
How to run the SIS loader manually

- **Article Type:** Q&A
 - **Product:** Alma
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Question

During implementation, customers need to run the SIS Loader manually.

After implementation, when the customer is live with Alma, there could be cases in which the customer may need to run it manually.

This is assuming that the S/FTP definition for SIS has been defined as well as the SIS Integration Profile.

Answer

*From the Alma menu, under Administration>General Configuration, click on Configuration Menu

*Click on Integration Profiles

*Click on Student Information System

*Once in the SIS profile, click on the Actions tab.

*Click on Run in the Synchronize area.

*The job will run.

*To see the Report of the SIS job, from Alma> Administration, click on Monitor Jobs

*Click on the History tab. Filter by Users. Click on Actions>Report next to the SIS job.

*Analyze the Job Report. If any users failed to load, they will be counted in the Rejected users.

Additional Information

See attached document for screenshots.

Attachment

files/kA3320000004Nx8CAE_en_US_1.docx

Category: User Management

Subject: Jobs
