

Import PMIS Tables - HRS7100

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Position Management > Utilities > Import PMIS Tables

This utility is used to import position management tables that were previously exported using the Position Management > Utilities > Export PMIS Tables page.

When the Position Management import is complete, all records (regardless of pay frequency and current/next year flag) are imported.

Note: If data is changed after the export and then imported, those changes are not included.

Import position management tables:

❑ Click **Choose File**. Locate and select the folder on your computer or network and click **Open**. The file name is displayed.

❑ Click **Cancel** to close the dialog box without selecting a file.

Enter the Password used for the Archive	Type a required password for the exported file.

❑ Click **Execute** to start the import function.

- A message is displayed indicating that you are about to import position management tables and confirming that you want to continue.
- Click **Yes** to continue the import. Or, click **No** to cancel the import.

A message is displayed indicating that the import process completed successfully. Click **OK**.


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