# Checking your Data Imports Guide

Introduction

Your data imports in Communicate provide the important function of establishing your system contacts and other information that you can use in your broadcasts. You may need to check certain parts of the imports for various reasons.

Typically, only System Administrators or other top-level Users have access to see the imports. In order to proceed with the following steps, you will need access to the **Admin** tab and the **Imports** sub-tab. If you do not have this access, you will not see one or the other, and you will need to refer to your System Administrator.
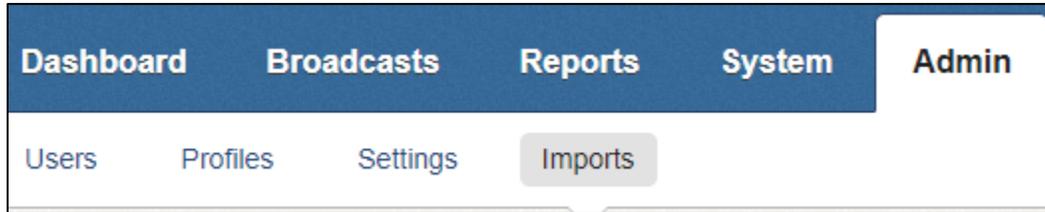
You can check the **File Date** and **Last Run Date** (including times), the imported file itself, and the mapping of that file to fields in Communicate.

Checking the File and Last Run Dates/Times

The **File Date** refers to the date and time that the last file was imported into Communicate.

The **Last Run** date refers to the date and time that the last known file was run in the live Communicate database to be available for use.

In other words, if a file is uploaded but not run, then the contacts will not be updated until it is run.

Checking the Dates/Times

Navigate to the **Admin** tab, then the **Imports** sub-tab.

Below, the imports will be listed.

You will see a table of each import with the following information: Names of the imports, their descriptions, types, methods, statuses, last run and file date.

| Name	Description	Type	Method	Status	Last Run	File Date
Staff		User	Full Sync	Idle	Apr 16, 2013 3:56 pm	Nov 24, 2021 9:16 am
Student Data		Person	Update, create, delete	Idle	Nov 16, 2020 3:10 pm	Oct 10, 2022 2:48 pm

Forcing an Import to Run

If you see that the **File Date is** much more current than the **Last Run** date, you probably need to run the data in most cases. You may also simply have made a change to the import that you need to push into the active data. You can force an import to run from the **Imports** sub-tab, if desired.

⚠️ *Important: Imports can be simple or complicated, and there are numerous different situations surrounding imports. If you are not sure that you should run the import manually, contact support for assistance.*

Navigate to the **Admin** tab, then the **Imports** sub-tab.

Find the file you wish to run and look in the **Actions** column.
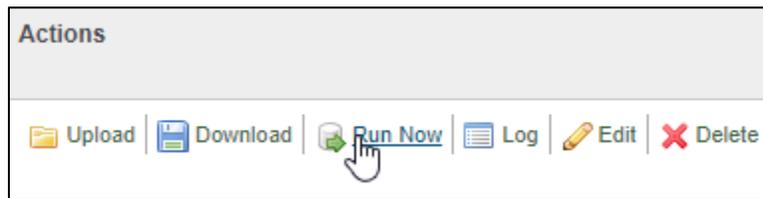
To force the import to run, first ensure that you are accessing the options for the correct import by following the import name from left to right

Click **Run Now**.

If you wish to monitor the import's progress while it is running, you can click **Refresh** to see the current status of the import.

When the import has finished, the status will go back to **Idle**.

Questions?

If you have any questions regarding the above, please contact support.

SchoolMessenger Solutions Support

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