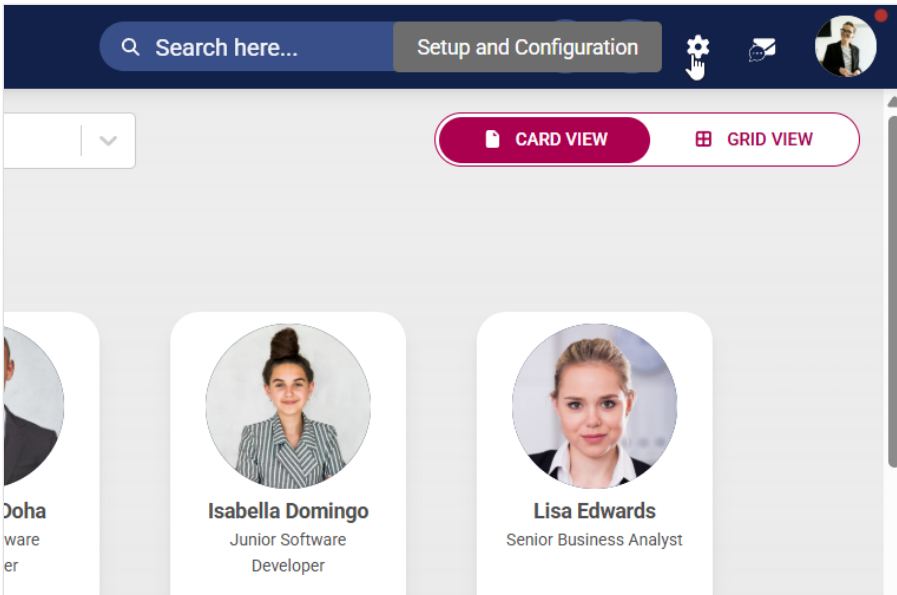


Bulk Additional Service Imports

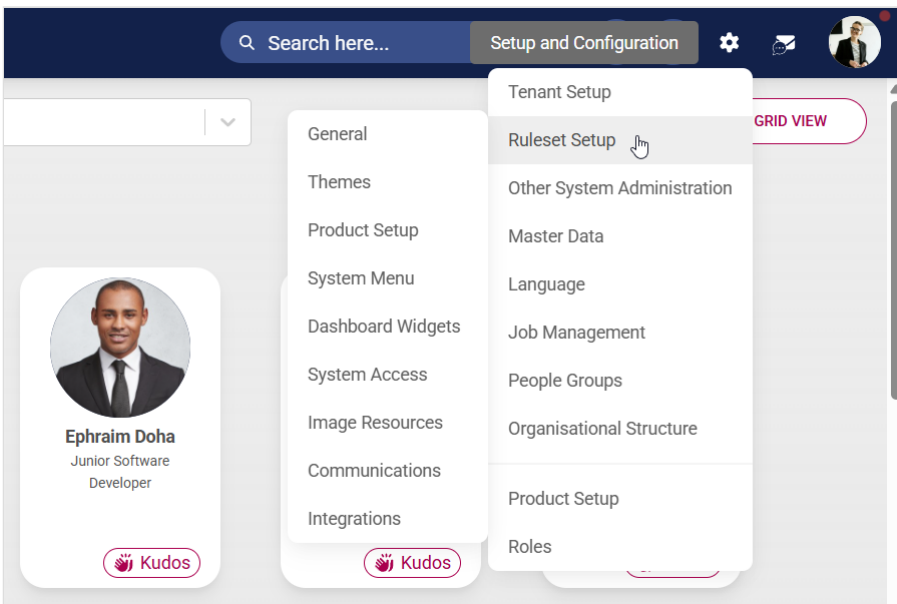
The **Integrations** page serves as a central configuration and monitoring interface for managing automated data integrations between external systems and the **People Management** platform. Its primary purpose is to enable administrators to control how data is **imported**, **synchronised**, and **processed** across various system components, ensuring that organisational data remains accurate, up to date, and aligned with external sources.



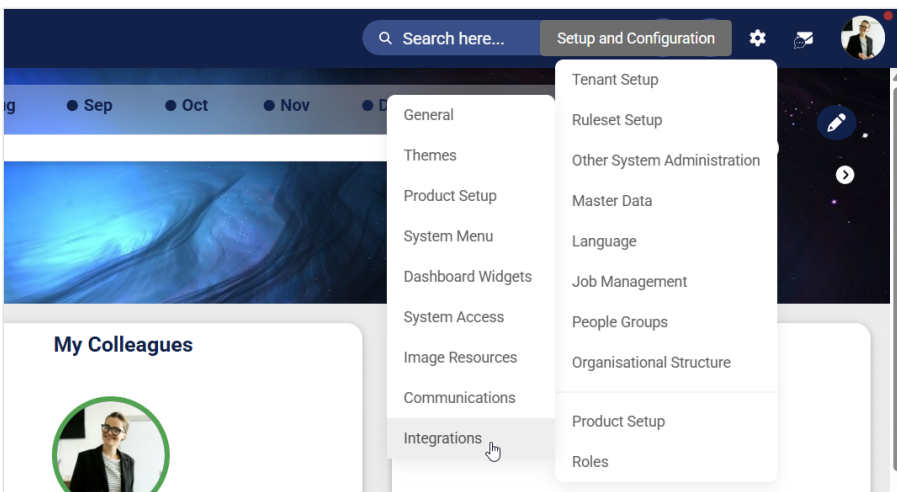
To navigate to the **Integrations** page, click the **gear icon** to access the **Setup and Configuration** menu.



