Requirement	Special scenarios for importing questions using Excel in SWISS format
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1   Introduction

This article explains how to import questions with additional custom columns using an Excel file. The Excel template used for bulk importing questions will contain an additional column for each question category created by the system users.

2   Creating question categories

In order to import question pools with assigned question category values, you need to create categories in YouTestMe GetCertified first.

3   Swiss package preview

Once you create question categories, you should prepare an appropriate SWISS package (which contains added categories) which will be imported to YouTestMe GetCertified.
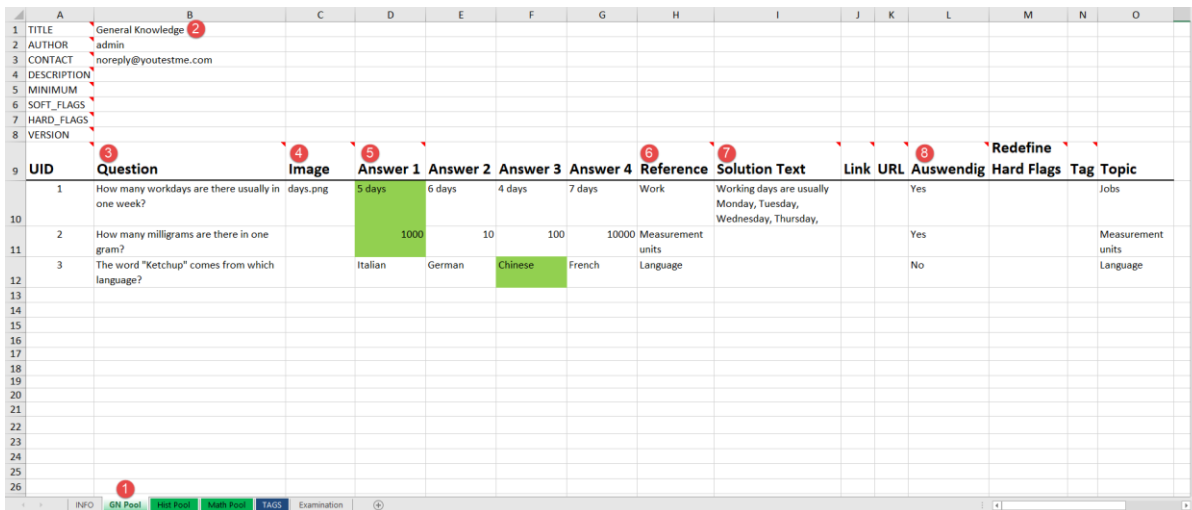
The file should be in a .zip format and should contain an Excel file with question pools, their questions and answers, and a folder with images.

Note: It is possible to upload only single-choice questions.

The Excel file should be filled out in the following way:

