Understand import job and run statuses

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Import job and run statuses alert you to when an import succeeds or fails.

These statuses allow you to monitor progress through email notifications and identify issues, and you can retry failed runs for jobs that don't complete successfully.

In this article, you will learn about the different job and run statuses and how to monitor unsuccessful runs.

Import job statuses

Status name	Definition	Next steps
Active	A job is scheduled to continue running.	No action required.
Completed	A job is no longer scheduled to run.	No action required.
Draft	A job is in the process of being set up.	No action required.
Halted	A one-time or recurring job was paused by the system because of a failure.	Review the run history by clicking the **Action** menu on the job > **View job details** > **Run history**. This shows all runs related to that job. In **Run History**, review the run's Status column for information on why it halted
Paused	Someone has paused the job.	To reactivate the job so it runs, click on the Action menu on the job > Reactivate job.
Sampling	A job is in the process of being set up and is processing a sample file.	No action required.
Sampling failed	A job is in the process of being set up and encountered an issue when processing a sample file.	Click on the job name and review the reason why the sampling failed.

Import run statuses

Status name	Definition	Next steps

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Completed	The run finished and imported all data successfully.	No action required.
Failed	The run stopped before ingesting any data. When a job fails, the system reruns the job five times in 15-minute intervals. After a failure, the job continues to run on its regular schedule.	Locate the run in **Run History** and click the download icon in the **Failed %** column.
Halted	Halts require manual intervention to resolve. If the issue persists after the retries, the system pauses the job.	Locate the job in Jobs and hover over the red X icon in the Last 5 runs column to see the failure reason.
Importing	The records in the file have been validated and processed and are being imported into Bluecore.	No action required.
Partially Completed	The run ingested some data, but not the entire file.	Locate the run in **Run History** and click the download icon in the **Failed %** column.
Processing	The imported records are being processed.	No action required.
Validating	The records in the file are being validated.	No action required.