



File importing and batch processing

These e-access features let you import member information directly into e-access and submit requests in batches – which is faster, more efficient and saves you time. You can also track processes you have underway.

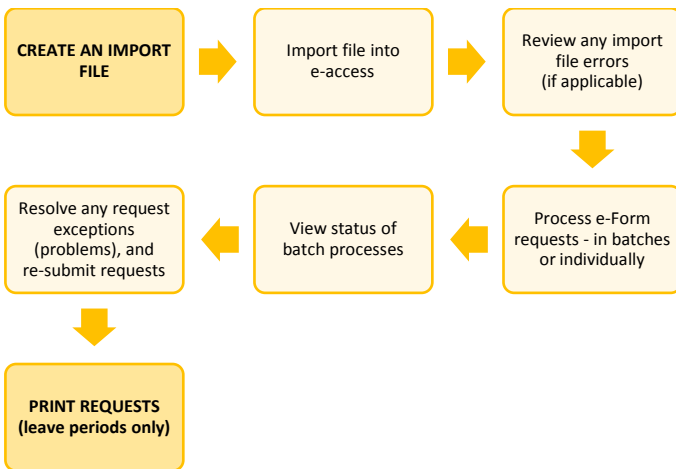
Importing, batch processing, and status tracking features are available for *e-Form 165a – Leave Period Reporting*, *e-Form 119 – Annual Reporting of Membership Information*, and *e-Form 106 – Changing Member Information*.

Importing and batch processing use similar screens and navigation aids, and there are help and validation screens to guide you through the process.

We're here to help. Please contact OMERS Client Services at 1-800-387-0813.

Overview

The file importing and batch processing features of e-access will help you streamline leave period reporting. You'll find greater detail about these steps in this information sheet.



Import a file...

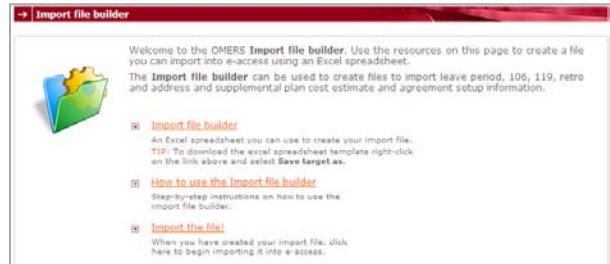
When you're ready to transfer your e-form 165a, e-Form 106 or e-form 119 data into e-access, you have two options:

1. Create ("build") a member data import file from Excel using the Import file builder.
2. Use your own Text file (.txt) – you can import one or more member data files that have already been set up by your information technology staff (the import file specifications can be found in e-access help).

Using the Import file builder

From the e-access homepage...

- Open the **Batch processes** drop-down menu.
- Click **Import file builder**. The import file builder page appears.



- Click **How to use the Import file builder** for instructions, or go straight to the builder itself.
- Right click **Import file builder** and select **Save target as**. (This saves the Import file builder to your computer, so you can work with it outside e-access, which we recommend.)

In the Import file builder Excel spreadsheet...

- Click on the tab (at the bottom of the spreadsheet) that represents the type of file you will be importing.
- Enter or copy your member data into the builder's spreadsheet.
- Click **Build import file**. This prompts you to save the import (.txt format) file that you've just created.

Tips:

- Mandatory fields in the Import file builder are in boldface.
- Record where your import file is saved, so that you can easily find it again when you're ready to import it.



Using the Import file builder

There are two ways to import your member data into e-access:

- In the import file builder page...when you're finished building your import file, you can click **Import the file!**
- In the e-access **Batch processes** drop-down menu...click **Import a file.**

On the Import a file page...

- Select a **Contact**. This will be the person listed as your contact on requests created from your import file.
- Click **Next**.
- Open the **File** drop-down menu and select the type of file you're importing.
- Select the **Reconciliation year**, if applicable.
- Click **Browse** to find and select your previously saved import file.
- Click **Import file**.

