

Excel Spreadsheet Templates

Several Excel files are provided for your use as examples or templates:

- EntityImportTemplate.xls – Use for importing entities.
- UserImportTemplate.xls – Use for importing users.
- ControllImportTemplate.xls – Use for importing controls.
- RiskAssessmentImportTemplate.xls- Use for importing risks.
- EntityRelationshipImportTemplate.xls - Use for importing entity relationships.

To import data using Excel:

1. Open the Administration application. Go to **Administration > Server Administration > Documentation**.
2. Click the correct file for your data to download:

RiskVision object	Excel spreadsheet
Entity, Asset, Vendor	EntityImportTemplate.xls
User	UserImportTemplate.xls
Incident	IncidentImportTemplate.xls
Controls, Questionnaires	ControllImportTemplate.xls
Risk Assessment	RiskAssessmentImportTemplate.xls
Entity Relationship	EntityRelationshipImportTemplate.xls

3. Rename the downloaded file based on the type and scope of data.
4. Open the file in Excel.
5. Load the data to import into the data worksheet (e.g., 'User'). Overwrite the sample data provided.
6. Edit the map worksheet to indicate the data columns that represent each attribute. Make sure that the Data Sheet name matches the name of your data worksheet, and enter the startRow and endRow.
7. Save the Excel file.
8. In RiskVision, navigate to the appropriate page and click **Import**. Browse to the Excel file in your local directory, then click **OK**.

If new data needs to be imported, or initial data arrives asynchronously, you can import the same type of data again.

