Importing Findings

Findings can be imported from Excel files, using the file format as described in the Importing Data topic.

The following table shows the columns that are available in the Finding Import Template. The first section assigns labels to the columns in the second section. Not all columns are required.

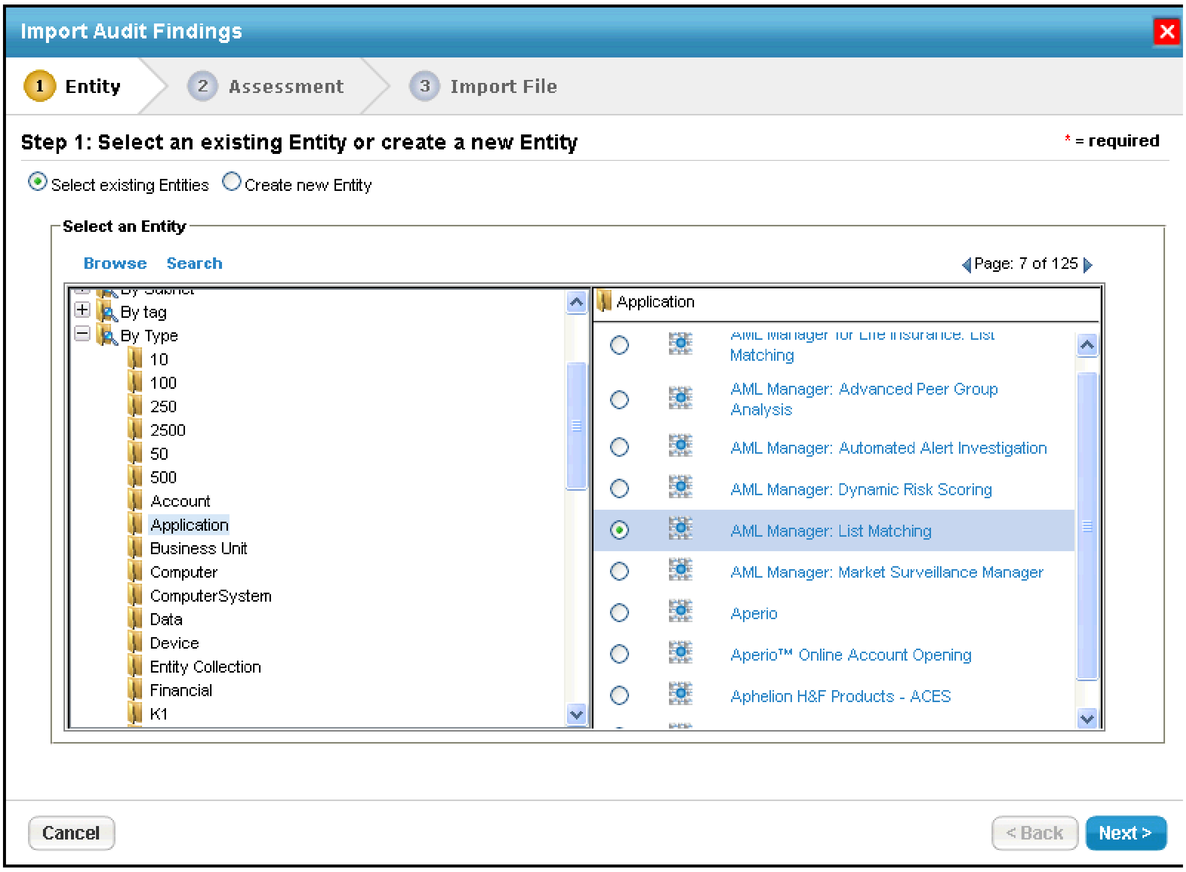
Column label	Description
Name	Finding name (Required)
Control	Control name
Status	0-Open; 1- Remediated; 2-Closed
Description	Description for the finding
Likelihood	Between 0 and 10
Impact	Between 0 and 10
Residual Likelihood	Between 0 and 10
Residual Impact	Between 0 and 10
Owner	Any RiskVision UserId or it takes Logged in user as the default owner
Team	Any RiskVision Team name
customAttributes.string1	(if defined)
customAttributes.long1	(if defined)
customAttributes.boolean1	(if defined)
customAttributes.text1	(if defined)
customAttributes.long1	(if defined)
Response Title	(if defined)
Response Action	(if defined)
Response Comment	(if defined)
Response Owner	(if defined)
Response Status	Suggested, Approved, Implemented/Completed, Verified, Canceled

To import findings:

Use one of the following procedures:

Procedure A:

1. Go to **Home** > **Findings** and select **Import Audit Findings** in the More Actions drop-down list.
2. The **Import Audit Findings** wizard appears, displaying the **Entity** wizard page. You can create a finding for existing and new entities.
3. Use one of the following ways to select an entity:



- *Existing entity*

  From the available entity groups, click **+** to expand a dynamic group, select the group, and then select the entity.

