

# SimpleRisk Import-Export Extra Installation and Administration Guide

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## Introduction

While the SimpleRisk Core product is free and open source in order to make risk management attainable for the masses, we have developed a series of “Extras” which provide additional “Enterprise” level functionality for your SimpleRisk installation. By purchasing these Extras, you add functionality to your installation, while at the same time providing financial support to see that the SimpleRisk Core product remains in active development for the long haul. It’s a win-win!

## License

The SimpleRisk Extras are offered on a per-installation basis and include support and updates for a full year from the date of purchase.

## The Basics

Getting a SimpleRisk Extra up and running is designed to be as easy as possible. There are three basic steps:

1. **Installation** – This is the simple process of obtaining the Extra and placing the files in the proper directory.
2. **Activation** – This is the simple process of telling SimpleRisk that the Extra is ready to be used.
3. **Configuration** – This is the simple process of configuring any settings that change how the extra functions.

## Import-Export Extra

By default, the only way to get data out of SimpleRisk is to export the database and there is no method for importing batches of data. This extra provides support for importing data from a CSV file as well as for exporting SimpleRisk data to a CSV file.

## Installation

All SimpleRisk Extras are delivered through the SimpleRisk services functionality. This is enabled automatically once you register your SimpleRisk instance. To register your SimpleRisk instance, go to [Configure](#) → [Register & Upgrade](#). Enter your organization’s information and save it. This should generate a unique instance id for your SimpleRisk instance and communicate with our servers to create a services API key. Once registered, SimpleRisk will download and install the Upgrade Extra for you. This provides buttons for upgrading and backing up the application as well as the Extra installation

functionality. If you have issues, ensure that your “simplerisk” directory is writeable by the user the web server runs as (typically “www-data”). If your system is behind a dynamic NAT pool, you may need to contact support to remove the IP restriction for your instance. Once your payment has been received, your downloads will be enabled and will show up in the Configure → Register & Upgrade menu. You can simply click the button to download the Extra.

## Activation

This next step is what tells SimpleRisk that the Import-Export Extra is installed and ready to use. Log in to your SimpleRisk instance and select “Configure” from the Navigation Menu at the top. Then, select “Extras” from the Configuration Menu at the left. You will see a list here of each of the Extras that are available for purchase. Find the row for the “Import/Export” Extra and click where it says “No” in the Enabled column. Click on the “Activate” button. Once activated, you will be redirected to a newly activated “Import/Export” Menu under the Configuration Menu at the left.

## Configuration

No configuration is required for the Import-Export Extra.

## Features

Under the newly activated “Import/Export” menu you will see two sections:

### Import

Select “Browse” to select a CSV file on your local system containing the risks that you would like to import. Once the import file has been selected, click the “Import” button. The Extra will go through the first line of the file and display one row for each column in the imported file. On each row, there will be a dropdown containing a list of each of the risk-related fields in the SimpleRisk database. The import process will use default values for any field not specified and the subject is the only mandatory field. At the top you should see a checkbox labeled “Import First Row”. Leave this unchecked if the first row in your file is a header row and you don’t want to create a risk for it. Check it if the first row in your file is an actual risk that you want imported. When you are finished mapping the fields in your file to the fields in SimpleRisk, click the “Import” button and you should see a list of all of the subjects and risk IDs that were created during the import process.

### Export

The other “Export” section provides you with the ability to export your SimpleRisk data in four different ways:

- **Export Risks:** This will create a CSV download containing all risks in the system along with the various pieces of data that are mapped to them.
- **Export Mitigations:** This will create a CSV download containing all mitigations in the system.

- **Export Reviews:** This will create a CSV download containing all reviews in the system.
- **Export Combined:** This will create a CSV download containing all risks, mitigations, and reviews associated together. Since a risk can have multiple reviews, this will only export the most recent review for the risk.