# Import Runs

Last Modified on 17/04/2019 10:12 pm AEST

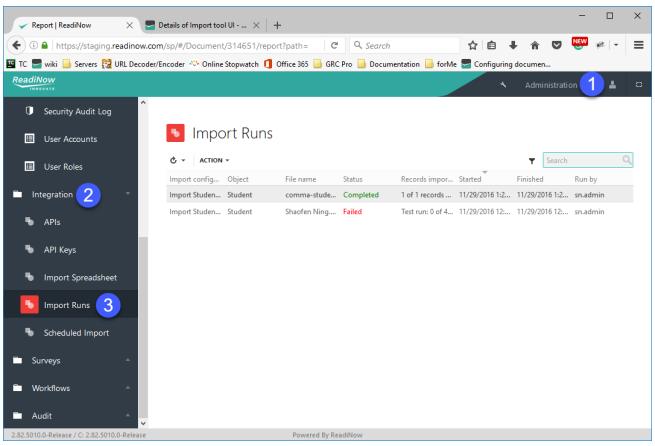
For each import spreadsheet , the run result is not only displayed on the last screen of the wizard, but also saved into import runs for future checks.

# Viewing the import run report

To view the import run report:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Integration**. The Integration  expands to display list.
4. Select **Import Runs**. The Import Runs display.

*Screenshot: View import run report*




To change the default look of the report, please go to report builder mode and make changes according to preference.

User can also cancel an import from Import Runs page. Select the Correct Import Configuration , do a right click and select **Cancel 'Import Run'** to stop the Import progress