

Importing and Exporting Questionnaires

Use the export and import options to choose answers to questions in an Excel spreadsheet.

The System Administrator can customize the import and export behavior.

Exporting a Questionnaire

Exports a Microsoft(R) Excel spreadsheet which is compatible with 1997-2003 that contains all the questions and corresponding choices. A sample page is provided within each export.

The spreadsheet creation runs in the background and can take several minutes.

To export a questionnaire

1. Go to **Home > Questionnaires**.
2. In the questionnaire row, select **Export** in the action drop-down. A dialog displays.
3. Select **Save File** and then click **OK**.

Importing a Questionnaire

Overwrites the current answers and sets the flag by using the information provided in the Excel spreadsheet. The supporting information is merged; comments, deficiencies, and remediation from the Excel spreadsheet have the imported date timestamp, and displays the user name.

- If the Excel spreadsheet contains unanswered questions, those records are skipped. However the answer of Don't know does overwrite other previously selected answers.
- Comments added to the My New Comments column will be merged with any existing comments associated with the question on import.

To import a questionnaire:

1. Go to **Home > Questionnaires**.
2. In the questionnaire row, select **Import** from the action drop-down. The **Import Questionnaire** dialog appears.
3. Click **Browse**, select the Excel spreadsheet, and then click **OK**. The application imports the answers, flags, and supporting information.
4. Open the questionnaire, review the data, and verify that the answers were successfully imported.