Important: Do not exit e-access until the import-file transfer to OMERS is complete. (This will normally take no more than a couple of minutes.)

When the file is transferred it will be **Pending** – in queue, waiting to be processed. Then it will be listed as **Processing** while e-access does some basic checks to ensure the information is in the correct format for the type of import you have initiated.

You can check the status of your import file by opening the **Batch processes** drop-down menu and clicking **View status**. Once the file has finished processing, it will be listed as one of the following statuses: **Completed no errors, Completed with errors, Failed**.

If the import was successful, and...

- **There were no errors** – the information in the import file is stored in e-access as requests, which are ready to be process whenever you want.
- **There were errors** – for example, you import a file with 2,000 records, and 1,990 are correct but 10 have errors – you must first click the **Review errors** link (in *View Status* → *Imports*), review them, and then acknowledge your review by clicking the **Review completed** button. Then, your successfully imported requests (all 1,990) are made available for processing.

Imports	Batch submit	Batch delete	Extracts	Activity
File type	Date imported	Username	Status	Action
e-Form 165a	Apr-01-2011 09:53 am	AAAA01	Completed: with errors Reviewed error log Number of records: 33 Number of errors: 12	Review errors
e-Form 165a	Mar-23-2011 10:48 am	AAAA01	Completed: no errors	
e-Form 165a	Mar-23-2011 09:38 am	AAAA01	Failed	Review errors
e-Form 165a	Mar-23-2011 09:08 am	AAAA01	Completed: with errors	Review errors

Important: Once you review errors, click **Review completed**.

Requests can't be created in e-access for records with import errors. You have three options:

1. Manually create requests for the records that generated errors.
2. Create a new import file with just the (corrected) records that generated the errors.
3. Delete the import file, correct the errors, and re-import it. To delete an import file, please refer to the section of this information sheet on "Delete a batch of requests".

If the import file failed...

You'll have to review the error log, and then correct and re-import the file.

Note: You can only import one type of file at a time. You must wait until any previous import files have finished processing, and you've reviewed (and acknowledged) their error logs, before you can begin another import.

Batch processes

Batch processing e-Form 165a, e-Form 119, and e-Form 106 transactions gives you the option of submitting more than one member's request at a time. It also enables you to print election forms or delete requests in batches.

Note: Large batches of requests will be processed overnight (after 6:00 p.m.). Until processing begins, they will be listed as Pending. Please see the section of this information sheet on "View status".

Submit a batch of requests

This feature enables you to validate and submit all requests you haven't yet submitted (not just those you've imported).

- In the **Batch processes** drop-down menu, click **Submit a batch of requests** → **Request type**.



You'll be shown how many requests you haven't yet submitted, and that are ready to submit – from any current or previous imports as well as any individual requests you've manually entered.

- Either click **Submit ALL requests**, or enter your search criteria to identify specific requests you want to submit.

- Click **Submit**. The requests are processed. Please see the section of this information sheet on "View status".

Tip: If you'd like to submit requests from a particular import file, search requests that were created on the day the import file was processed.

When processing is complete...

You'll be able to see the number of requests that have completed successfully, or that have exceptions. Those that have completed successfully are with OMERS. Those that have exceptions (problems) remain on your list of requests not submitted. Please see the section of on "Resolve exceptions", below.

Resolve exceptions

This enables you to search for exceptions, then either correct or override them. A request generates exceptions if its information doesn't pass a series of validations – for example, the current and last year's earnings vary by more than a set percentage.

Important: Exceptions fall into two categories: errors and warnings. You must correct errors, while you can override warnings by providing a valid reason for doing so.

You can view all exceptions, grouped by message type, or you can enter search criteria to view those affecting specific requests.

Once you view a request that generated an exception, you can fix its information if it is incorrect, or override the exception (if it's a warning).

- In the **Batch processes** drop-down menu, click **Resolve exceptions** → **Request type**.