1. Create one sheet for each question pool you want to add to the system.
2. Enter a pool title.
3. Enter a question text.
4. Enter a picture name that you want to add in the question text (optionally).
   Note: The picture must be saved in the folder contained in the .zip file and must have the same name as in the folder.
5. Enter the question answers. The correct answer should be painted in a different color.
   Note: You can add as many columns as you want. It is only important to have "Answer" in the column name.
6. In the Reference field, enter tags you want to assign to the question (optionally).
   Note: The reference column should be the first column after answers, and then the rest of the columns you may find below.
7. In the Solution text field, enter the text that will be shown to the candidate as question feedback (optionally).
8. Additional columns (categories) that can be imported. After all the default fields (written above) you can add categories to any column.
   Note: Created custom column (in this case Auswendig) must be named the same as the column you inserted in the Excel file.
   Note: If some column is added to one sheet, it must also be added to all other sheets (but can be empty if you do not want to import value).
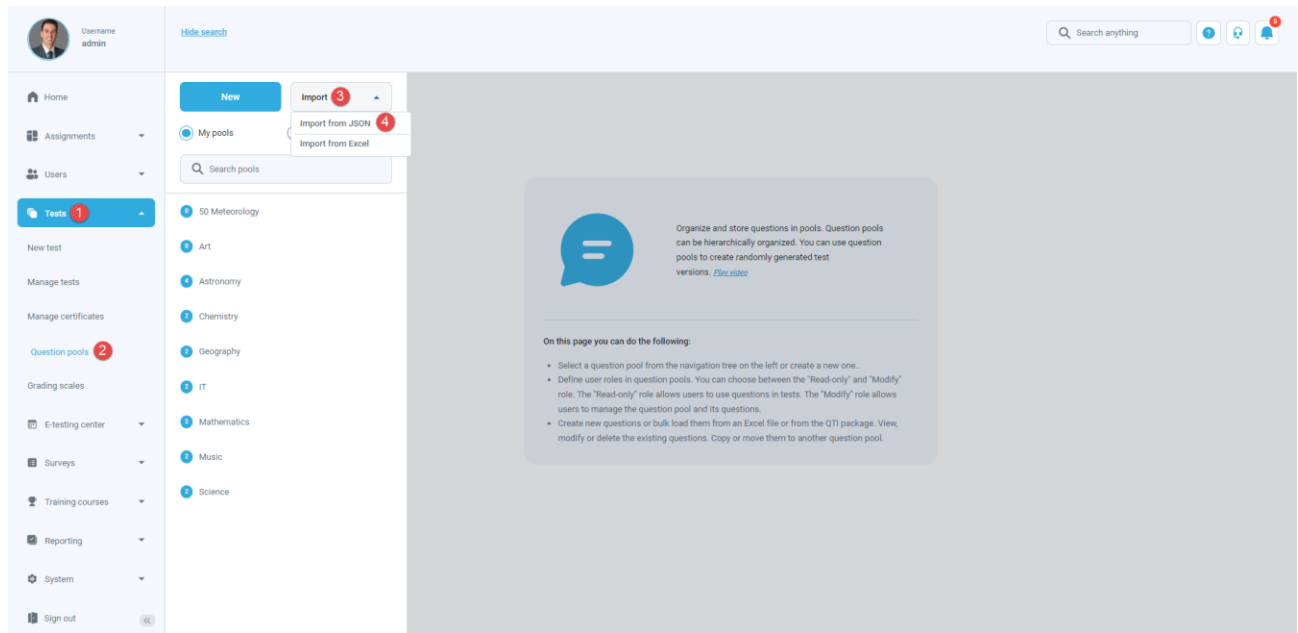
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TITLE	General Knowledge													
2	AUTHOR	admin													
3	CONTACT	noreply@youtestme.com													
4	DESCRIPTION														
5	MINIMUM														
6	SOFT_FLAGS														
7	HARD_FLAGS														
8	VERSION														
9	UID	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Reference	Solution Text	Link	URL	Auswendig	Redefine Hard Flags	Tag	Topic
10	1	How many workdays are there usually in one week?	days.png	5 days	6 days	4 days	7 days	Work	Working days are usually Monday, Tuesday, Wednesday, Thursday,			Yes			Jobs
11	2	How many milligrams are there in one gram?		1000	10	100	10000	Measurement units				Yes			Measurement units
12	3	The word "Ketchup" comes from which language?		Italian	German	Chinese	French	Language				No			Language
13															

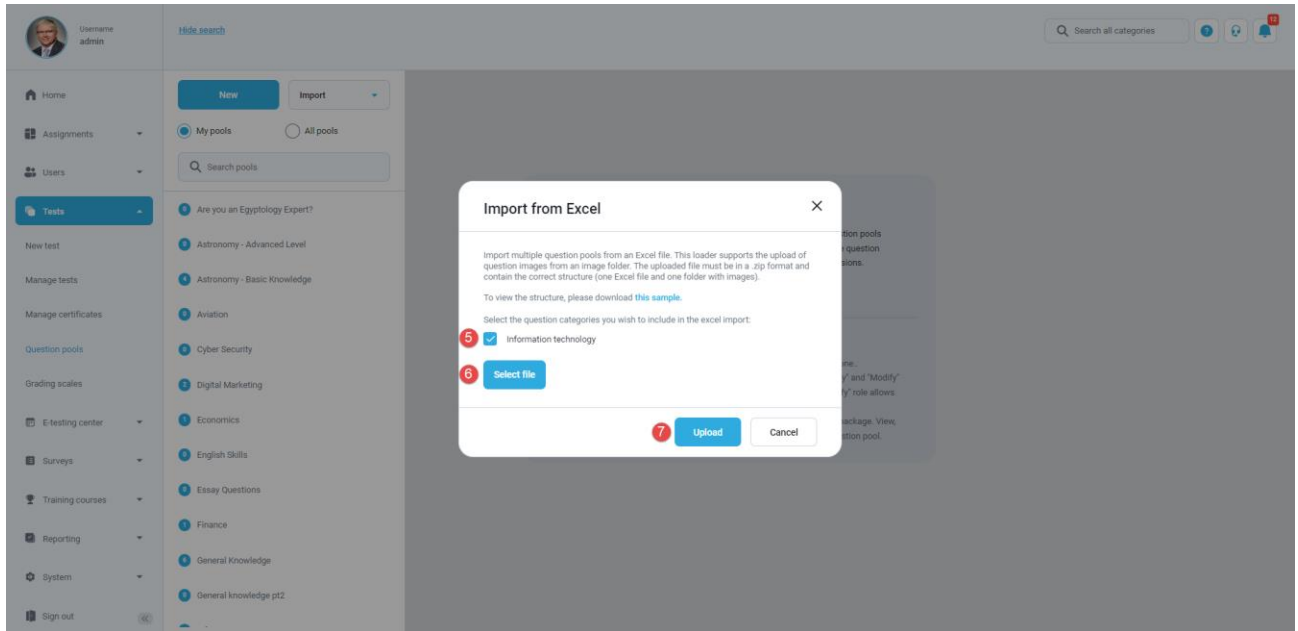INFO GN Pool Hist Pool Math Pool TAGS Examination

