

Data import: General Instructions (LTS Procedure #46a)

WIP!!!

Scope: This procedure provides instructions for using the data import module in FOLIO.

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Unit: Batch Processing and Metadata Management

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1. Upload file
2. Select job profile
3. Click run
4. Reload page after 30 seconds or so
5. Read the data import log

How to read the log

When you go to the data import page you will see the 25 most recent data import logs. However, these logs filter out the OCLC single-record imports. So in the case of this screenshot, 23 of the most recent logs were from OCLC imports and only two were regular data import jobs. If the screen is blank it means that all of the 50 most recent jobs were from single record imports. Each single record import generates its own log entry. To see all of the data import logs including single record imports, click the **View all** button.

File name	Status	Records	Job profile	Ended running	Run by	ID
frOrderFix.mrc	Completed	9	Lehigh shelf-ready follow up	8/17/2021, 3:11 PM	Jenn Colt	4616
frOrderFix.mrc	Failed	9	Lehigh shelf-ready follow up	8/17/2021, 3:05 PM	Jenn Colt	4613

Once you are on the View All logs page, you will have access to a number of filters. Including filtering by job profile, user name, and date. Note that the filter drop down lists are made up of values from the data import logs currently being displayed. If you need to search on other values than those displayed, you can either scroll further back in the log, or if you are not looking for single record logs, filter out the single record logs by clicking "No" under the single record filter.

