# Manually Processing a Bulk Load File

## Common Buttons & Icons

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|  | **Process client bulk loads now** button |
|  | **Run bulk loader for this client now** button |
|  | **Home** icon |

## Manually Processing a Bulk Load File

From the PASS login screen:

1. Enter your username and password in the appropriate fields.
2. Click **Log in**.
3. Click **Bulk loader history**.
4. Click **Process client bulk loads now**.
5. Refresh your browser.

**Notes:**

* + Files with a status of “Processed” are done processing. If the file isn’t finished, the status will show as “In Progress,” and you may need to refresh your browser again.
  + If there was an error, the number of errors will display in the Error Count column.

1. If needed, click the error count number. The error log displays.

**Note:** Depending on the error, you can trouble shoot accordingly by fixing the file or any other action that needs to be taken. Then, you will need to reupload the bulk load file to promisepoint.files.com and manually launch the bulk loader again.

### View a User Profile

From the Bulk Loader screen:

1. Click the **Home** icon.
2. Click **PromisePoint user list**.
3. Enter the username in the **User Search** field.
4. Click **Search**. The user displays.