When an email arrives having (DEV/TEST/PROD)HMMSLOAD in the subject line, that is when the data is processed if the process isn’t running already.

Create a rule in Outlook that will move emails in the subject line of “HMMSLOAD” to folder HMMSLOAD

Delete emails from HMMSLOAD folder that are ‘unread’

“Save As” to an archive and hmmsload folders

Delete archive (XLSB/XML/CSV) files older than 30 days

Delete the \*.XLSB from the hmmsload folder after having been processed

Wherever there is a comma (,) in the XLSB file, replace with a pipe (|) if we’re going to be using CSV

CSV file types are to be saved using CSV(Comma delimited) (\*csv) not CSV(MS-DOS) (\*csv)

When are the files scheduled to be process into IFS DEV/TEST/PROD Environment? **When they arrive by email**

HMMS Seven Exported Files:

1. URSOKI\_AUL\_[yyyymmdd].xlsb
   1. Convert XLSB to XML
2. URSOKI\_INV\_[yyyymmdd].xlsb
   1. Search and Replace on INV and ISU spreadsheets
      1. < changed to “LTN”
      2. > changed to “GTN”
      3. Where % found replace with “PCT”
   2. Convert XLSB to XML
3. URSOKI\_ISU\_[yyyymmdd].xlsb
   1. Search and Replace on INV and ISU spreadsheets
      1. < changed to “LTN”
      2. > changed to “GTN”
      3. Where % found replace with “PCT”
   2. Convert XLSB to XML
4. URSOKI\_NOP\_[yyyymmdd].xlsb
   1. Convert XLSB to XML
5. URSOKI\_ORD\_[yyyymmdd].xlsb
   1. Convert XLSB to XML
6. URSOKI\_QOH\_[yyyymmdd].xlsb
   1. Convert XLSB to XML
7. URSOKI\_TRN\_[yyyymmdd].xlsb
   1. Convert XLSB to XML