Bulk Update Log

The bulk update log page allows you to view all logs of successful and unsuccessful bulk updates whether automated or manual.

Location:

Logs Tab -> Bulk Update Log
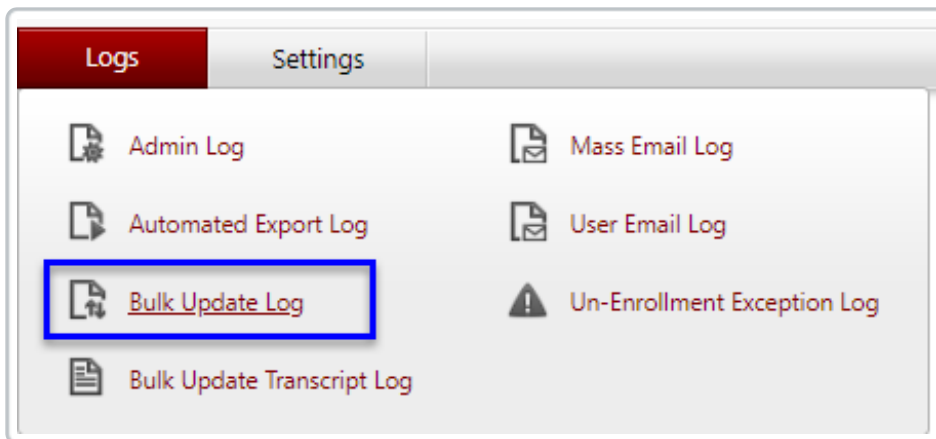
During the bulk update process any improperly formatted records will fail and produce an error.

If errors are found you have the option of registering/updating the well formatted records or cancelling out completely.

If you move forward and perform the update, an error log is generated as well as a CSV file with all of the improperly formatted records "Bad Records" and a CSV file with all of the well formatted records "Good Records"

> **Note:** You can reach the logs from the tool, Bulk Update , as well after processing a file.

View Log File

The log file allows you to view the basic facts about the update and a list of errors.

Download Good Records File

Allows you to view the good records that were bulk updated.

Download Bad Records File

Allows you to view the bad records that failed the bulk update process. You can use this file to make corrections, then upload and register these users.

This file contains an extra column containing error codes for all applicable rows in the spreadsheet. The extra column must be removed prior to uploading it into the system. If the error codes column is not removed, the system will reject the file.