

View Import History

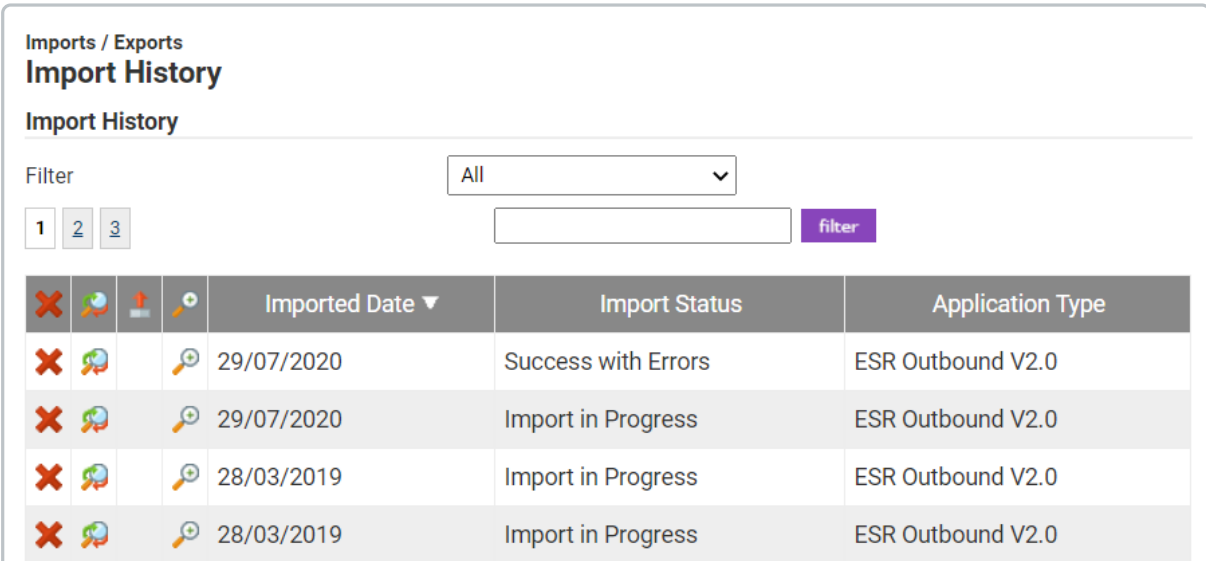
Last Modified on 05/03/2021 9:47 am GMT

Permissions

You will require an Access Role with the following permissions:

- Imports/Exports





1. Navigate from the Home page to **Administrative Settings | Imports/Exports | Import History**. A list of files will be displayed.




The screenshot shows the 'Import History' section of a web application. At the top, there is a breadcrumb 'Imports / Exports' and the title 'Import History'. Below the title, there is a 'Filter' section with a dropdown menu set to 'All' and a search input field with a 'filter' button. Below the filter, there are three numbered tabs (1, 2, 3). The main content is a table with the following columns: 'Imported Date', 'Import Status', and 'Application Type'. Each row in the table has three icons on the left: a red 'X' for delete, a globe for re-import, and a magnifying glass for view log. The table contains four rows of data:

