

# 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.

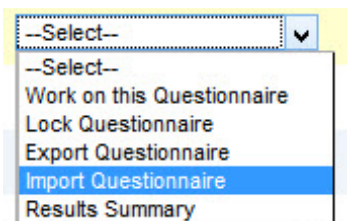
In the **Questionnaires** tab, for a program, select **Export Questionnaire** from the drop-down in the **Actions** column.

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	0%	--Select--	
3 Incident Assessments	rrrr	Risk Identification	ERM Data Gathering			2015-12-19	0%	--Select--	
4 Incident Assessments	efbvaebf	Risk Identification	ERM Data Gathering			2015-12-19	0%	--Select--	
5 Incident Assessments	dsw wrgf	Risk Identification	ERM Data Gathering			2015-12-19	0%	--Select--	

Download and save the excel spreadsheet. You can use the 'Survey' sheet to fill out the answers to the questionnaire.

Question	Response Type	Flag?	Comments	My New Comments	Implementation	Remediation Plan
12 Do you have a data classification policy?	Select One	Yes		Enter comments here, if any	Enter implementation details here, if any	Enter remediation here, if any
16 How are policies, standards and guidelines communicated to employees and other vested parties?	Check all that apply					
23 Describe the regular, independent reviews of security processes and control processes.	Text Answer					
34 Number of attacks found monthly?	Time Series					
	Apr 2009	23				
	Mar 2009	1				
	Feb 2009	2				

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	<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
- Findings
- Tickets
- Responses
- Exceptions
- Comp Controls
- Charts
- Logs
- Archives

**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"> <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>