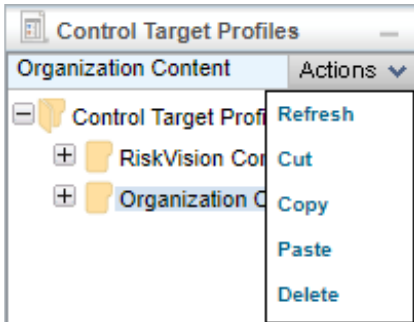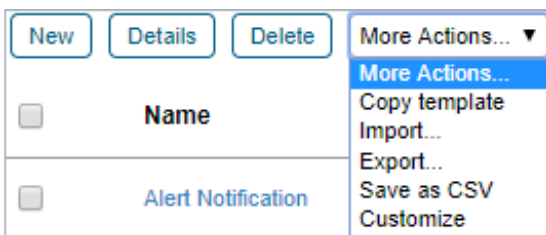# Actions

This section covers the most common options available in the **Actions** or **More Actions** drop-down list, seen throughout RiskVision. These drop-down lists are sensitive to the page and the current selection. They can be seen in the tree on the left side of a page, in the center of a page, in the details pane of a page, or at the top-right corner of a page.

The Actions menu.

The More Actions menu.

This article covers how to perform the following actions:

- Refreshing the data;

- Cutting, copying, and pasting;

- Saving the grid as a CSV file; and

- Importing and exporting the data to an XML file.

For information on transitioning bulk findings, tickets, exceptions, or incidents in a workflow, see the Batch Workflow Transitions article.

To refresh the tree view:

1. In the page where a tree view is available, select the folder. The **Actions** menu appears.

2. Click **Actions** and select **Refresh**. The tree is updated.

To cut the selection:

1. In the page where a tree view is available, expand the tree and select the object of interest. The **Actions** menu appears.

2. Click **Actions** and select **Cut**. The object is now ready for paste action.

To copy the selection:

1. In the page where a tree view is available, expand the tree and select the folder of interest. The **Actions** menu appears.

2. Click **Actions** and select **Copy**. The object is copied.

To paste the cut or copied action:

1. In the page where a tree view is available, expand the tree and select the folder of interest. The **Actions** menu appears.

2. Click **Actions** and select **Paste**. The object is pasted.

To delete the selection:

1. In the page where a tree view is available, expand the tree and select the folder of interest. The **Actions** menu appears.

2. Click **Actions** and select **Delete**. The object is deleted.

To save fewer rows in the grid or the complete grid in CSV format:

1. Open the page of interest in which the **More Actions** drop-down list containing the **Save as CSV** option is available.

2. Do one of the following:
   - To save the complete grid, select **Save as CSV** in the More Actions drop-down list.
   - To save the row(s) in grid, select the row(s) of interest and select **Save as CSV** in the More Actions drop-down list.

3. A dialog appears, displaying the options to open or save the file. Follow the instructions displayed by your browser to save the file.

To import a file in XML format:

1. Open the page of interest in which the More Actions drop-down list containing the **Import** option is available.

2. Select **Import** in the More Actions drop-down list. An import dialog sensitive to the object type appears. For example, if you are importing an email template, the **Import Email Templates** dialog will be seen.

3. Click **Browse** to select the file.

4. Click **OK** on the dialog after the file is selected. The dialog is exited and the object(s) is imported.

To export the object(s) or the complete grid in XML format:

1. Open the page of interest in which the More Actions drop-down list containing the **Export** option is available.

2. Do one of the following:
   - Select **Export** in the More Actions drop-down list to export the complete grid.
   - Select the row(s) of interest and select **Export** in the More Actions drop-down list to export the row(s) in grid.

3. A dialog appears, displaying the options to open or save the file. Follow the instructions displayed by your browser to save the file.