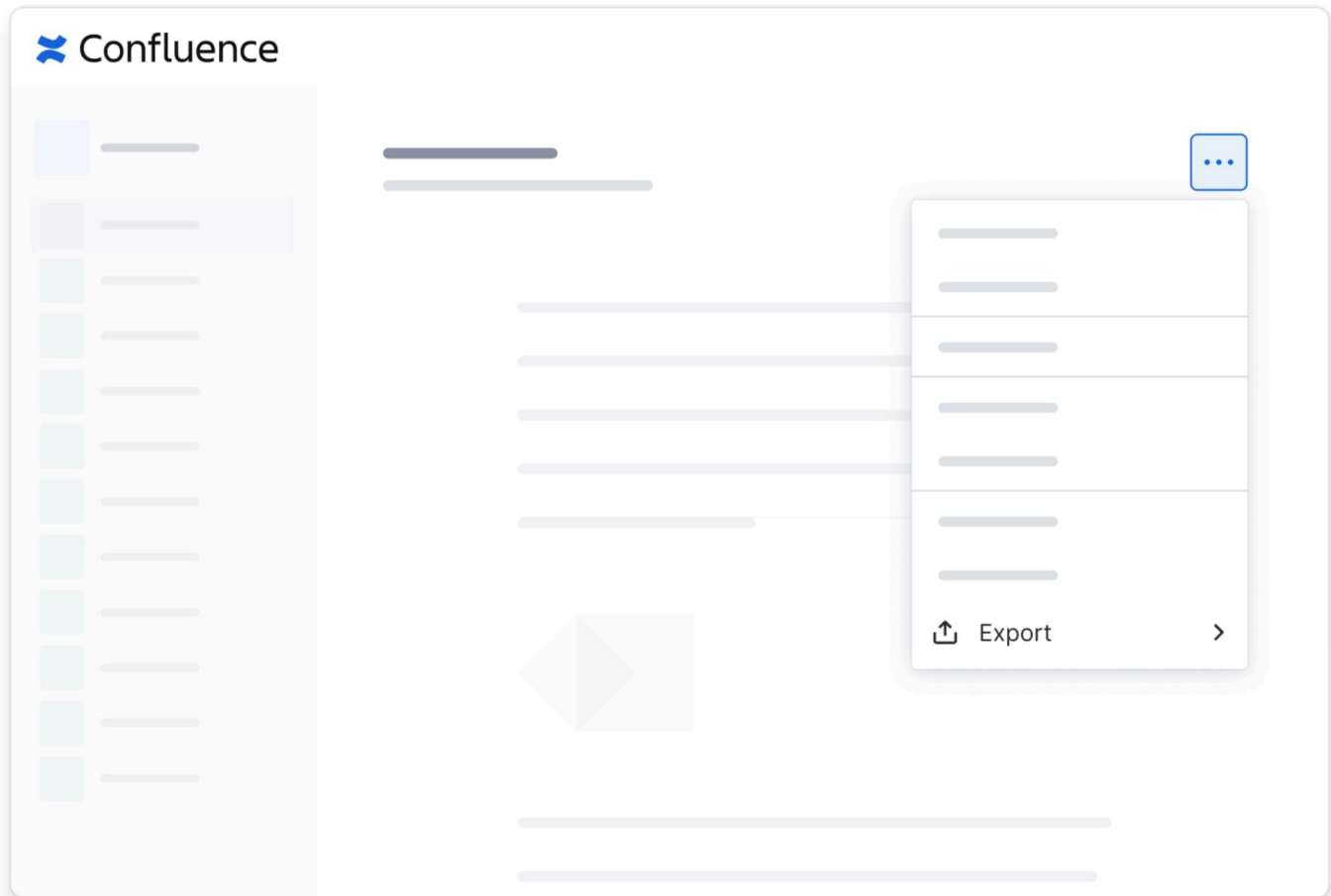# Your page may not be formatted properly if you print now.

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1. Close this window

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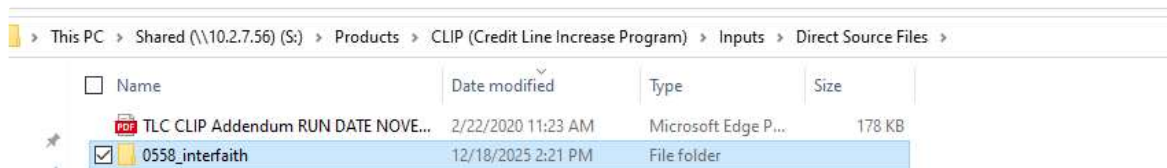Trellanc / ▤ **9.0 CLIP**   Updated Dec 18 🅙🅒 ✐ Edit   🔓 Share 🔗 •••

