# Archer Question Library Data Import

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## Importing Question Library content through data import

1. From the menu, click Admin menu > Integration > Data Imports
2. Select the drop-down arrow and in Filters for Contains. Type Question and press Enter.
3. Select Question Library.
4. Select Browse and navigate to the Question Pack csv file you want to import. (Import questions first.)
5. Select File Contains HTML Formatting.
6. Select Next.
7. Select Next.
8. Select Import.
9. Select Answer Values under Question Library.
10. Select Browse and navigate to the Question Pack Answer Values csv file you want to import.
11. Select File Contains HTML Formatting.
12. Select Next.
13. Select Question Name in Lookup Field(s).
14. Select Next.
15. Select Import.

**Note:** Some Question Packs may contain additional files such as Questionnaire Questions. They would be imported after the Answer Values following the same import process steps noted above.

## Checking the Question Library import

1. From the menu, navigate to the Question Library you want to review.
2. Select Audit Planning and Quality > Question Library.
3. Select Modify to update the search criteria and find your Question Library import.
4. Scroll down to open Filters.
5. Select Question Name under Field to Evaluate and type in the name of the Question Name from the file you just imported in the Value(s) field.
6. Select Search.
7. Select the blue Question Name link to drill down into the record and review. You can scroll to view the questions and answers to confirm they imported as expected.