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 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.

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%.

The Weighting tab.