  Or

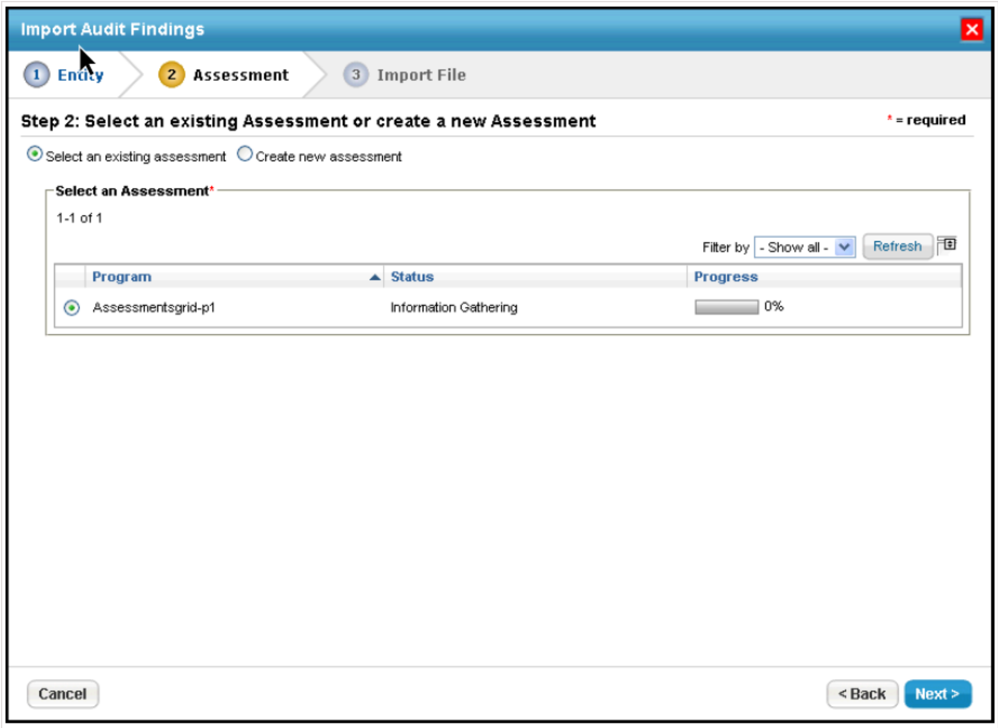
  If you know the name of the entity, click **Search**, enter the text, and then click **Search** again. Select the entity.

- *New entity*

  If the entity is unavailable in the RiskVision application, select **Create a new entity**.

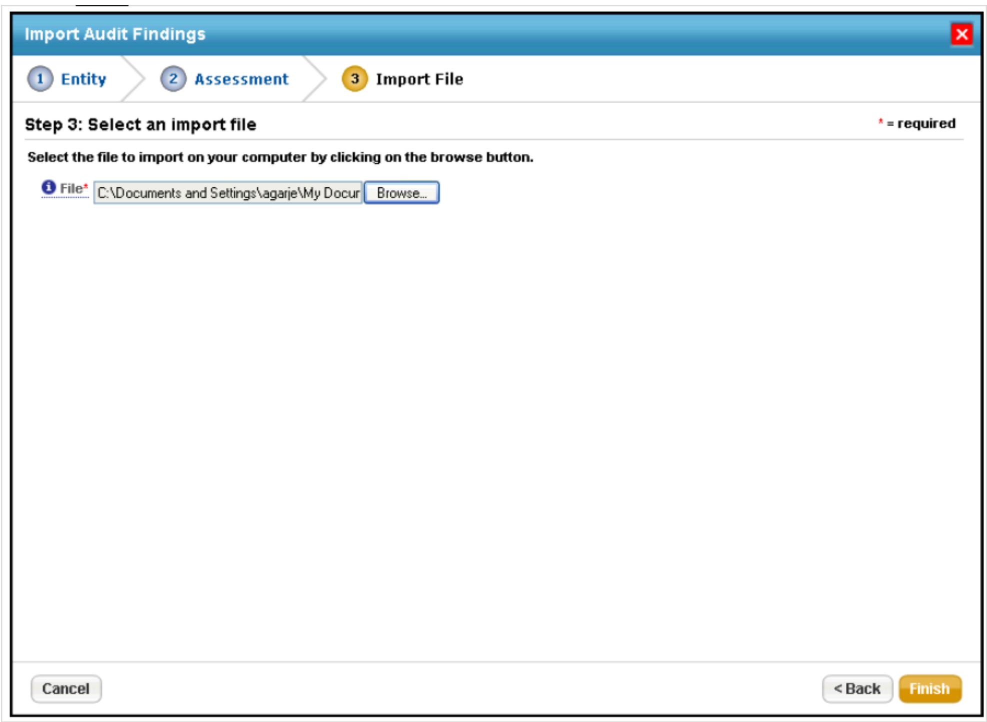
Click **Next** to continue.

4. The **Assessment** wizard page appears. Select the assessment in which you want to import the findings. If you have created a new entity in the previous step, you may want to select **Create a new assessment**, and then select a program in the **Program** drop-down list to create a new assessment.



Click **Next** to continue.

5. The **Import File** wizard page appears. Click **Browse** to locate and select the Finding Import Template.



6. Click **Finish** to add the findings and to exit the wizard.

Procedure B:

You can use this procedure to directly import the findings into the assessment.

1. In the **Assessment Details** page, go to **Findings** tab, and select **Import Audit Findings** in the **More Actions** drop-down list.

2. The **Import** dialog appears. Click **Browse** to locate and select the **Finding Import Template**, and click **OK**.

You can import multiple response details by updating 'Finding map' sheet details based on the number of responses that you are going to import and then by providing values under the respective columns in the template's second sheet.