

# Viewing Imports

Navigate to Import Individuals and click on the View Import Reports

The screenshot shows the 'Import Individuals' page in a web browser. The browser address bar shows the URL: <https://rbndb.rbnoperationsroom.com/individual/import>. The page header includes the Royal Bafokeng Nation logo and navigation links: Individuals, Logout, Import Individuals, Site Admin, Roles, My Details. The main content area is titled 'Import Individuals' and contains the following elements:

- Upload a CSV file with individual data. Please make sure your file contains all required fields. [Download Example CSV](#)
- Choose file to import:  No file chosen
- Choose data overwrite mode:
  - Do not overwrite data
  - Overwrite empty fields only
  - Overwrite all populated fields
- Verify the imported users?:
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A blue arrow points to the 'View Import Reports' button. At the bottom of the page, there is a copyright notice: © Royal Bafokeng Nation 2025.

You will see the list of previously imported files:

The screenshot shows the 'Import Reports' page in a web browser. The browser address bar shows the URL: <https://rbndb.rbnoperationsroom.com/individual/import/reports>. The page header includes the Royal Bafokeng Nation logo and navigation links: Individuals, Logout, Import Individuals, Site Admin, Roles, My Details.

## Import Report Details

File Name	Original File Name	Started At	Status	Progress	Success/Failed	Actions
2025-05-05-11-37-22-Robega Sample Data Sheet 2025-01-24 - edited.csv	Robega Sample Data Sheet 2025-01-24 - edited.csv	2025-05-05 11:37:22	Completed	100% 467 / 468 records	315 success / 152 failed	<a href="#">View Details</a> <a href="#">Download CSV</a>
2025-05-05-11-37-09-Dan Ramotswa 0 - 3000 (Multiple Kutles)-edited.csv	Dan Ramotswa 0 - 3000 (Multiple Kutles)-edited.csv	2025-05-05 11:37:09	Completed	99% 2972 / 3000 records	2250 success / 722 failed	<a href="#">View Details</a> <a href="#">Download CSV</a>

The progress is displayed in the progress column and gives an indication of the success and failure rate.

The screenshot shows the 'Import Report Details' page in a web browser. The browser address bar shows the URL: <https://rbndb.rbnoperationsroom.com/individual/import/reports>. The page header includes the Royal Bafokeng Nation logo and navigation links: Individuals, Logout, Import Individuals, Site Admin, Roles, My Details. The main content area is titled 'Import Report Details' and contains a table with the following data:

File Name	Original File Name	Started At	Status	Progress	Success/Failed	Actions
2025-05-05-11-37-22-Robega Sample Data Sheet 2025-01-24 - edited.csv	Robega Sample Data Sheet 2025-01-24 - edited.csv	2025-05-05 11:37:22	Completed	100% 467 / 468 records	315 success / 152 failed	<a href="#">View Details</a> <a href="#">Download CSV</a>
2025-05-05-11-37-09-Dan Ramotswa 0 - 3000 (Multiple Kutles)-edited.csv	Dan Ramotswa 0 - 3000 (Multiple Kutles)-edited.csv	2025-05-05 11:37:09	Completed	99% 2972 / 3000 records	2250 success / 722 failed	<a href="#">View Details</a> <a href="#">Download CSV</a>

You can view the details of each record whether it was successful or failed by clicking on the View Details button

This screenshot is identical to the one above, showing the 'Import Report Details' page. A blue arrow points to the 'View Details' button in the 'Actions' column of the first row of the table.

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