Importing Answers to Questionnaires

RiskVision allows you to export questionnaires to an Excel spreadsheet. You can export a questionnaire spreadsheet, provide answers in the spreadsheet, and then import it back into RiskVision. The 'Sample' sheet serves as a reference to answer questions which you can use to fill in the 'Survey' sheet.

Open a program and click the **Questionnaires** tab. Click Actions > Export Questionnaire.

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Download and save the excel spreadsheet. You can use the 'Survey' sheet to fill out the answers to the questionnaire.



After you have provided your answers, you can import the same spreadsheet back to RiskVision using the **Import Questionnaire** option from the drop-down in the Actions column.



The responses provided by you in the spreadsheet are now imported and recorded in RiskVision.

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Additionally, you can also import and export questionnaires from the Assessment Details page.

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