

Guide to Upload Files to AWS S3 and Run a Task

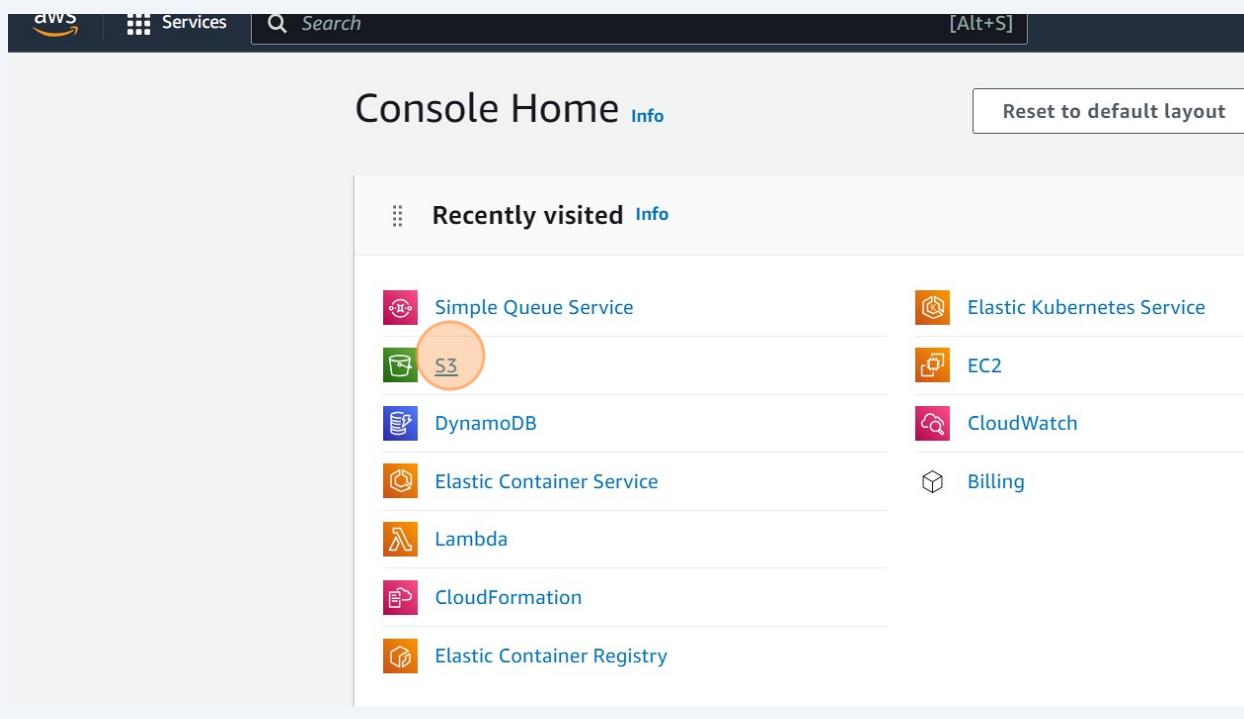
Scribe

Form Filler Bot User Guide

- 1 Navigate to [eu-north-1.console.aws.amazon.com/console/home?...](https://eu-north-1.console.aws.amazon.com/console/home?#/)

Uploading Excel files

- 2 Click "S3"



3 Click "sourcebucket0-1"

Buckets (3) Info

Buckets are containers for data stored in S3. [Learn more](#)

[Create bucket](#)

Find buckets by name

Name	AWS Region	Access
sourcebucket0-1	EU (Stockholm) eu-north-1	Bucket public
destinationbucket0-1	EU (Stockholm) eu-north-1	Objects
cf-templates-ekgulru8l7ip-eu-north-1	EU (Stockholm) eu-north-1	Bucket public

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4 Click "Upload"

S3

Objects Properties Permissions Metrics Management Access Points

Objects (2)

Objects are the fundamental entities stored in Amazon S3. You can use [Amazon S3 inventory](#) to get a list of all your objects, you'll need to explicitly grant them permissions. [Learn more](#)

