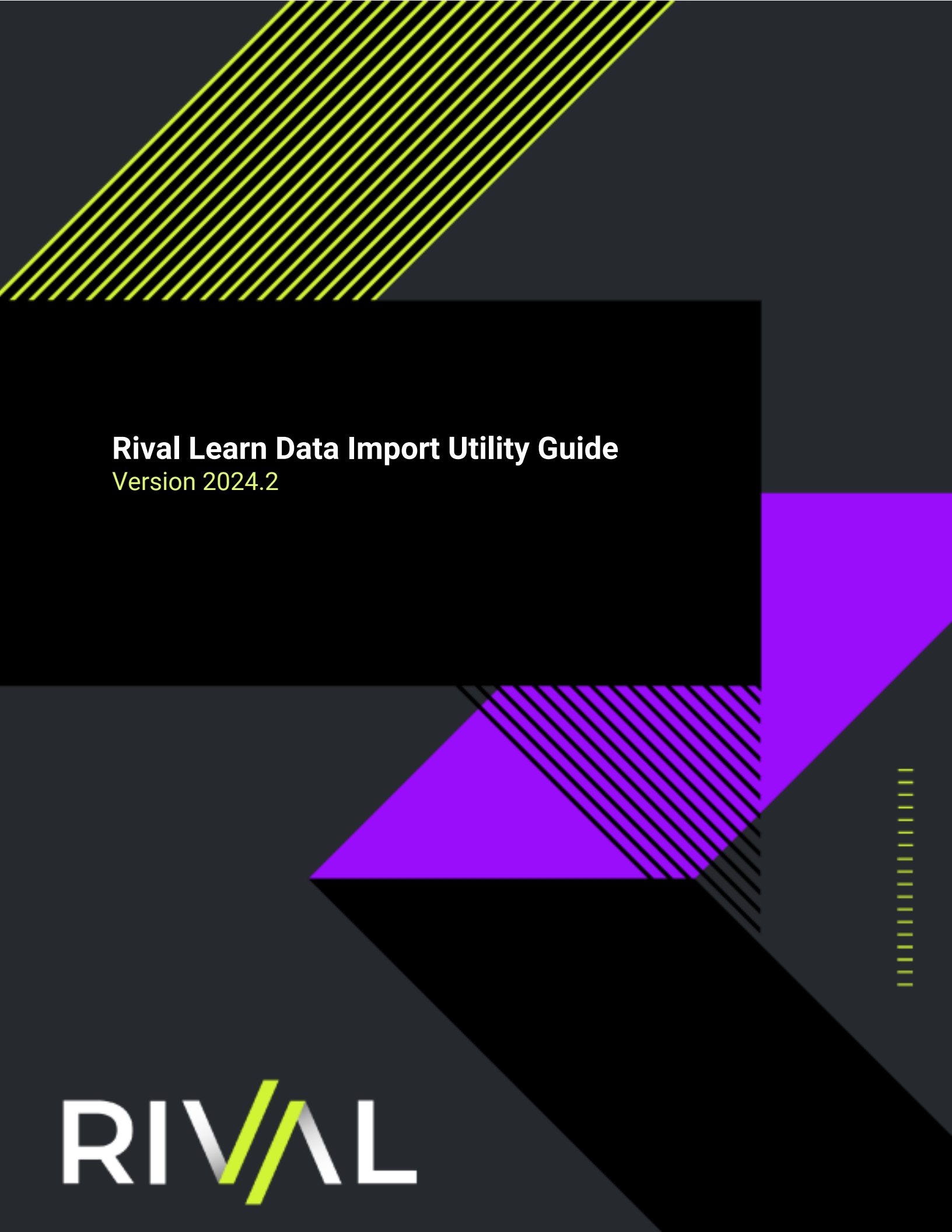




Rival Learn Data Import Utility Guide

Version 2024.2

RIVAL

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Getting started

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Importer

The Importer is an easy-to-use utility that lets administrators import user and user course data into Rival Learn. The Importer supports importing the following data:

- Assignments
- Competencies
- eCourses
- Exams
- Requirements
- Training activities
- Users

The Importer shows a listing of all imports. At a glance, administrators can identify when the import occurred, status (in-configuration or completed), when the import was scheduled, and number of errors (if any). Administrators also use this page to:

- Upload an import file
- View details about import files
- Manage saved mapping configurations

Access the Importer

- You can access the Importer from the Administration Portal or Student Portal.

1. Access and log into the Administration Portal.
2. From the navigation bar, click **Enterprise**.
3. Under Configuration, click **HR Imports**.
4. Click **Importer**.
5. On the Rival Learn Importer page, click **Launch Importer**.

Or

1. Access and log into the Student Portal.
2. From the Student Portal navigation bar, click **Administration**.
3. Click **Importer**.

