

Provided Excel Spreadsheets

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

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

To import data using Excel:

1. In the Administration application, go to Administration > Server Administration > Documentation.
2. Select the correct file for your data:

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

Click the file, such as UserImportTemplate.xls, to download.

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 select the Import action. Browse to the Excel file in your local directory and click **OK**.

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