[Copy S3 URI](#) [Copy URL](#) [Download](#) [Open](#) [Delete](#)

[Create folder](#) [Upload](#)

Find objects by prefix Show versions

	Name	Type	Last modified	Size
Scotland_volunteer_Scotland_1.xlsx	xlsx	July 31, 2023, 13:20:08 (UTC+05:30)		
Scotland_volunteer_Scotland_2.xlsx	xlsx	August 5, 2023,		

5 Click "Add files"

You want to upload to S3. To upload a file larger than 160GB, use the AWS CLI, AWS SDK or Amazon



drop files and folders you want to upload here, or choose **Add files** or **Add folder**.

D) Remove Add files Add folder

able will be uploaded.

< 1 >

▼ | Folder ▼ | Type ▼ | Size ▼

No files or folders

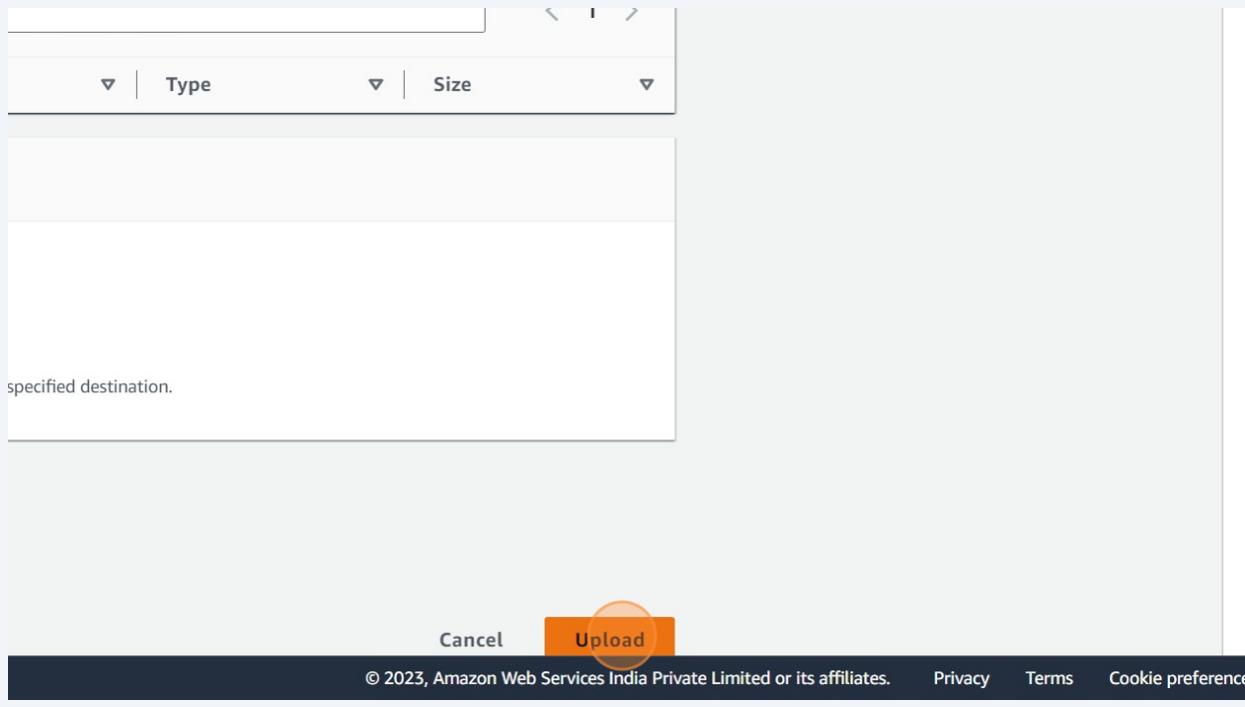
You have not chosen any files or folders to upload.