Hover over **Ruleset Setup** in the drop-down menu.



Click **Integrations**.



A significant portion of the **Integrations** page is dedicated to **Bulk Additional Service Imports**, which is divided into two key mechanisms:

- Push imports, where external systems send data into the platform.
- Pull imports, where the platform retrieves data from external sources on a scheduled basis.

For our **People Management** module functions that require syncing, we will focus on **push imports**.

Each import type is presented in a structured table displaying critical operational details, including the import name, scheduling frequency, last execution timestamp, and whether the import is currently active.

IMPORT REQUEST NAME	REQUEST IMPORT	SCHEDULE	LAST RAN	ACTIVE
User import	REQUEST ALL DATA REQUEST RECENT CHANGES	Every 6 hours from 02:51 to 23:59	2026-03-29 08:51:00Z	✓
Reporting line import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
People group import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
User people group permission import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
User role import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
Job Structure import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
Org Structure Import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
Appointment import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
Next of kin import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗
Theme import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	2025-10-06 10:49:09Z	✗
Master Data Import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	✗

Examples of managed imports include user data, reporting lines, organisational structures, appointments, permissions, training data, and master data. This enables administrators to monitor integration health, identify inactive or unscheduled imports, and ensure that essential data flows are functioning as expected.

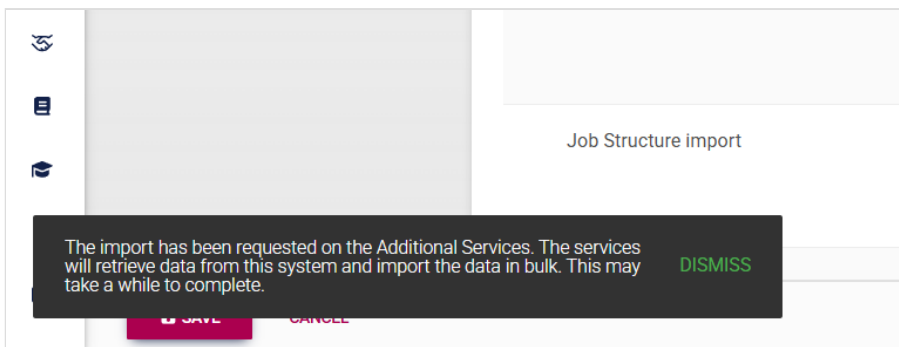
To kick off an ad hoc synchronisation of data, such as after completing a **People Management** import using the import sheet, creating people groups, or updating a reporting line, click **REQUEST ALL DATA** to sync the whole data set.

For large data sets, this may take some time and may significantly affect system performance, so please use it with caution.

However, if you would only like to sync the changes you have made recently, click **REQUEST RECENT CHANGES**.

BULK ADDITIONAL SERVICE IMPORTS - PUSH				
<i>Please note: schedules below are displayed in UTC time.</i>				
IMPORT REQUEST NAME	REQUEST IMPORT	SCHEDULE	LAST RAN	ACTIVE
User import	REQUEST ALL DATA REQUEST RECENT CHANGES	Every 6 hours from 02:51 to 23:59	2026-03-29 08:51:00Z	✓

