Import a CDP File

Quick Start Guide

Document Details

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Overview

This guide explains how to import a CDP file manually via the Inbound Integrations screen.

Download the latest version of this document here:
https://links.crunchtime.com/EMQS-ImportCDPfiles

… or scan the QR code to the left.

Note: This process imports the same file formats uploaded via the Crunchtime Data Pump. It can import only one file at a time.

Related Documentation

- RG - Standard Interface Reference Guide: https://links.crunchtime.com/RG-StandardInterfaceReference

Related User Group Permissions

Screen Name	Control Name	Description
Inbound Integrations	Edit/Reprocess	Enables users to edit and reprocess files that fail.
Inbound Integrations	Import	Enables the Import button, to import integration files.
Inbound Integrations	Retrieve Application Users	Edit and reprocess failed Application User files.
Inbound Integrations	Retrieve Employee Info	Edit and reprocess failed Employee Information files.
Inbound Integrations	View	Access the screen in view–only mode.

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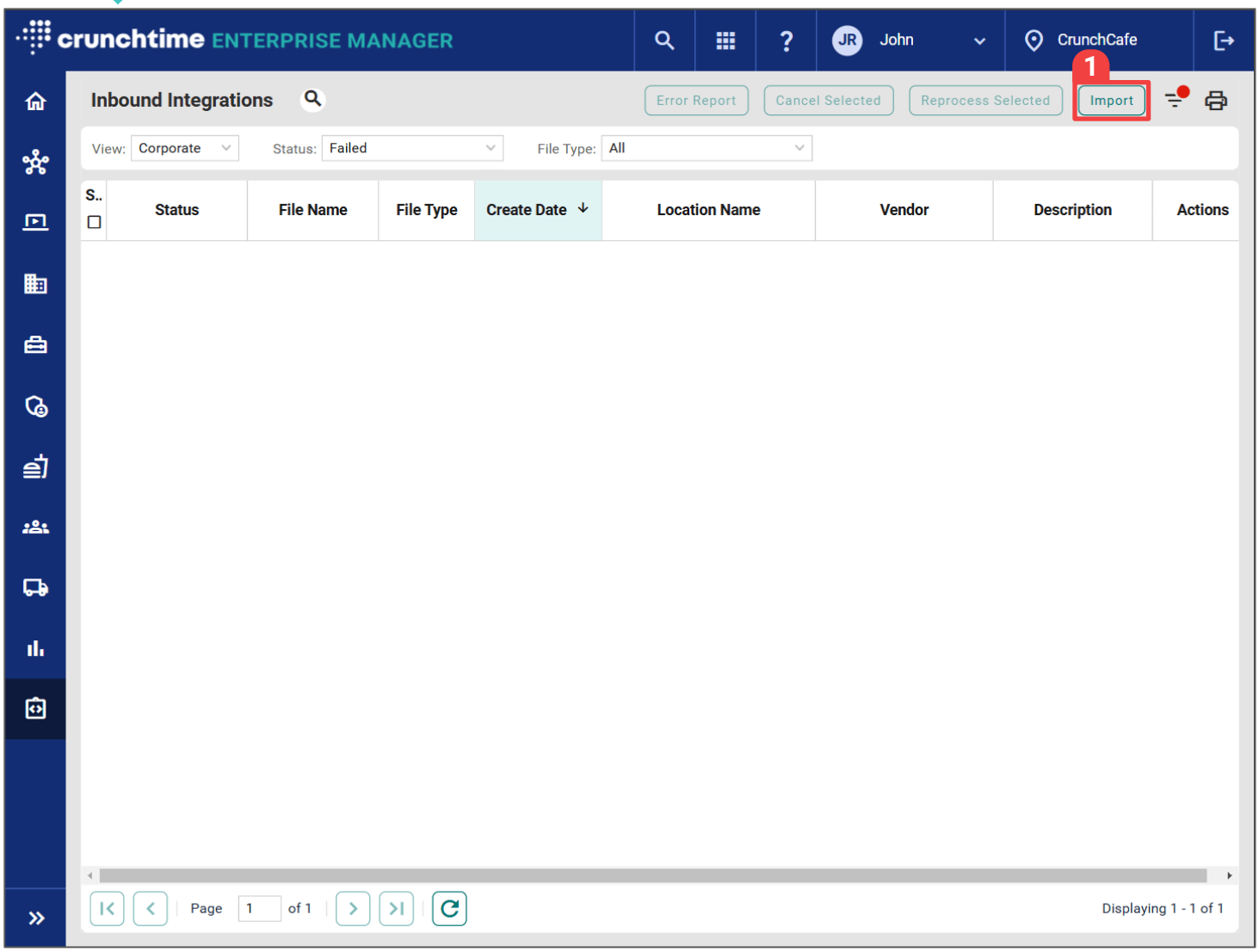
QUICKSTART GUIDE