The import process

The import process is straightforward. Here is the big picture:

- Acquire raw data and format into one delimited or fixed width text file.
- Convert raw data text file into a CSV file. (Microsoft Excel works well. Be sure to save as a CSV file.) The Importer support CSV files.
- Use the Importer to Import CSV file into Rival Learn.

Importing data

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Importer page

Importer

Search by file name

File Name

Status

Modified

Scheduled

Errors

sample data.csv

In Configuration

17-Nov-2022

--

Colsa Test file.csv

In Configuration

03-Mar-2022

--

Colsa Test file.csv

Completed

03-Mar-2022

03-Mar-2022

0

Colsa Test file.csv

Completed

03-Mar-2022

03-Mar-2022

0

userimporttest.csv

Completed

08-Feb-2022

08-Feb-2022

0

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4

5

>

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items / page

10

20

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The Importer page shows a listing of all imports. At a glance, administrators can identify when the import occurred, status (in-configuration or completed), when the import was scheduled, and number of errors (if any). Administrators also use this page to:

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- Manage saved mapping configurations

Import data into Rival Learn

1. From the Student Portal from the navigation bar, click **Administration**. Click **Importer**.
Or
From the Administration Portal, click **Enterprise>Configuration>HR Imports**. Click **Importer**. Click **Launch Importer**.

The Importer page opens.

2. Click **+**.

The Importer Upload page opens:

Importer

Upload a file to import. Once you have selected your file click the "Next" button to configure your import mapping.

 Upload

Select a saved mapping configuration to use for this import.

-- Default Mapping --

Next

3. Click **Upload**.
4. On the File Upload pop-up, select a file and click **Open**.

Do one of the following:

- If this is the first import or you do not have a saved mapping configuration, leave the **Default Mapping** option selected.
 - If you want to reuse a saved mapping configuration for this import, select it from the drop-down.
5. Click **Next**.

The Configure Import Mapping page opens:

Configure Import Mapping

[Validate](#)
[Schedule](#)

Import File
User_1_test.csv

Import Type
User

Field Delimiter
Comma

Date Format
dd-MMM-yyyy h:mm a

☒ File Includes Column Headers

Field Mapping

Column	System Field	Row 1	Row 2	Row 3
1		First Name	Bobbi	Lawrence
2		Last Name	Cramer	Armani
3		Emp.ID	9999	8888
4		Login.code	brcramer	larmani

6. From the Import Type drop-down, select an import type:

- User
- Training Activity
- eCourse
- Exam
- Assignment
- Competency
- Requirement

Tip: The type you choose controls the system fields you can map to.

7. From the **Field Delimiter** drop-down, select the delimiter for the file.

8. If the import file contains column headings, leave the **File Includes Column Headers** check box selected. Otherwise, uncheck it.

9. Map the fields in the file to system fields. (If you want the system to ignore a field, select **Ignore Column**.)

Tip: If this is a common import, save the import mapping for future use. Click  and click **Save**. Give it a name and click **Save**.

10. Click **Validate**.

If there are problems with field mappings, a warning icon appears in those fields. Correct them and re-click **Validate**.

After a file is validated, you can click **Preview** to see what it will look like.

11. If you are satisfied the file is ready to import, click **Schedule**.

Preview an import

- When configuring an import file, you can preview the data before you schedule it for import.
- You must validate the import before you can preview it.

1. On the Configure Import Mapping page, click  and then click **Preview**.

The Preview page displays the data in a grid with rows and columns.

2. Click  and then click **Back to Configure Input Mapping**.

View details about imports

- From the Student Portal from the navigation bar, click **Administration**. Click **Importer**.
Or
From the Administration Portal, click **Enterprise**. Under the *Configuration* section, click **HR Imports**. Click **Importer**. Click **Launch Importer**.

The Importer page opens.

Importer

Search by file name

File Name

Status

Modified

Scheduled

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sample data.csv

In Configuration

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userimporttest.csv

Completed

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08-Feb-2022

0

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items / page

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2. For the import you want to view, click its link in the File Name column.

If the import has a:

- Completed status, import results are shown, including who uploaded the import, date scheduled, date started, date completed, and number of errors and warnings.
- In configuration status, the Configure Import Mapping page opens. You can continue the mapping process, validate, and schedule the import.

View an import log

- You can view an import log for imports with a Completed status.
 - An import log shows date and time import was processed along with the number of records processed, updated, or skipped.
1. From the Importer page, click a file link in the File Name column.
The Importer Results page opens.
 2. Click  and then click **View Import Log**.

Create a mapping from a previous mapping file

- If you saved mapping files from previous versions of the Importer tool to your computer, you can upload them into the new Importer.
 - Once uploaded, the mapping files can be used for imports in the new Importer.
1. From the Importer page, click  and then click **Manage Saved Mapping Configurations**.
 2. From the Saved Mapping Configurations page, click  and then click **Create Mapping From File**.
 3. On the Create Mapping From File pop-up, click **Upload**.
 4. On the File Upload pop-up, locate the mapping file and click **Open**.
 5. Click **Restore**.