Importing Incidents

Incidents can be described in Excel spreadsheets (.xls file) and bulk imported into the RiskVision solution for tracking, prioritization, risk assessment, and mitigation. A user with Incident Manage permission can import the incidents.

To import incidents:

- 1. Go to Incidents > Incidents. The Incidents page appears.
- 2. In the **Incidents** tree pane, select **My Incidents** folder, and choose **Import** from the **More Actions**drop-down list. The **Import Incidents** dialog appears.

Import Incidents	×
Click Browse to select the file on your computer.	
File* Browse IncidentImportTemplate.xIs	
OK Ca	ancel

3. Click Browse, select the file, click Open, and click OK. Allow sufficient time to complete the import process.