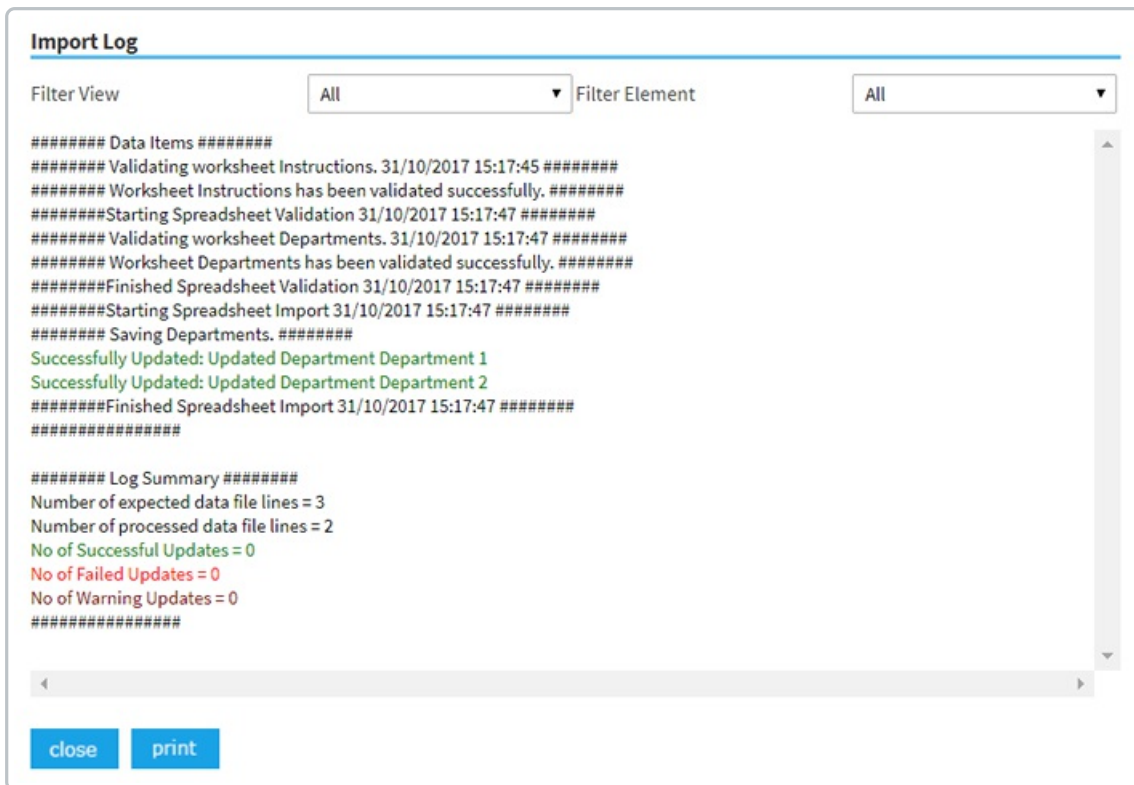
Imported Date	Import Status	Application Type
29/07/2020	Success with Errors	ESR Outbound V2.0
29/07/2020	Import in Progress	ESR Outbound V2.0
28/03/2019	Import in Progress	ESR Outbound V2.0
28/03/2019	Import in Progress	ESR Outbound V2.0

2. Within the Import History section, use the drop-down list to filter by **Application Type**.
3. Type the name of the import within the search field and click **Filter** to display a list of results.
4. Once you have found the relevant file, there are several actions that can be performed:

Fields	Description
	Click Delete next to a file to permanently delete the import history.
	Click to Re-Import the file.
	Click to Export the file.
	Click to view the Import Log of the file.


View the Import Log

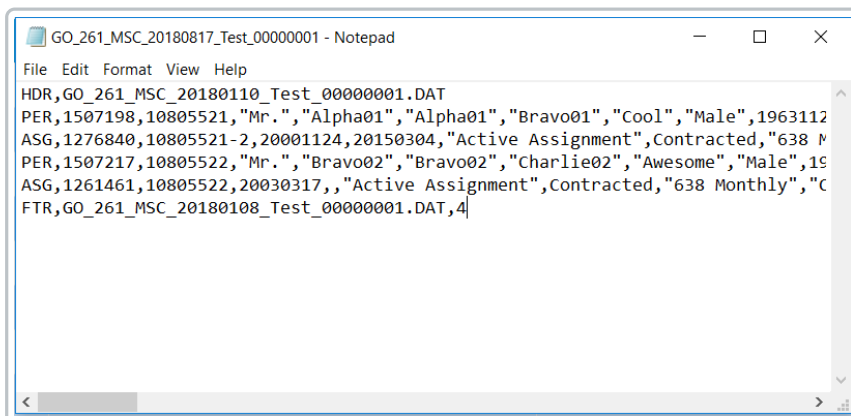
1. Click . The Import Log window will open for the file.



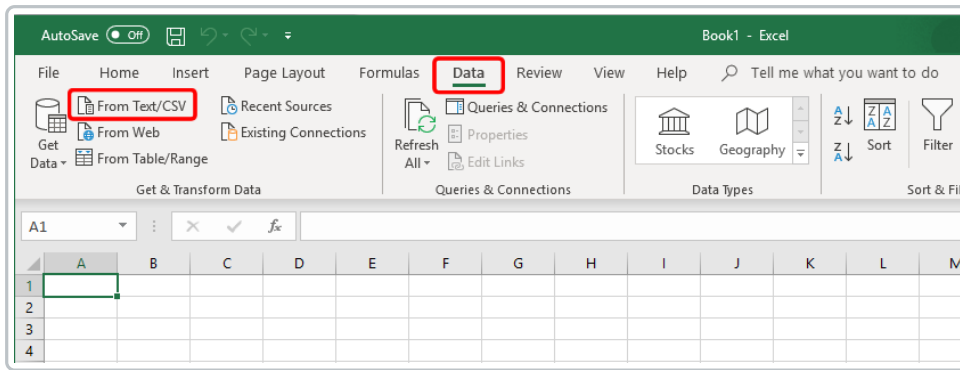
2. Refine the Import Log view using the **Filter View** and **Filter Element** drop-down lists.
3. Click **Print** to print the current view or click **Close** to return to the Import History page.

