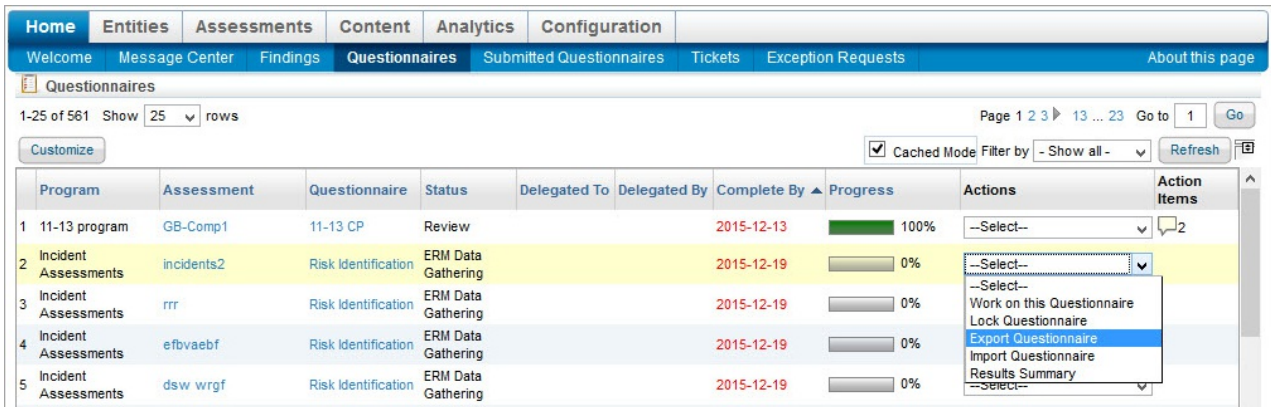


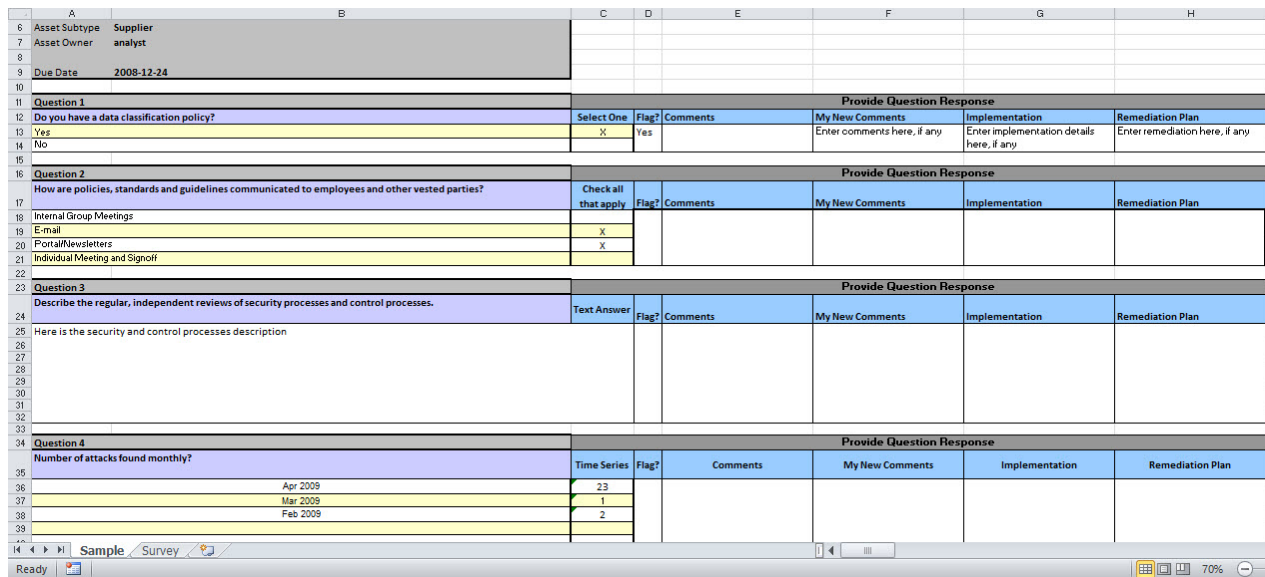
# Import Answers to Questionnaires

RiskVision lets you 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.

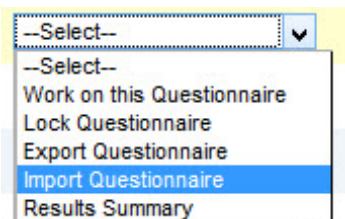
Open a program and click the **Questionnaires** tab. Click **Actions > Export Questionnaire**.



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.

Program	Assessment	Questionnaire	Status	Delegated To	Delegated By	Complete By	Progress	Actions	Action Items
1	11-13 program	GB-Comp1	11-13 CP	Review		2015-12-13	100%	--Select--	2
2	Incident Assessments	incidents2	Risk Identification	ERM Data Gathering		2015-12-19	92%	--Select--	3
3	Incident Assessments	efbvabef	Risk Identification	ERM Data Gathering		2015-12-19	0%	--Select--	

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

**Assessment: Entity** Edit

Assessment Details | Entity Details | Propagation

**Key Dates**  
Due Date 2016-06-02

**Controls** Control Scores Report Export Controls Report

1-1 of 1

More Actions... Filter by - Show all - Refresh

Control Test	Assigned To	Delegated By	Status	Progress	Average Choice Score	Resolution	Actions
04 - Risk assessment and treatment	Administrator	Administrator	Information Gathering	50%	80%	N/A	<ul style="list-style-type: none"> <li>--Select--</li> <li>--Select--</li> <li>Resume Questionnaire</li> <li>Delegate</li> <li>Delegate (Multiple users)</li> <li>Revoke Delegated Questionnaire</li> <li>Lock Questionnaire</li> <li><b>Export Questionnaire</b></li> <li>Import Questionnaire</li> <li>Results Summary</li> </ul>

**General** >

- Summary
- Control Results
- Workflow
- Findings
- Tickets
- Responses
- Exceptions
- Comp Controls
- Charts
- Logs
- Archives