

How to: Import and Export Data between Excel and an Individual Questionnaire :

This step-by-step guidance provides information on how to:

1. Export Data from an IQ into an Excel spreadsheet;
2. Import Data from an Excel spreadsheet into an Individual Questionnaire (IQ).

Part 1: Export Data into an Excel spreadsheet:

To export data from an IQ into an excel spreadsheet, please complete the following steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access the **Export to Excel** option.
- ii. To export data from an already completed IQ, select '**View previous applications**'. This will bring you into previous completed IQs; choose the Return from which you wish to Export Data.
- iii. Once in the IQ, click "**Export to Excel**" as shown in figure 1.6 below in order to save the information in an Excel document on your computer.

Figure 1.6

The screenshot shows a web browser window displaying a table of application sections. The table has columns for Section, Status, Last Updated By, and Last Updated. The 'Export to Excel' button is circled in red.

Section	Status	Last Updated By	Last Updated			
Section 1: Preliminary Questions	Valid	Joe Bloggs	15-Aug-2012 (14:34)			
Section 2 Applicant Personal Details	Valid	Joe Bloggs	15-Aug-2012 (15:16)			
Section 3 Professional Experience and Qualifications	Valid	Joe Bloggs	15-Aug-2012 (15:25)			
Section 4 Minimum Competency Code 2011	n/a	Joe Bloggs	15-Aug-2012 (14:04)			
Section 5: Applicant Reputation And Character	Valid	Joe Bloggs	15-Aug-2012 (15:19)			
Section 6 Applicant Current and Previous Regulatory Approvals	Valid	Joe Bloggs	15-Aug-2012 (15:19)			
Section 7 Applicant Shareholdings in Proposing Entity or Group Companies	Valid	Joe Bloggs	15-Aug-2012 (15:20)			
Section 8 Applicant Shareholdings/Business Interests in Financial Entities and Other Firms	n/a	Joe Bloggs	15-Aug-2012 (14:04)			
Section 9 Positions as an Executive/Non-Executive Director, Chairman, Manager...	n/a	Joe Bloggs	15-Aug-2012 (14:04)			
Section 10: Supporting Documentation	Blank	Joe Bloggs	15-Aug-2012 (14:04)			
Section 11: Applicant Declaration	Valid	Joe Bloggs	15-Aug-2012 (15:22)			
Section 12: Proposer Declaration	Blank	Joe Bloggs	15-Aug-2012 (14:04)			
Section 13: Sole Trader Declaration	n/a	Joe Bloggs	15-Aug-2012 (14:04)			

Export to Excel **Submit to Central Bank**

- iv. A dialog box will appear (as shown in figure 1.7). Select **'Save'** in order to save it on your computer, and choose the location for the exported file.

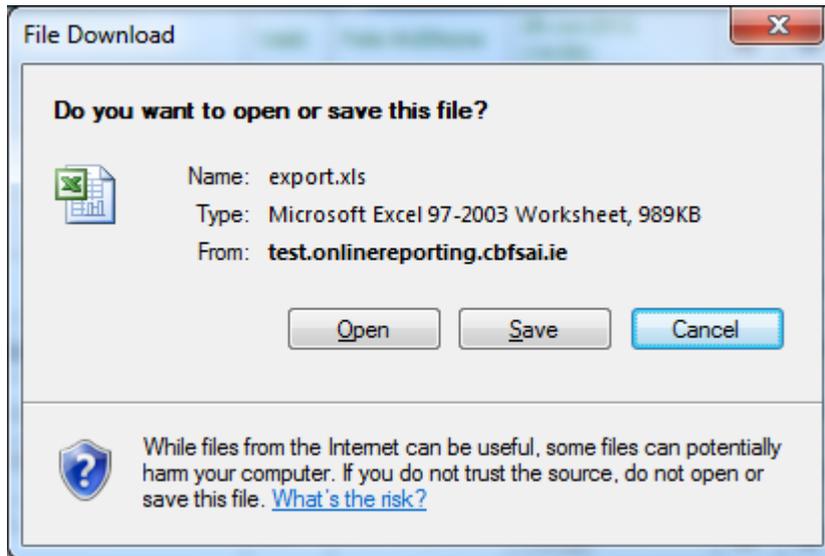


Figure 1.7

Part 2: Import Data into an IQ:

To import data from an excel spreadsheet into an IQ, please complete the following steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access the system to allow you to import data.
- ii. Importing data into an existing IQ or a new IQ from a spreadsheet can be useful to avoid having to fill in parts of an IQ that have been filled in on other occasions where the information hasn't changed.
- iii. To import data from an Excel spreadsheet, select **'Start a New Application'** or **'Continue Application'** as appropriate, and then select the section of the form for which you wish to import data. This could also be section 1 on Preliminary Questions.
- iv. Once the right section has been selected, choose the 'Import Previous' button at the top right of the page, as shown in figure 2.5.



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C109618: FAP UAT Credit Union 2 Logout

Applicant Name (C109618)

Home ▶ Data ▶ Individual Questionnaire ▶ Applications ▶ C109618_03530d1d_00004 | 1. Preliminary Questions ▶ Editdata

Import Previous Save Form Cancel

Section 1: Preliminary Questions

1.1 Are you currently approved by the Central Bank of Ireland or any of its predecessors?
(If Yes, question 6.1 in Section 6. Applicant Current and Previous Financial Services Regulatory Approvals is mandatory) Yes No *

1.2 If yes to 1.1, are you seeking approval for a Pre-Approval Controlled Function (PCF) based on a similar role that you currently perform? (If No, Section 5. Applicant Reputation & Character is mandatory) Yes No

If you answered Yes to this question please choose one of the following options

1.3 Are you currently approved by another Financial Services Regulator within the EU/EEA?
(If Yes, question 6.4 in Section 6. Applicant Current and Previous Financial Services Regulatory Approvals is mandatory) Yes No *

1.4 If yes to 1.3, are you seeking approval for a PCF based on a similar role that you currently perform?
(If No, Section 5. Applicant Reputation & Character is mandatory) Yes No

If you answered Yes to this question please choose one of the following options

1.5 Do you have savings or loans with the proposing entity or have you had any loan(s) in arrears (for a period of greater than 9 weeks) with the proposing entity in the last five years?
(If Yes, Section 7. Applicant Savings and Loans with the Proposing Entity is mandatory) Yes No *

Figure 2.5

- v. Selecting this will cause the screen shown in figure 2.6 to appear. From here, you can select **'Browse'** to select the Excel spreadsheet from which you will be importing the data. It is important that the Excel file from which you are importing data has been exported previously from another IQ, and that no changes have been made to it subsequently. If changes have been made, the data cannot be imported.

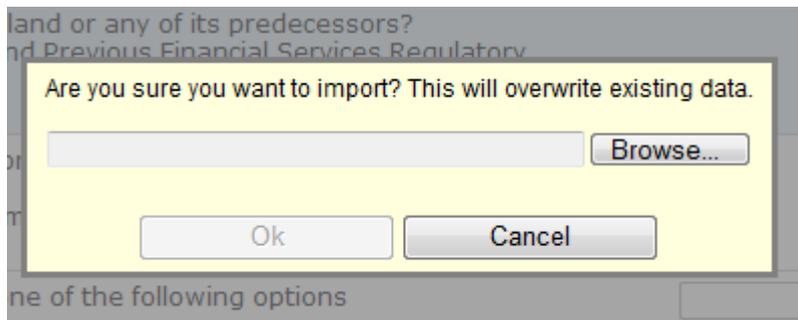


Figure 2.6

- vi. Once imported, the Sections into which the data has been filled will have a Status of **'Invalid'**. These must now be checked, and amended as necessary. Once satisfied with the accuracy of the data in a Section, select **'Save Form'**, and its Status will update from **'Blank'** to **'Valid'**.