4   Question pool import
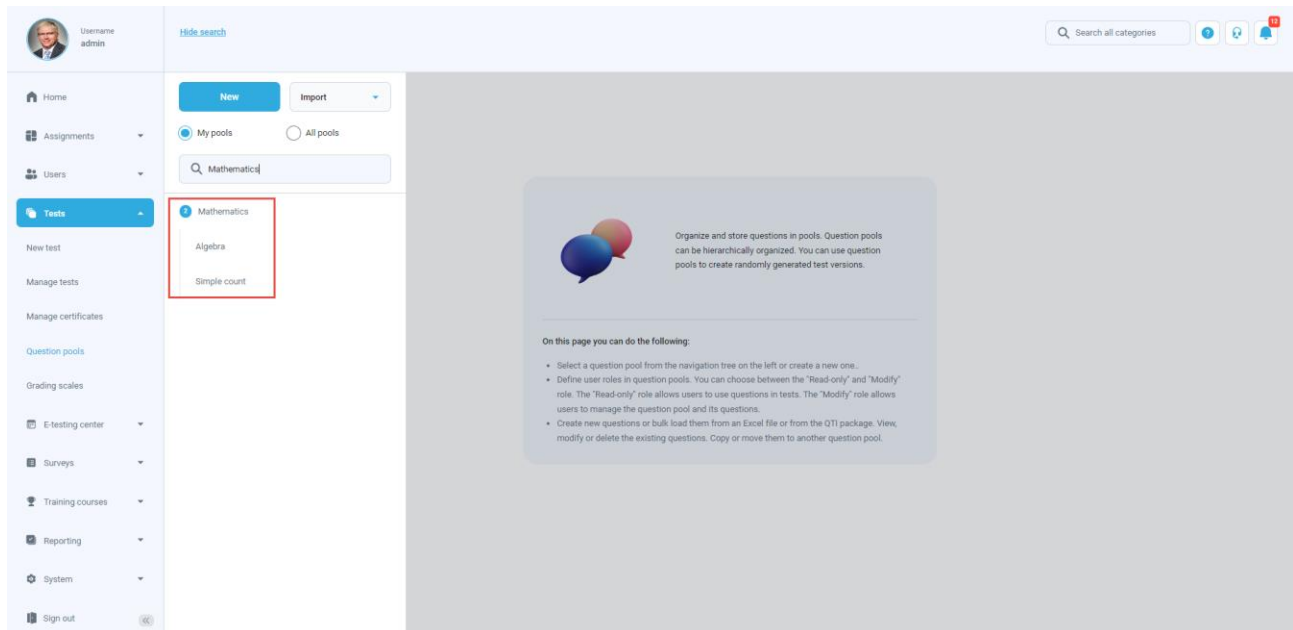
To import question pools:

1. Click the "Tests" option in the main menu.
2. Select "Question pools".
3. Click the "Import" button.
4. Select "Import from Excel" button.

5. To import previously created category values, tick the checkbox next to the category name.
6. Click the "Select file" button, then choose the .zip archive that will be uploaded.
7. Click the "Upload" button.

Once you import question pools, you will be able to see them in the left-side menu.

To see the list of questions for the desired question pool, open the pool and navigate the "Questions" tab.
For more details about each question, click the three dots icon, then select the "Edit" button.
Confirm that appropriate number of answers are imported.