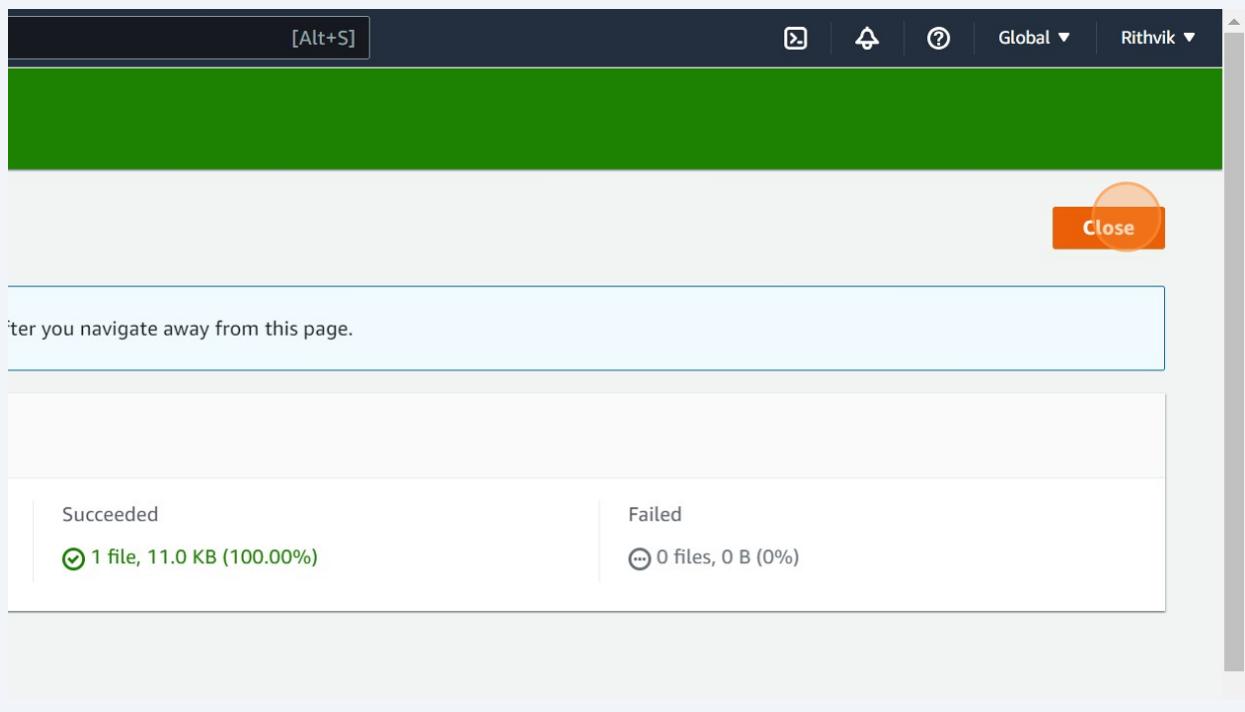
Change the column name as "Links" where URLs are present. Upload files with .xlsx extension only.

	B	C	D
	Location	Links	Twitter
Forth Valley)	['Office7\rhttp://www.volunteeringmatters.org.uk		
and	['MarketHchhttps://www.voluntaryactionshetland.com/	https://www.	
	['VoiceAbilihttps://www.voiceability.org/	https://twihttps://www.	
	['FishermansRest\rMainStreet,Castlebay,IsleofBarra,HS95XD']		
tion	https://www.angusha.org.uk/		
h			
:	['31ShielHallGrove,Rosewell,EH249EX']		
	['54TheMuhttps://www.encodedstarsacademy.com		
	['c/oSayer\https://www.voiceability.org/jobs/voluntehttps://twihttps://www.		
	http://www.1rainbow.org.uk		

- 6** Select desired files and click "Upload"



- 7** Click "Close"



8

Click this link.

