

## Import Summary/Exception Reports

This document explains the information presented in a Global AlertLink import summary report. This report will be automatically generated at the completion of an import cycle. This cycle could be daily, weekly, monthly, etc. The report will be automatically emailed to a list of recipients for your organization. Contact [support@resolver.com](mailto:support@resolver.com) to modify the list of import summary report recipients.

## Import Tools & Types

Each type of data that is imported is considered an import type. There are several import type categories and a *totals* category summarizing the entire scope of the import.

## Counts

Provides the total numbers for:

- Rows Processed—records processed for the particular import type.
- Records Inserted—records added to the Global AlertLink database.
- Records Updated—records modified in the Global AlertLink database.
- Records Deleted—records flagged as deleted in the Global AlertLink database. Once a record is removed from the import file it is subsequently flagged as deleted from the Global AlertLink database.
- Records Moved—records whose parent has changed during the import.
- Dependent Records Inserted—the number of ancillary or dependent records that had to be inserted because of a parent record being added to the system. As an example, the addition of an organization would require the addition of its folders. This may not be applicable to certain import types.
- Dependent Records Deleted—the number of ancillary or dependent records that had to be deleted because of a parent record being removed from the system. This may not be applicable to certain import types.
- Records Failed—records that failed to import for various reasons. This includes data validation errors. Review the *Detailed Exception Report* to determine the cause of the failures.

## Detailed Exception Report

The Detailed Exception Report contains record details that could contain personal information that would not be appropriate to deliver via email. This information must be retrieved by a secure delivery mechanism, typically SFTP. The file will be uniquely named incorporating the date and time of processing. The *Detailed Exception Report* will automatically be removed from the SFTP site at the beginning of the next scheduled import run.

EXAMPLE:

From: [noreply@resolver.com](mailto:noreply@resolver.com) [mailto:noreply@resolver.com]

Sent: Monday, December 15, 2014 9:00 AM

To: Imports

Subject: TEST GAL Import Report

This Global AlertLink import report summarizes the past 2 days, and was generated on Dec 15, 2014 2:00PM UTC

**Import Totals:**

Rows Processed: 0

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Moved: 0

Dependent Records Inserted: 0

Dependent Records Deleted: 0

Records Failed : 0

**Import Type: Contacts**

Rows Processed: 0

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Moved: 0

Dependent Records Inserted: \*

Dependent Records Deleted: \*

Records Failed : 0

**Import Type: Contact Methods**

Rows Processed: 0

Records Inserted: 0

Records Updated: \*

Records Deleted: 0

Records Moved: \*

Dependent Records Inserted: \*

Dependent Records Deleted: \*

Records Failed : 0

**Import Type: Roles**

Rows Processed: 0

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Moved: 0

Dependent Records Inserted: 0

Dependent Records Deleted: 0

Records Failed : 0

**Import Type: Custom Fields**

Rows Processed: 0

Records Inserted: 0

Records Updated: \*

Records Deleted: 0

Records Moved: \*

Dependent Records Inserted: \*

Dependent Records Deleted: \*

Records Failed : 0

**Import Type: Resources**

Rows Processed: 0

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Moved: 0

Dependent Records Inserted: \*

Dependent Records Deleted: \*

Records Failed : 0

**Import Type: Shares**

Rows Processed: 0

Records Inserted: 0

Records Updated: \*

Records Deleted: 0

Records Moved: \*

Dependent Records Inserted: \*

Dependent Records Deleted: \*

Records Failed : 0

\* Not applicable to this import type.

For a detailed exception report review the following file on the SFTP server: Exception Report: (Import Date)\_import\_exceptions.txt