Export a File

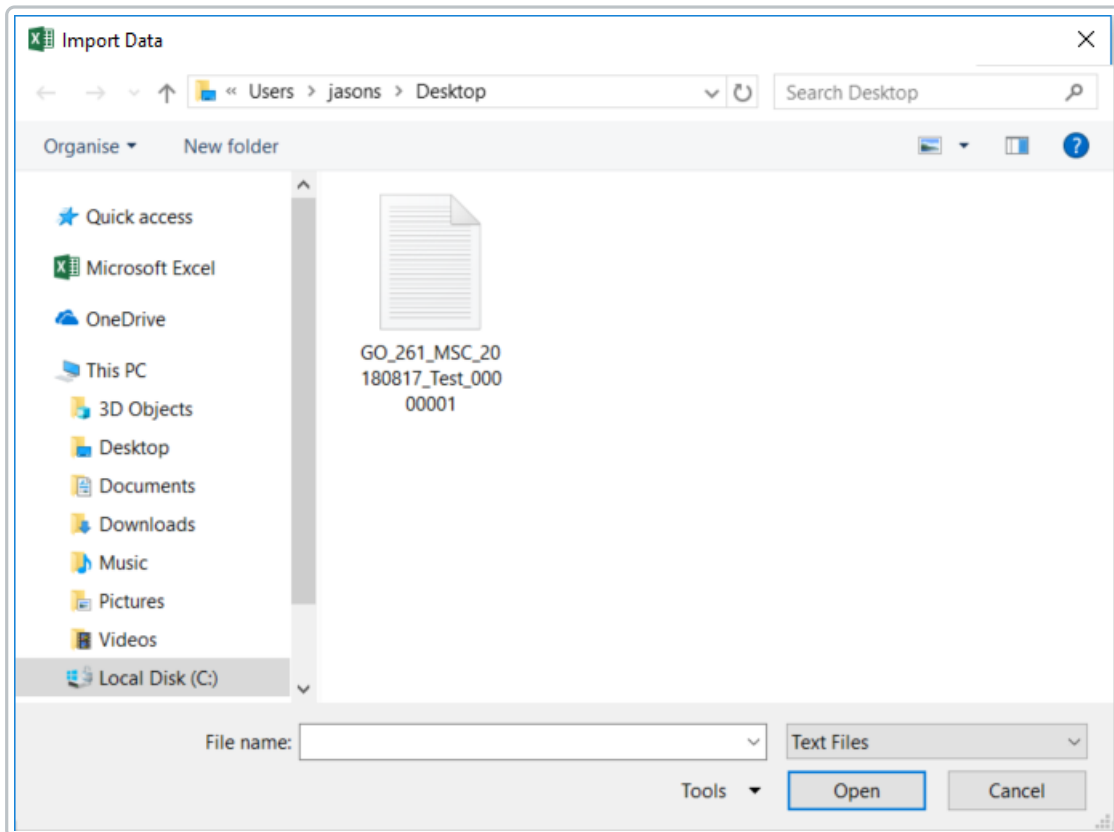
1. Click  to download a copy of the file that was imported. The copy will save as a .txt file as shown below.



2. To open the file in Excel, open Excel and create a blank document.
3. Click the **Data** tab and click **From Text/CSV**.



4. Select the text file you previously downloaded in Step 1.



5. A preview of the file will be displayed. At this stage, you can either click **Load** to add the file to your spreadsheet, or click **Edit** to modify the format of the data before adding it to your spreadsheet.

GO_261_MSC_20180817_Test_00000001.txt

File Origin

1252: Western European (Windows) ▾



Column1
HDR_GO_261_MSC_20180110_Test_00000001.DAT
PER,1507198,10805521,"Mr. ","Alpha01","Alpha01","Br...
ASG,1276840,10805521-2,20001124,20150304,"Active...
PER,1507217,10805522,"Mr. ","Bravo02","Bravo02","C...
ASG,1261461,10805522,20030317,,"Active Assignment...
FTR_GO_261_MSC_20180108_Test_00000001.DAT,4

Load ▾ Edit Cancel