Import a CDP File

Introduction

The Import process allows users to import CDP files manually, as opposed to processing them through the Crunchtime Data Pump. This is particularly useful for importing files during initial implementation and for files that are typically processed at irregular intervals – i.e. “one-offs”.

Enterprise Manager > Interfaces: Inbound Integrations



1 From the Inbound Integrations screen, select the *Import* button.

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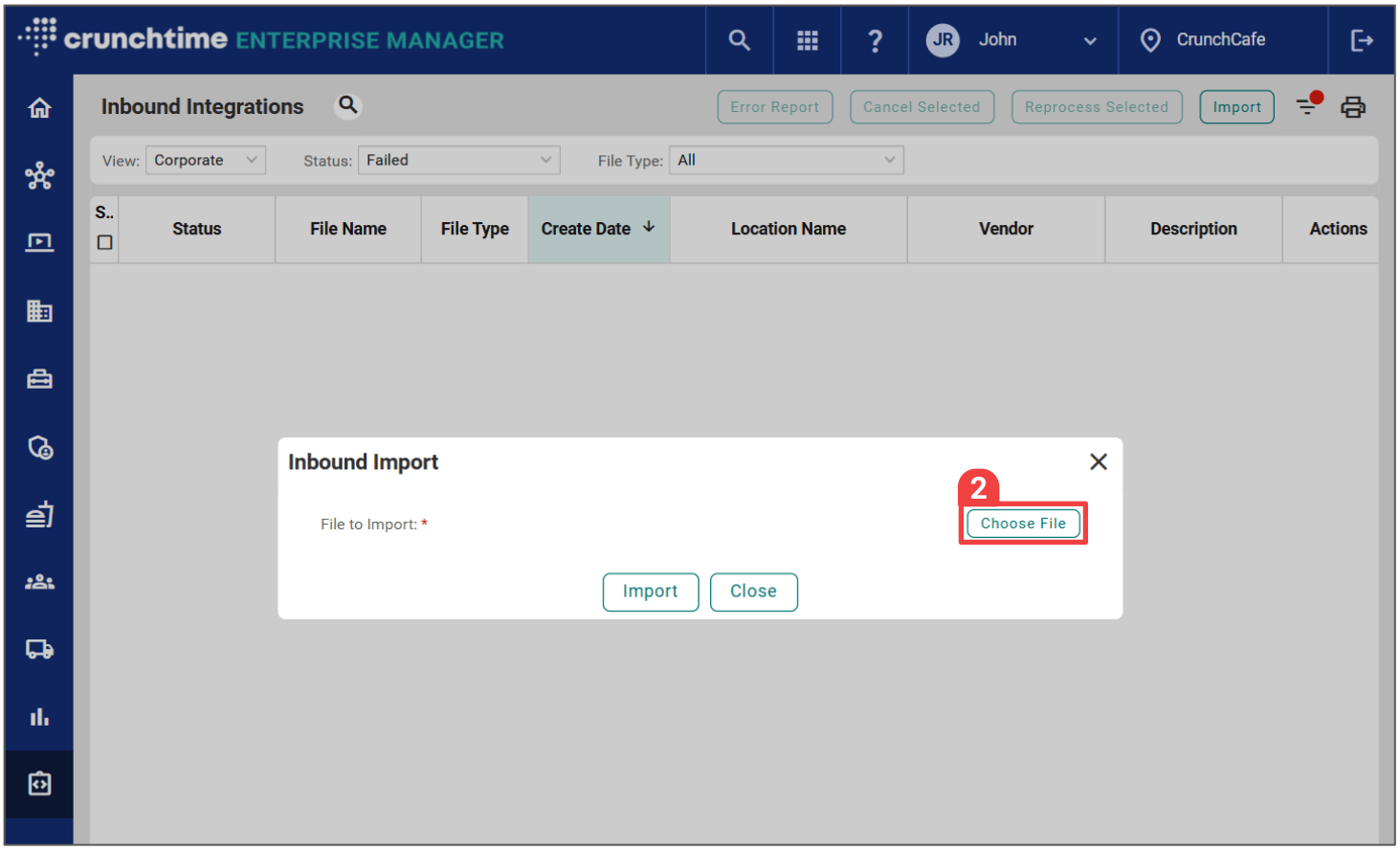
Import a CDP File (Continued)

