

TRACELINK UNIVERSITY

View all import and export files

The Import and Export Files interface provides a single, searchable view of all files imported and exported through OPUS. The interface consolidates files from all your licensed OPUS applications into a single, searchable view.

View all import and export files

Use this interface to track file statuses, apply filters, and sort records for efficient file management across regions.

View all import and export files

1. Select the correct company from the TraceLink Account menu if you have access to multiple companies.
2. From the TraceLink Account menu, select Import/Export Files.
   The Search Import/Export Files screen appears.
3. Select the Filter button to search for a file.
4. In the Filters push panel, fill in one or more of the following search parameters:
   - Activity Name field – The name of the import or export file related activity.
   - App Name drop-down – The name of the available application.
   - State drop-down – The current status of the activity.

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- Select All – Displays all available statuses.
- Created – The request has been created but has not started processing.
- In Progress – The request is currently being processed.
- Succeeded – The file import or export completed successfully and includes all data.
- Partially Succeeded – The file import or export completed, but some data could not be included.
- Failed – The file import or export did not complete due to an error.

◦ Activity Completion Time drop-down – The date and time by which the file import or export process was completed.

5. Select Apply.
   The main content area displays the results.
6. From the results table, in the **Activity Name** column, select the desired link to view the activity details.
   The activity details screen displays the following information:
   ◦ Activity Name – The reference name of the file import or export related activity.
   ◦ Activity – The type of the activity (e.g.,file import or export) performed.
   ◦ App Name – The name of the application.
   ◦ Description – The message description about the file import or export activity.
   ◦ Request Time – The date and time of the import or export process was requested or initiated.
   ◦ Activity Completion Time – The date and time the file import or export process was completed.

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- Import/Export File – The exported file available for download. Select the file name hyperlink or the Download icon to download the file.
  A notification appears in the Notification panel after download completes.

Related Content

View reports and dashboards

Each solution provides its own set of reports and dashboards based on its functionality.
View More

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