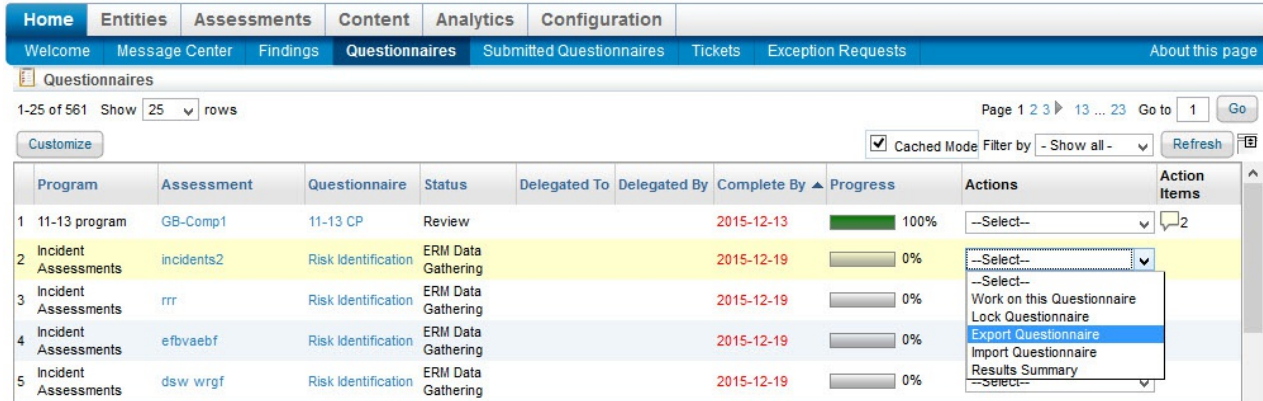


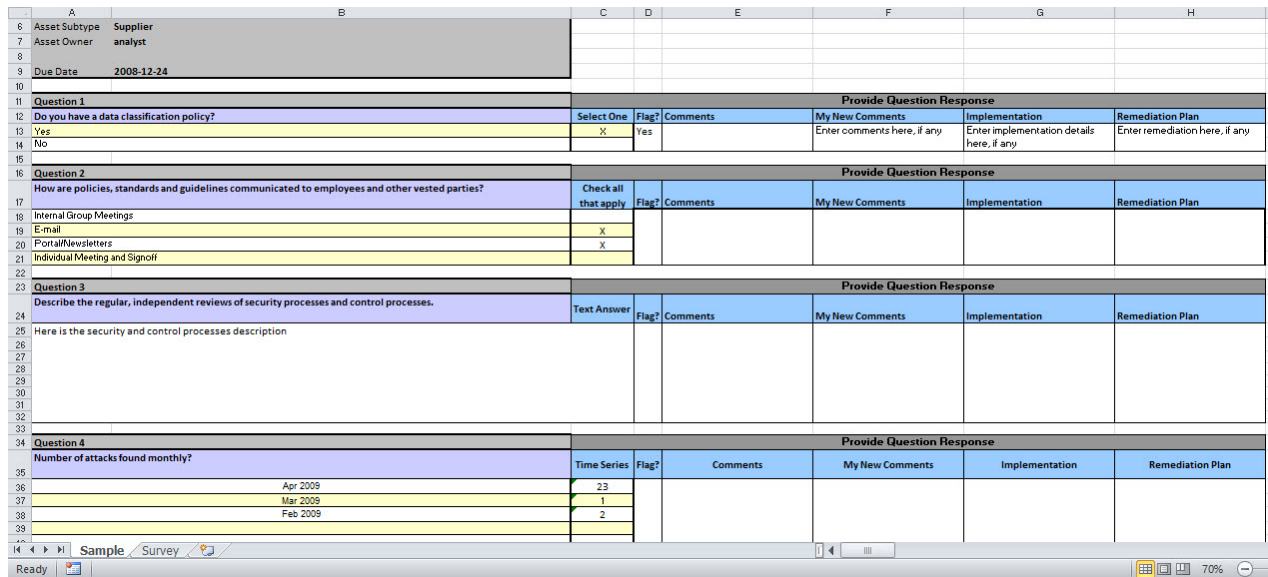
Importing Answers to Questionnaires

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

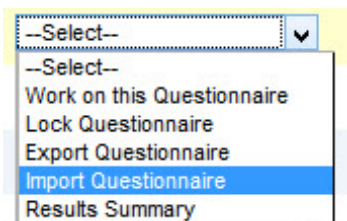
In the **Questionnaires** tab, for a program, select **Export Questionnaire** from the drop-down in the **Actions** column.



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.

Home	Entities	Assessments	Content	Analytics	Configuration				
Welcome	Message Center	Findings	Questionnaires	Submitted Questionnaires	Tickets	Exception Requests	About this page		
Questionnaires									
1-25 of 571		Show 25 rows	Page 1 2 3 13 ... 23		Go to 1	Go			
Customize		<input checked="" type="checkbox"/> Cached Mode		Filter by - Show all -	Refresh				
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	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	--Select--	2
2	Incident Assessments	incidents2	Risk Identification	ERM Data Gathering		2015-12-19	<div style="width: 92%;"><div style="width: 92%;"></div></div> 92%	--Select--	3
3	Incident Assessments	efbvabef	Risk Identification	ERM Data Gathering		2015-12-19	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	--Select--	

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

Assessment: Entity Edit

Assessment Details | Entity Details | Propagation



General

- Summary
- Control Results
- Workflow
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- Tickets
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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	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	<div style="width: 80%;"><div style="width: 80%;"></div></div> 80%	N/A	<ul style="list-style-type: none"> --Select-- --Select-- Resume Questionnaire Delegate Delegate (Multiple users) Revoke Delegated Questionnaire Lock Questionnaire Export Questionnaire Import Questionnaire Results Summary