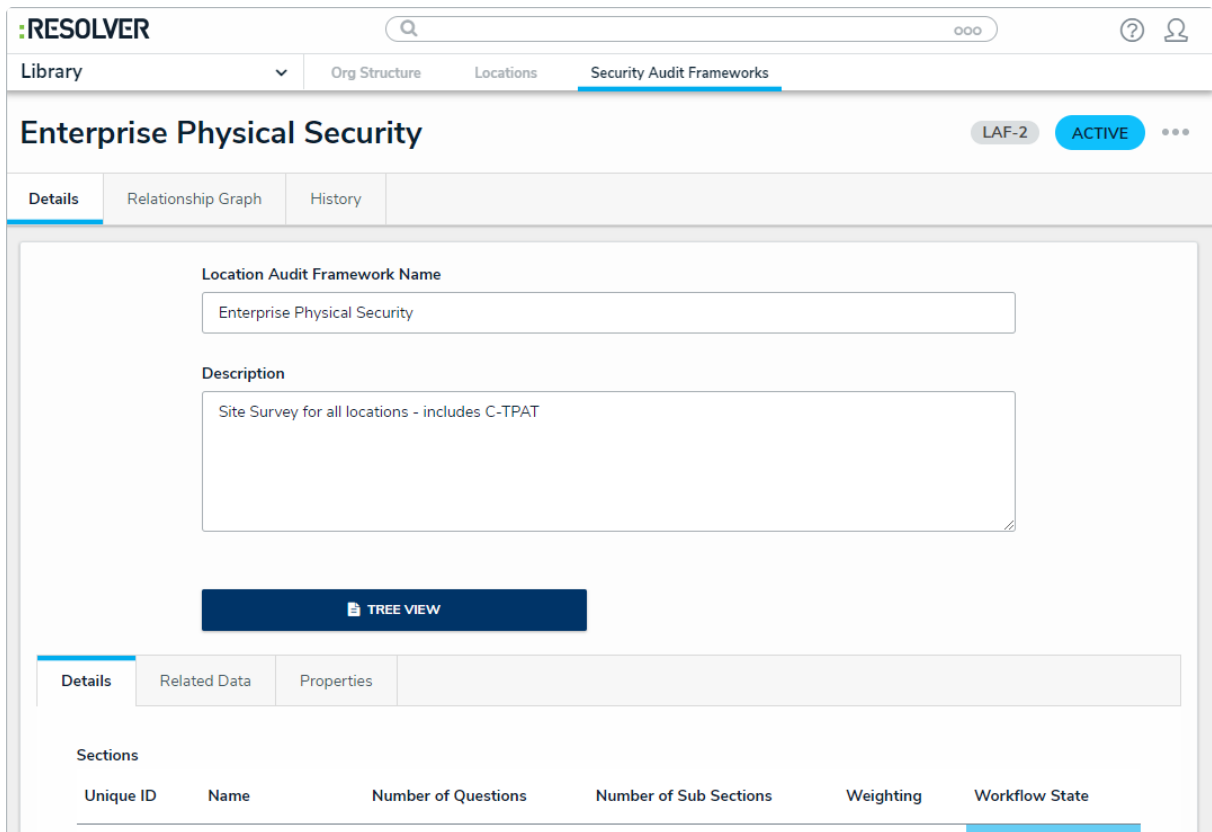
The nav bar.

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.

SECTION
🔗 ✕

## Physical Security

S-3
ACTIVE
⋮

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**Section Name**

**Description**

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**Details**

**Number of Sub Sections**

26

Number of Questions	Maximum Score	Weighting	Weighting Percent
225	2250	<input style="width: 50px; border: 1px solid #ccc;" type="text" value="35"/>	<b>/100</b> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Weighted...</span>

*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

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	✕

*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

### 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.*