

# Uploading HR import files

When using HR import one of the methods of importing content is by uploading a CSV file containing all of the required data (the other option is to connect to an external database). If you have chosen to upload a CSV file then you will need to follow the instructions on this page.

## Before uploading

There are two steps you will need to complete before you can upload your CSV file into Totara:

- Configure your HR import [element\(s\)](#) and [source\(s\)](#)
- Prepare your [CSV file\(s\)](#)

## Uploading a file

Once you are ready to upload your file you can login as a Site Administrator and follow these steps:

1. Go to *HR Import > Sources > Upload HR Import files.*
2. Upload the files for the sources you wish to update by either:
  - Dragging and dropping the file into the designated area under the source
  - Using the **Choose a file..** button to browse for and select a file
3. Click **Upload** to upload all of the source files at once.

When looking at the **Upload HR import files** page you will see only see elements that have been enabled on your site. If one of those enabled elements is not configured properly then there will be a warning message with a link to configure it.

The screenshot shows the 'Upload HR Import files' page. It has a title bar with 'Upload HR Import files' and a 'Collapse all' link. Below the title bar, there are two sections: 'Position' and 'User'. Each section has a 'Choose a file..' button and a drag-and-drop area with a blue arrow and the text 'You can drag and drop files here to add them.' At the bottom of the page, there is a 'Upload' button.

## After uploading

When you have uploaded your files you can then [run HR import](#).

After running HR import the files will be cleared and need to re-uploaded if you wish to to run HR import again (even if the initial run was unsuccessful due to errors).

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