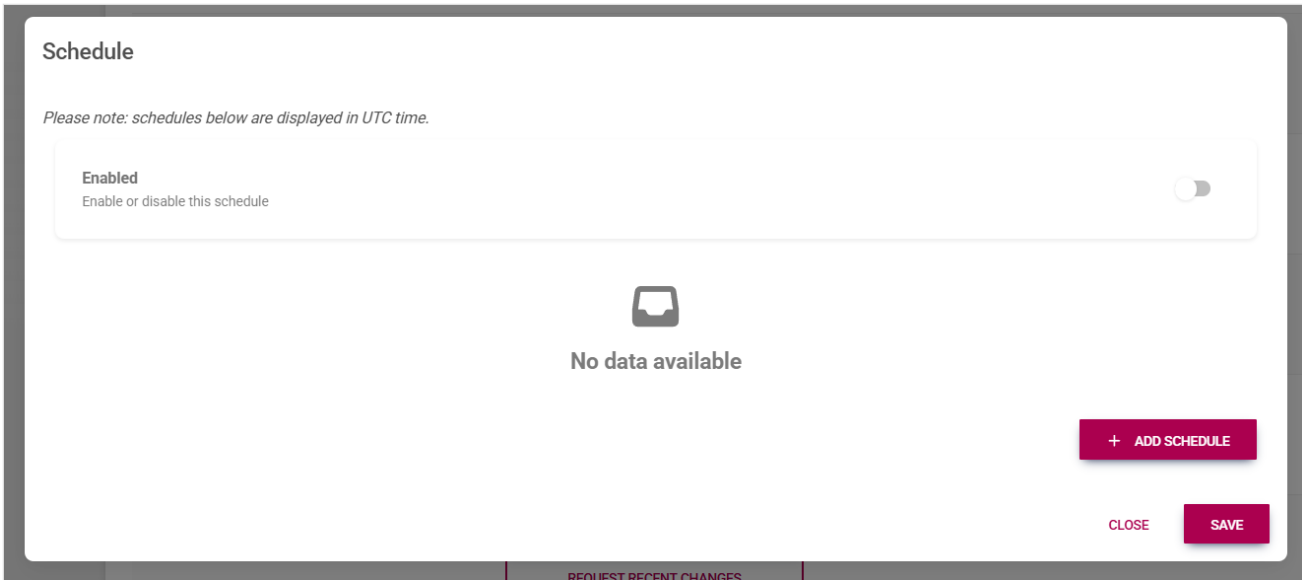
A message will appear, notifying you that the sync job has successfully staged.



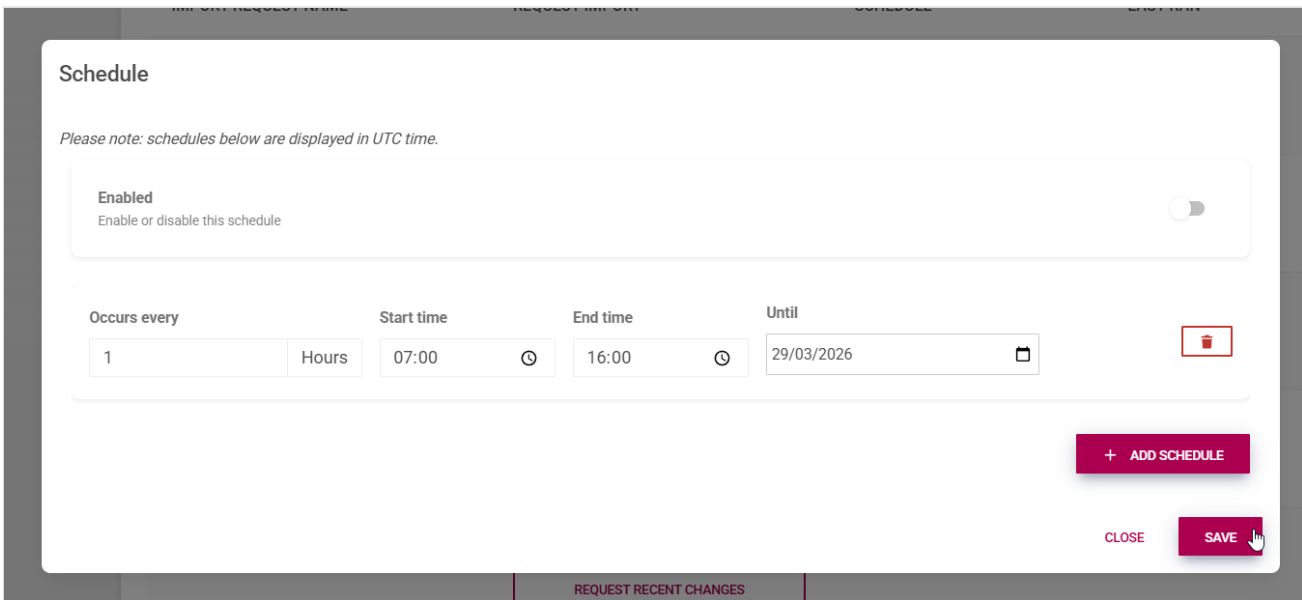
To set up a regular schedule for a sync job to run on certain data sets, such as user imports, appointment information, or master data, click the **Schedule** column.

Reporting line import	REQUEST ALL DATA REQUEST RECENT CHANGES	No schedules	N/A	×
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Click to enable a schedule, then click **+ADD SCHEDULE** to create a new schedule.



Complete the schedule information. Click **SAVE** to confirm your changes, or **CLOSE** to cancel this process.



It is recommended that these tasks be scheduled outside working hours, such as early in the morning or late in the evening, to prevent the synchronisation from affecting the user's experience, data loss, or system performance.



Revision #3

Created 2026-03-28 22:12:36 UTC by Chanan Stenden

Updated 2026-03-29 14:35:39 UTC by Chanan Stenden