(25B) Oracle Fusion Cloud HCM : Importing Data

Oracle Global Human Resources Cloud

DURATION	MODULES	COURSE CODE
3 Days	**17 Lectures**	**—**

Course Overview

(25B) Oracle Fusion Cloud HCM : Importing Data

What You Will Learn

Import data overview

- Common questions
- Why is importing data necessary?
- Import solutions
- Importing data: primary data loaders
- What does HCM Data Loader support?
- What are the HCM Data Loader user interfaces?
- HCM Spreadsheet Data Loader
- Reporting
- Key points
- 2 HCM Data Loader: Introduction
- Common questions
- What is the HCM Data Loader process?
- Business object support
- Flexfield support
- Translation data
- Business object files
- What does a business object file look like?
- Compressed ZIP files for data upload
- Which key types are supported?
- Key points
- 3 HCM Data Loader data load process overview
- Common questions
- Should I load data automatically or manually?

- What is user-managed processing?
- How do I manage errors?
- How do I define a source owner?
- Key points
- Demonstrations

Business object structure

- Common questions
- What is business object structure?
- Component attributes: keys
- Component attributes: data
- Business object hierarchy: multiple child occurrences
- Business object hierarchy : independent child records
- Key points

HCM Data Loader file formats

- Common questions
- What is the format of the business object data file?
- Instruction tags
- METADATA instruction: examples
- MERGE instructions
- DELETE instructions
- Component discriminators
- SET instructions
- COMMENT instructions
- How do you generate template files?
- Business object details page
- Business object details page: attributes
- File lines, logical records, and logical objects
- Key points
- Demonstration

HCM Data Loader: Data considerations

- Common questions
- What are number, date, and time formats?
- Lookup-validated attributes
- What are the rules for supplying date-effective history?
- What are the rules for supplying multiple changes per day (MCPD) history?
- When are existing values retained?
- How do you set not null values to null?
- What are the modes for supplying incremental changes?
- Replace future dated changes
- Retain values from future dated rows
- Replace date effective splits

- What is a complete data set versus a partial data set?
- Complete versus partial data sets
- Including reference values
- Retain options
- Adjusting start and end effective dates
- Multiple language support
- Multiple language support: rating model example
- Translating date-effective records
- Key points

HCM Data Loader keys

- Common questions
- Supplying source keys to reference foreign objects
- Loading updates to source keys
- Supplying user keys
- Supplying surrogate IDs
- Supplying GUIDs
- Key resolution sequence
- Key points

Loading attachments and images

- Common questions
- BlobFiles and ClobFiles folders
- Reference file names
- Data type – BLOB / CLOB
- Key points
- Demonstration

Loading flexfields

- Common questions
- What are the supported flexfields?
- Descriptive flexfields: codes and attributes
- Extensible flexfields
- Lookup-validated flexfield attributes
- People group key flexfield
- Key points

Loading data using HCM Data Loader

- Common questions
- What are HCM Data Loader configuration parameters?
- How can I test the HCM Data Loader process flow and connections?
- What is the Example Object?
- How do I Initiate HCM Data Loader?
- Initiating HCM Data Loader

- Reviewing runtime parameters
- What information is on the import and Load Data page?
- How do I review progress of the import process?
- How do I view details of imported objects?
- How are physical rows and objects loaded?
- Key points

Monitoring data using HCM Data Loader

- Common questions
- How do I review messages?
- How do I review object hierarchy?
- How do I review attribute details?
- How do I review import errors?
- How do I review load errors?
- How do I generate failed lines files?
- What are the HCM Data Loader extracts?
- What is the HCM Data Loader Error Analysis Report?
- Key Points
- Demonstration

Automating HCM Data Loader

- Common questions
- How can I automate HCM Data Loader?
- Staging files on the WebCenter Content server
- What are the methods of initiating HCM Data Loader?
- Key points
- 13 Loading workers using HCM Data Loader
- Common questions
- What is the process for creating user accounts?
- How do you delete user accounts?
- Worker object
- What are considerations for loading workers?
- Loading basic worker records
- Worker record
- Person name record
- Work relationship
- Loading supervisors
- How do you change the hire date?
- How do you cancel a work relationship?
- How do you terminate a work relationship?
- How do you correct a termination date?
- How do you reverse a termination?
- What are the postload processes?
- User object
- Loading user

- Key points

Data loading using spreadsheets

- Common questions
- What does the spreadsheet data loader do?
- HCM Spreadsheet Data Loader
- What are single-object spreadsheet loaders?
- How do I set up desktop integration for Excel?
- Key points

Introduction to HCM Spreadsheet Data Loader

- Common questions
- HCM Spreadsheet Data Loader: overview
- What does HCM Spreadsheet Data Loader do?
- What are the prerequisites to use the spreadsheet data loader?
- What are the advantages of HCM Spreadsheet Data Loader?
- HCM Spreadsheet Data Loader: restrictions
- HCM Spreadsheet Data Loader: process summary
- How can I test HCM Spreadsheet Data Loader?
- What are HCM Spreadsheet Data Loader parameters?
- Manage Spreadsheet Business Object Access
- Key points
- Demonstration

HCM Spreadsheet Data Loader templates

- Common questions
- What are HCM Spreadsheet Data Loader templates?
- How do I create and edit spreadsheet templates?
- What is the Spreadsheet Templates page?
- What are session users and elevated users?
- How do I create a spreadsheet template?
- Template definition
- Defining the spreadsheet template
- Designing the template: Available Attributes panel
- Designing the template: Selected Attributes panel
- Editing the selected attributes
- Configuring List of Values for attribute validation
- How do I specify default values?
- How do I assign role access?
- Reviewing the spreadsheet templates
- Exporting and importing spreadsheet templates
- Deleting data using HCM Spreadsheet Data Loader
- Predefined spreadsheet template for the Example object
- Key points

- Demonstrations

Importing and loading data using HCM Spreadsheet Data Loader

- Common questions
- Generating Spreadsheets
- Importing and Loading Spreadsheet Data
- Spreadsheet Loader Tab
- HCM Spreadsheet Data Loader Diagnostic Report
- Key points
- Demonstrations

Best practices for HCM Data Loader and HCM Spreadsheet Data Loader

- Common questions
- HCM Data Loader best practices
- Maintaining the HCM Data Loader stage tables
- Reviewing processes
- Automatic deletion and backup of stage table data
- Maintaining the HCM Spreadsheet Data Loader stage tables
- Key points

REST API

- Common questions
- What are REST APIs?
- What is the REST process flow?
- What are the supported HTTP methods?
- What is the REST API URL?
- What is cURL?
- Function security privileges
- Key points

Information resources

- Information resources
- Oracle Help Center
- Oracle Help Center Learn
- My Oracle Support
- Oracle Cloud Customer Connect
- Oracle University
- Oracle Partner Community