



## 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