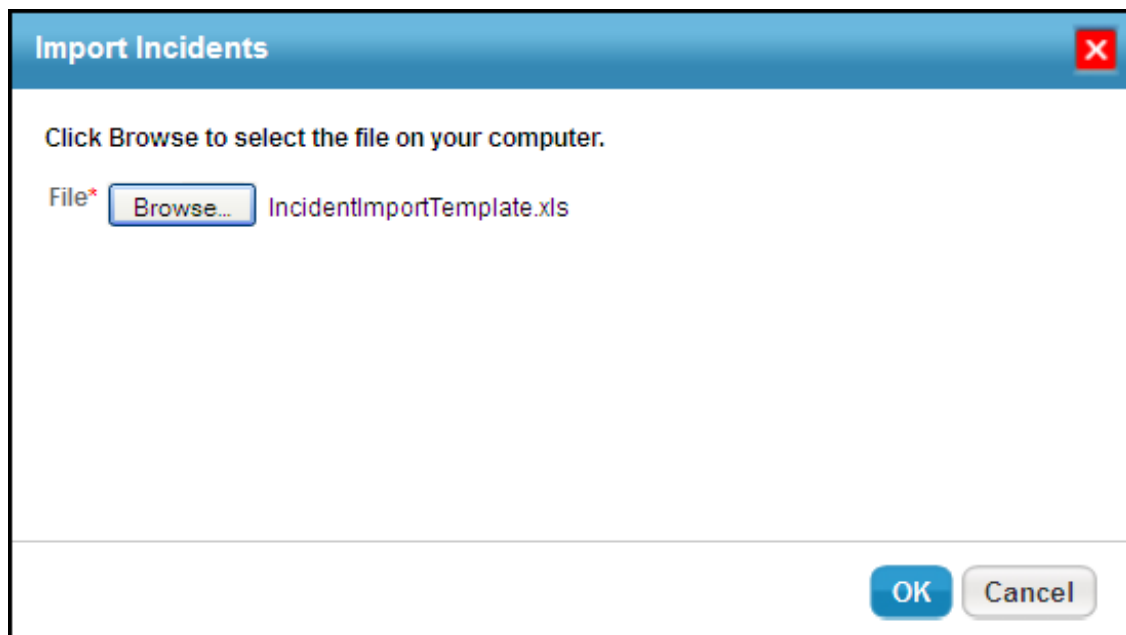


Importing Incidents

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.



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