Enterprise Manager > Interfaces: Inbound Integrations > Import



2 In the Inbound Import pop-up, click the *Choose File* button.

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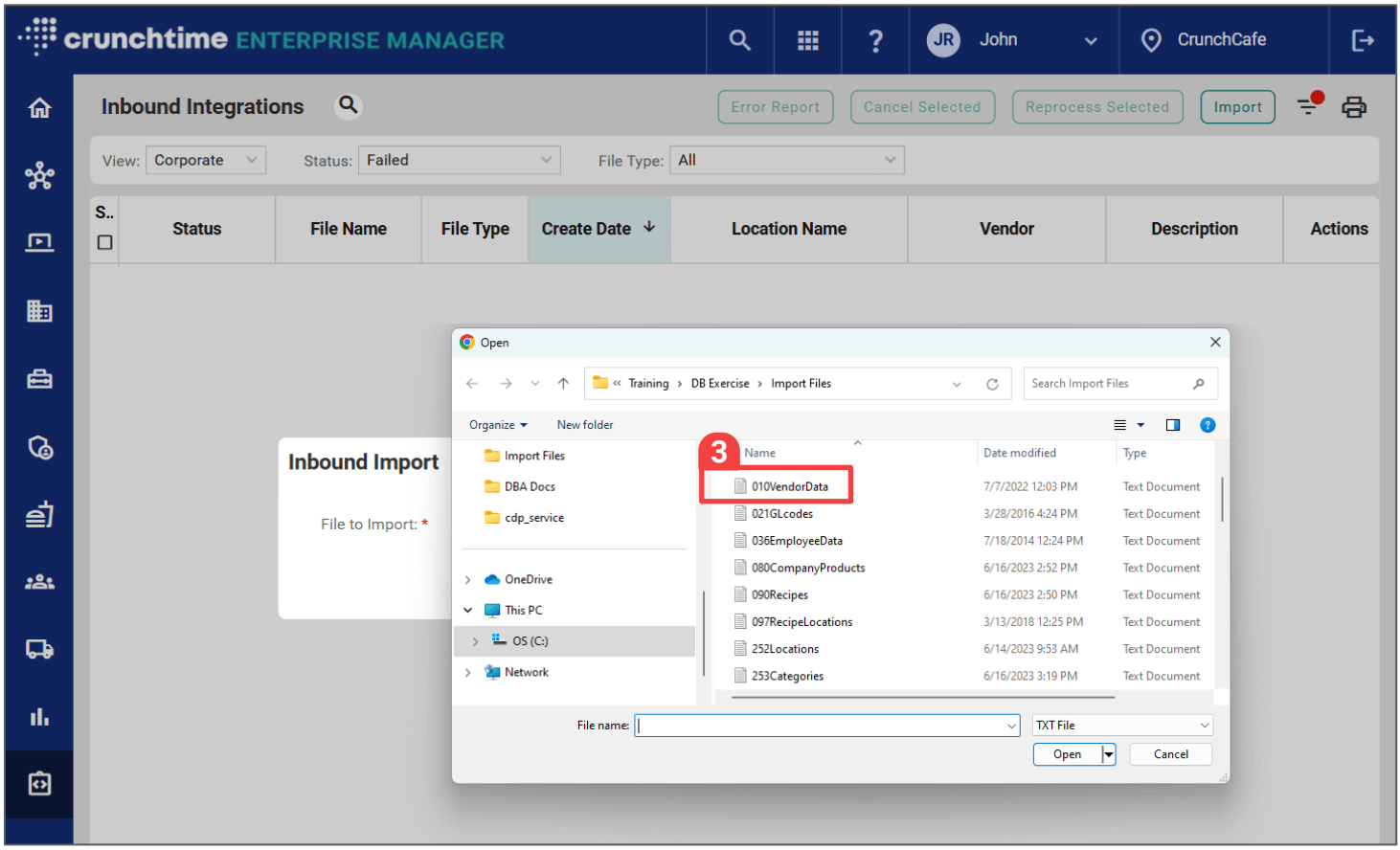
Import a CDP File (Continued)

Enterprise Manager > Interfaces: Inbound Integrations > Import



3 In the file selection pop-up, double-click the file you want to import.
In this example, the selected file is '010VendorData'(.txt).

