

Running HR import

You need to run the HR import to bring the records into the system. This is done by a Site Administrator from *Quick-access menu > HR Import > Run HR Import*.

Before you can run HR import you will need to configure the [general settings](#), any [elements](#), and [sources](#).

Running HR import for an external database

If you are running HR import through an external database then you will need to ensure you are successfully connected to the database before running HR import.

Element	Source	Configure source
User	External Database	No source configuration for 'User'

HR Import is not configured properly. Please, fix the issues before running.

1. From the quick-access menu go to *HR Import > Run HR import*.
2. Here you will need to double check there are no warnings and address any issues.
3. If there are no issues to address click the **Run HR import** button.

This will then run the import and you will see a confirmation message.

Running HR import via file

When you are using the CSV file method for HR import and will need to upload the CSV files are any sources you have before you can run the import.

1. From the quick-access menu go to *HR Import > Run HR import*.
2. Here you will need to double check there are no warnings and address any issues.
3. If there are no issues to address click the **Run HR import** button.

This will then run the import and you will see a confirmation message.

Running HR Import cron...Done!
[View the results in the HR Import Log here](#)

Element	Source	Configure source
User	CSV	Source has configuration

Run HR Import