



How to See Fallout Reports (Outside Regular Cadence)

When This Applies

Sometimes you need to view Fallout Reports **outside the normal processing schedule**, such as:

- Urgent corrections
- Off-cycle imports
- Special project loads
- Testing/UAT scenarios

How to Access Reports

Depending on your configuration, Fallout Reports may be available:

1. In the Exceptions Folder

Navigate to:

- Production → Exceptions
- Test/UAT → Test → Exceptions

2. Via email

If the report is small enough, it may be emailed to the designated contacts.

3. Or, if outside the regular cadence, you can manually run the Exceptions report within Alden ONE by following these steps:

- a. Click **Menu**.
- b. Click **Run Reports**.
- c. Select the **Choose a Report to Run** drop-down and click **Data Import Fallout Report** from the options.
- d. In the **DATA IMPORT ASSET TYPE** drop-down, click **Pole**.



- e. Click **Run Report & Email** (which will send an email with the report attached if the report is small enough) or **Run Report**.
 - i. If you click **Run Report**, when the report opens, click **Export to Excel** and save the file where needed.

What to Do Next

1. Open the Fallout Report
2. Identify errors
3. Correct your data
4. Create a **Delta file** with corrected records
5. Upload the Delta file to the **Delta** folder in the appropriate environment