- You'll be shown how many exceptions there are – both the total number, as well as the number of distinct exceptions.
- You choose whether you want to view the distinct exceptions, or search for specific ones.
- Enter your search criteria.
- The requests that match your criteria will appear. If your search criteria matched many files, they will appear in "pages". A page displays up to 200 exceptions, and will extend beyond your viewing screen. You can scroll down to the rest. If your search returned more than 200 exceptions, there will be more than one page to view.
- Select those exceptions you would like to **View**.

Notes:

- This shows all exceptions, not just those associated with your submission. Search by your username to filter requests you have been working on.
- Once you resolve an exception, that request will no longer appear in your search. To view these requests, open the **Requests** drop-down menu, and click **View not submitted**.

View status

This feature is extremely helpful...and necessary. It helps you keep track of everything you've imported, batch submitted, or batch deleted.

- In the **Batch processes** drop-down menu, click **View status**.



Imports	Batch submit	Batch delete	Extracts	Activity
File type	Date imported	Username	Status	Action
e-Form 106	Jun-20-2011 09:27 am	AAAA01	<ul style="list-style-type: none"> Completed: with errors Reviewed error log Number of records: 144 Number of errors: 3 	Review errors
Address to e-Form 119	Mar-25-2011 04:26 pm	AAAA01	<ul style="list-style-type: none"> Completed: with errors Reviewed error log Number of records: 10309 Number of errors: 130 	Review errors
e-Form 119	Mar-25-2011 04:09 pm	AAAA01	<ul style="list-style-type: none"> Completed: with errors Reviewed error log Number of records: 20975 Number of errors: 135 	Review errors

- There are five tabs to click: **Imports**, **Batch submit**, **Batch delete**, **Extracts** and **Activity**.
- Click the tab for the process that you want to monitor.

Imports – this tab will show you:

- The file(s) you are currently importing (a bar graph tracks the progress) or have most recently imported,
- Whether they were imported successfully, and whether there were any errors when they were imported.

Important: Here, you can (and must) review and acknowledge any import errors before your requests from the import file are made available for processing.

Batch submit – this tab shows you batches of requests you have submitted. You’ll be able to see what batches are **Pending**, **Processing**, and whether there were any exceptions with your requests.

Batch delete – this tab shows you the import files or batches of requests you asked to delete. From here, you can also cancel any deletions that haven’t yet started processing (status still **Pending**). Once processing starts, you can’t cancel them.

Extracts – this tab shows you the extracts you have requested. For more information, please see the information sheet on *Data extracts*.

Activity – this tab shows you activity type, date submitted, username and status.

Delete a batch of requests

This feature enables you to delete an import file (within 48 hours of importing it) or a batch of requests. This comes in handy, for example, if you’ve imported the wrong file, or if you want to correct errors in the file, and then re-import it.

Deleting an import file

When you’re looking at the **Batch delete** screen, you’ll see listed any import file(s) you can still delete (those that you imported within the last 48 hours):

- Select the import file you wish to delete.
- Click **Delete**.

After you click the delete button, there is a 12-hour delay before the file is actually deleted. During this time, you can stop the delete if you wish (in **View status** → **Batch delete**).

Deleting a batch of requests

- In the **Batch processes** drop-down menu, click **Delete a batch of requests**.

- You’ll be shown any import files that can still be deleted, and any requests you can delete. If you want to delete a batch of requests, you’ll be prompted to select your search criteria.
- Enter your search criteria.
- Click **Search**.
- The requests that match your criteria will appear. If your search criteria matched many requests, they will appear in “pages”. A page will display exceptions and may extend beyond your viewing screen. You can scroll down to see the rest. If you search returns more than one page, there will be more than one page to view.
- You will be prompted to confirm your decision.

To see (or cancel) the batch deletes you’ve requested, please see the section of this information sheet on “View status”.

Important: Once a batch delete begins, you can’t stop it.

Questions?

We’re here to help. Please contact OMERS Client Services.