Reminder: This process imports only one file at a time.

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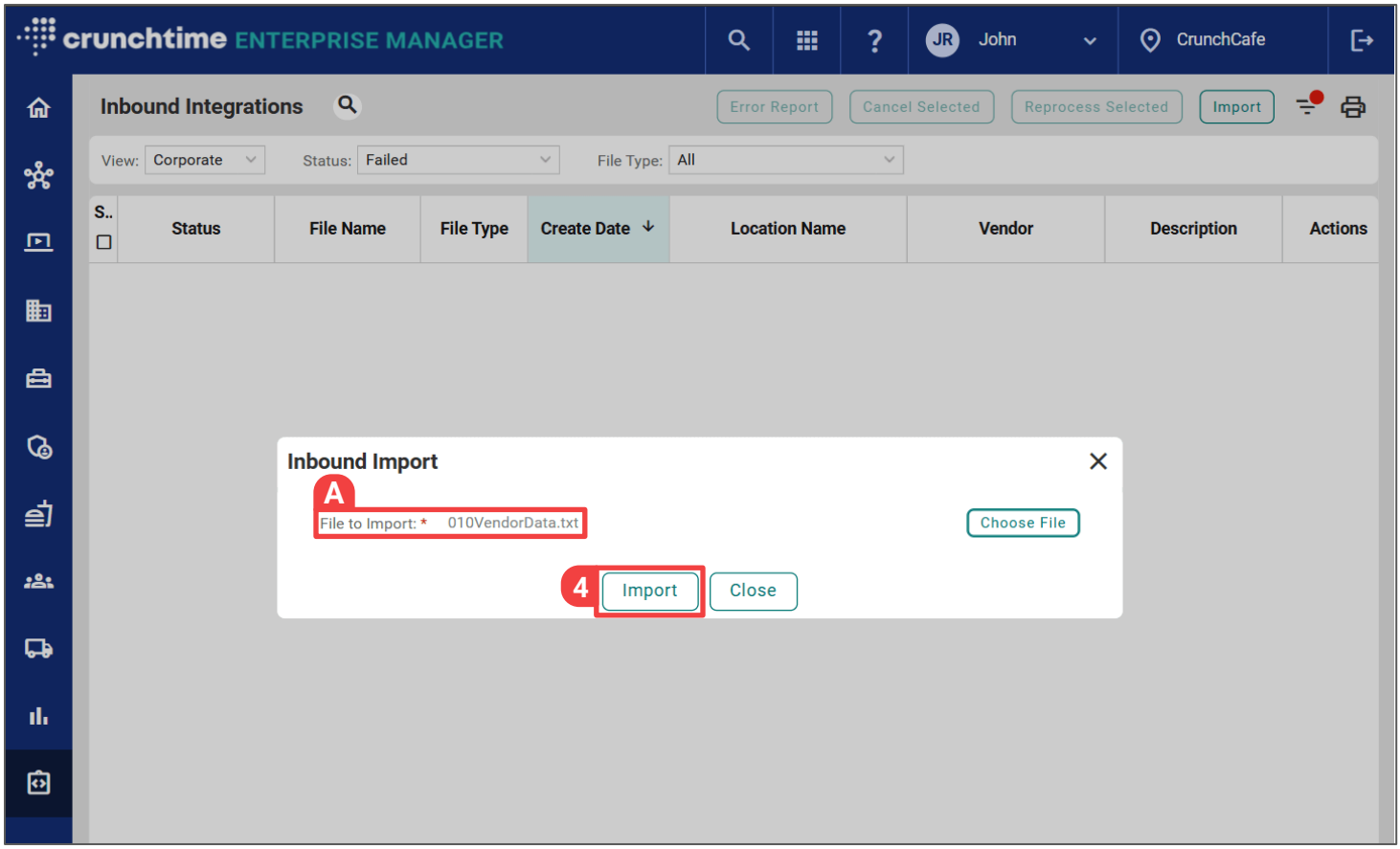
Import a CDP File (Continued)

Enterprise Manager > Interfaces: Inbound Integrations > Import



A The *File to Import* field displays your selected file.