9.0 CLIP

🅜🅐 By Mercy Auma   📖 1 min   ⬈ 5   😊⁺ Add a reaction   🟢 Attachments

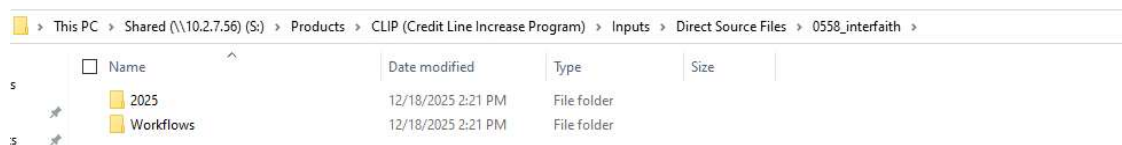## Folder Setup on Amazon Workspace Shared Drive

1. Navigate to:

   `S:\Products\CLIP (Credit Line Increase Program)\Inputs\Direct Source Files\`

2. Create a **main folder** named using the **peer number** and the **credit union or bank name**. `PeerNumber _ CreditUnionName`

	Name	Date modified	Type	Size
	📕 TLC CLIP Addendum RUN DATE NOVE...	2/22/2020 11:23 AM	Microsoft Edge P...	178 KB
☑	📁 0558_interfaith	12/18/2025 2:21 PM	File folder	

   > This PC > Shared (\\10.2.7.56) (S:) > Products > CLIP (Credit Line Increase Program) > Inputs > Direct Source Files >

3. Inside this folder, create **subfolders** for:

   - **Year** (e.g., 2025)
   - **Workflows**

     > This PC > Shared (\\10.2.7.56) (S:) > Products > CLIP (Credit Line Increase Program) > Inputs > Direct Source Files > 0558_interfaith >

	Name	Date modified	Type	Size
	📁 2025	12/18/2025 2:21 PM	File folder	
	📁 Workflows	12/18/2025 2:21 PM	File folder	

4. **File placement:**
   - Deposit source files in the **year-specific folder.**
   - Deposit workflow-related files in the **workflow folder.**
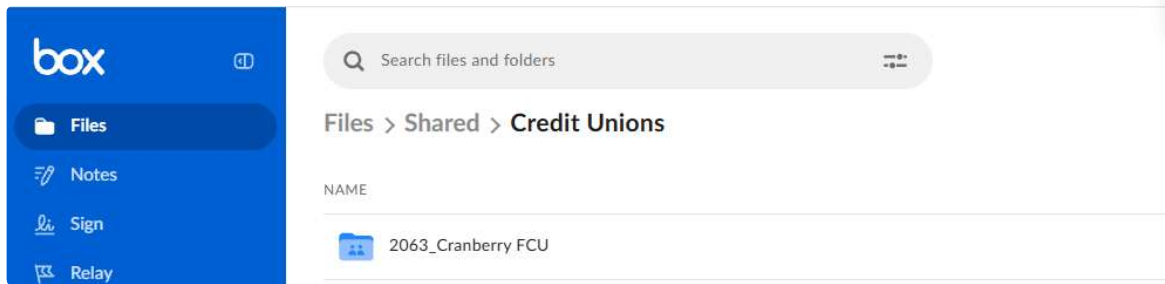
Box Setup

1. Go to:

   📦 https://trellance.app.box.com/folder/305984505328 Connect your Box account

2. Navigate to:

   Files > Shared > Credit Union

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                                                                    🗩 Cor

```
PeerNumber _ CreditUnionName
```

box   🔍 Search files and folders

📁 **Files**   Files > Shared > **Credit Unions**

𝌡 Notes   NAME

ℓ𝒾 Sign   👥 2063_Cranberry FCU

𝕏 Relay

Sharing Access with a Client on Box

1. Right-click the folder and select **Options > File Request.**
2. Copy the generated **link.**
   ○ Under **Settings**, you can enforce **link expiration** for added security**.**
3. Send the link to the client via email so they can upload files directly into the
   shared folder.

Processing of the input files

Workflow duplication

Workflow execution

File creation under outputs folder

1. `S:\Products\CLIP (Credit Line Increase Program)\Inputs\Direct Source`
   `Files\FilesToProcess`

S:\Products\CLIP (Credit Line Increase Program)\Inputs\Direct Source Files\FilesToProcess|

	Name	Date modified	Type	Size
:ss	☐ 📊 Corp D60275_Freedom CLIP Input_20251202_test	12/18/2025 1:38 PM	Microsoft Excel C...	3,142 KB

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