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

WIP!!!

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

Contact: Jenn Colt

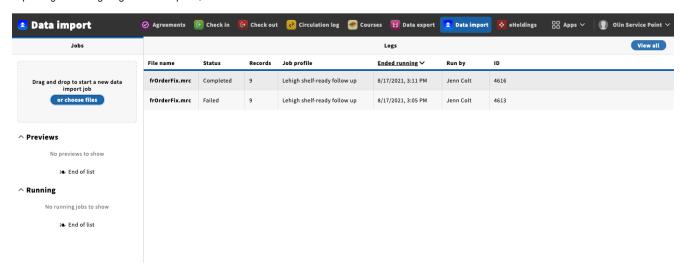
Unit: Batch Processing and Metadata Management

Date last updated: 07/09/2019 Date of next review: August 2022

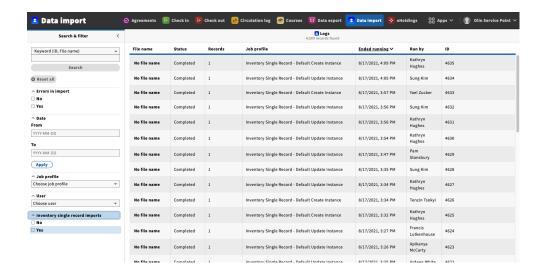
- 1. Upload file
- 2. Select job profile
- 3. Click run
- 4. Reload page after 30 seconds or so
- 5. Read the data import log

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.



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.



To view the record by record details of a data import job. Click on the file name of the job you want to look at. Unfortunately, all the single record jobs and Lehigh jobs have "No file name" in the file name column. To identify a single record job that you want to examine, you'll need to take the user name and date/time into account. After you click on the file name, you'll see the details for the records loaded in that job. In this job, a single record was loaded. It created a new MARC bib and a new inventory instance, no actions were taken on holdings, items, orders or invoices:



even more detailed (and technical) information about the record, click on the title of the record. This will bring you a screen that displays the JSON for the MARC bib, the inventory instance, and any other record types associated with the record that was loaded. Most useful here is the 001 toward the top of the JSON document, which is also the HRID for the instance. You can take the number from the 001 in the JSON and search for it in the HRID search in inventory, and this will allow use to examine the actual record that was loaded.