4 To import this file, click the *Import* button.

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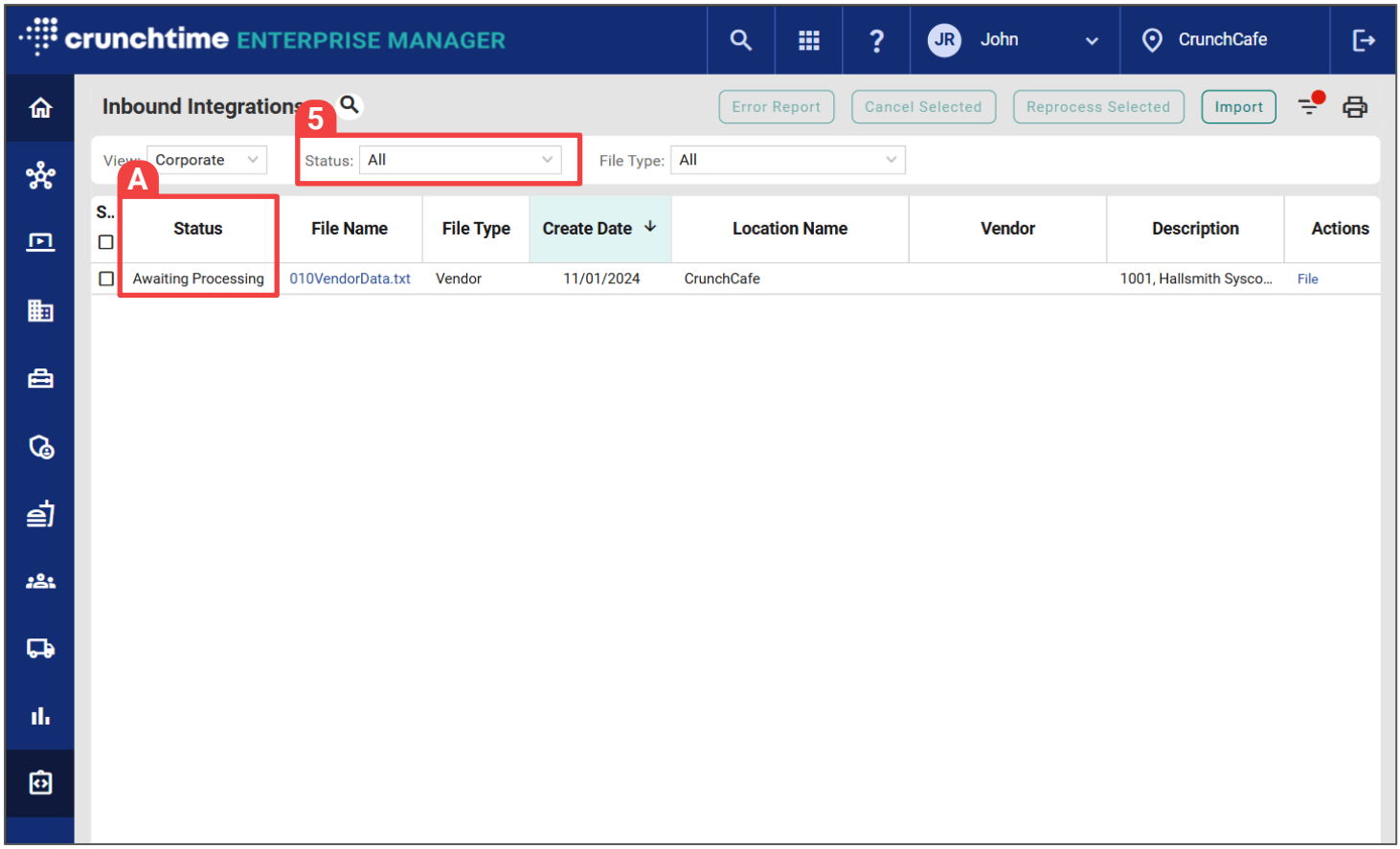
Import a CDP File (Continued)

Enterprise Manager > Interfaces: Inbound Integrations



5 To check the progress of your file, change the *Status* selector to 'All'.

A The *Status* column shows that this file is in the queue, "Awaiting Processing".
Once the import is successful, the file will show as "Processed".
If the import fails, the file will show as "Failed".

Tip: If a file does fail, it can be remediated via the same process used to fix failed CDP files. For more details on this process, visit the *Help > Support Center* in Enterprise Manager.

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