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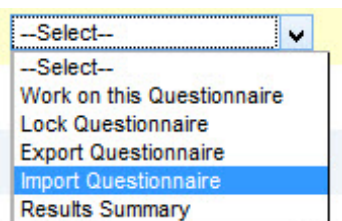
In the **Questionnaires** tab, for a program, select **Export Questionnaire** from the drop-down in the **Actions** column.

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.

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