

# HR import logs

After running HR import you may want to check how it went, especially if there were any errors. You can see logs for your HR import runs by going to *Site administration > HR Import > HR Import Log* as a Site Administrator.

## Filtering

You can then filter the logs to show only the specific content you are looking for. For example, you may want to use filters to look for a run that took place on a specific date, or a specific log type (e.g. error, warning, info).

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HR Import Log: 4 records shown

▼ Search by

Run ID

Date/Time  is after 25 November 2019 09:45  is before 26 November 2019 09:45  is between today and days before today (date of report generation)  is between today and days after today (date of report generation)

Element

Log type  Error

Action

Info

Id	Run ID	Date/Time	Element	Log type	Action	Info
48	16	26 Nov 2019 at 09:44:49	pos	Info	possync	HR Import started
49	16	26 Nov 2019 at 09:44:49	pos	Warning	populateynctablecor	No file was uploaded for pos import
50	16	26 Nov 2019 at 09:44:50	user	Info	usersync	HR Import started
51	16	26 Nov 2019 at 09:44:50	user	Error	unknown	No file was uploaded for user import

## Exporting results

It is possible to export all of the displayed results into a CSV, Excel, ODS, PDF landscape, or PDF portrait file.

1. Go to *Site administration > HR Import > HR Import Log*.
2. Scroll to the bottom of the page.
3. Select your preferred file type from the **Export as** dropdown menu.
4. Click **Export**.

## Clearing records

Once you have been using the HR import system for a while and have run it multiple times, you may start to get a build up of old records you no longer need. You can clear records by scrolling to the bottom of the HR Import log page and using either the **Clear all records** or **Clear all except latest records** buttons. If you choose to **Clear all except latest records** this will keep the records from your last HR import run only.