The screenshot shows the AWS S3 console interface. At the top, there's a navigation bar with the AWS logo, 'Services' dropdown, a search bar containing 'Search', and a keyboard shortcut '[Alt+S]'. Below the navigation bar, the breadcrumb path 'Amazon S3 > Buckets > sourcebucket0-1' is visible. The main title 'sourcebucket0-1' has an 'Info' link next to it. A horizontal menu bar below the title includes 'Objects' (which is selected), 'Properties', 'Permissions', 'Metrics', 'Management', and 'Access Points'. The 'Objects' section displays a summary: '(2) Objects'. It contains a table header with columns: 'Name' (with a checkbox), 'Type', 'Last modified' (with a dropdown arrow), and 'Size' (with a dropdown arrow). Below the table header are buttons for 'Copy S3 URI', 'Copy URL', 'Download', 'Open', 'Delete', and 'Actions'. There's also a search bar with 'Find objects by prefix' and a 'Show versions' toggle switch. The table body is currently empty, showing only the header row.

View Queue

9

Click "Simple Queue Service"

The screenshot shows the AWS Console Home page. At the top, it says 'Console Home' with an 'Info' link and a 'Reset to default layout' button. Below this is a section titled 'Recently visited' with an 'Info' link. A list of services is shown, each with an icon and a link: S3, Elastic Kubernetes Service, Elastic Container Service, EC2, Simple Queue Service (which is highlighted with a yellow circle), CloudWatch, DynamoDB, Lambda, CloudFormation, and Elastic Container Registry. At the bottom of the page, there's a link 'View all services'.

- 10** Click on refresh to see new links are adding into queue.

The screenshot shows the AWS SQS Queue list page. At the top, there is a navigation bar with 'Services' and a search bar. Below the navigation bar, the URL 'Amazon SQS > Queues' is visible. The main area is titled 'Queues (1)'. There is a button with a 'C' icon (Create) highlighted with a red circle, followed by 'Edit', 'Delete', and 'Send and receive messages' buttons. A search bar below the title contains the placeholder 'Search queues by prefix'. A table below the search bar lists one queue: 'EmailQueue' (Standard type, created 2023-06-27T15:55+05:30, 45 messages available, 0 messages in flight).

Name	Type	Created	Messages available	Messages in flight
EmailQueue	Standard	2023-06-27T15:55+05:30	45	0

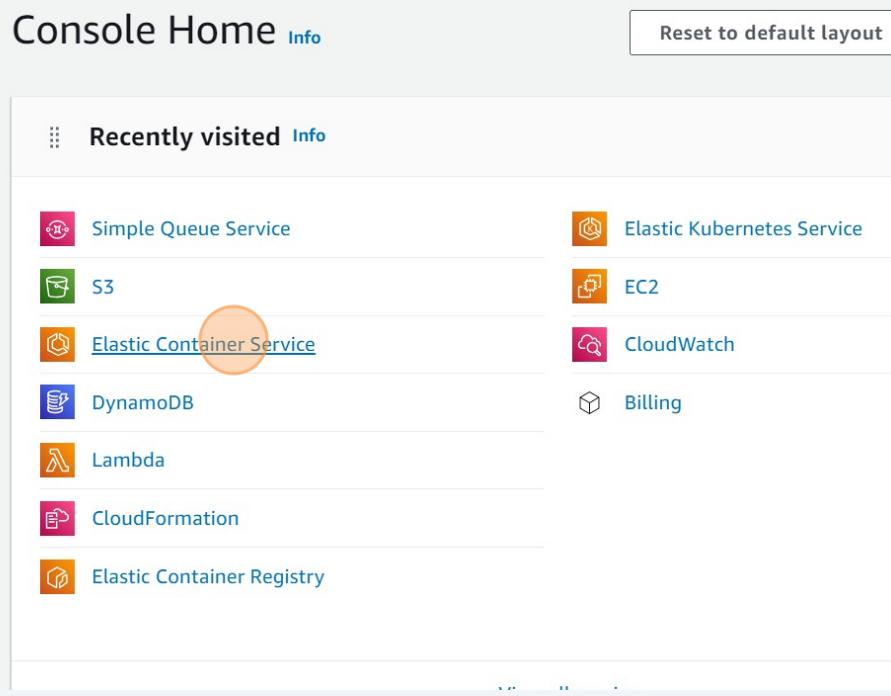
- 11** Click this link.

The screenshot shows the AWS SQS Queue list page. At the top, there is a navigation bar with the AWS logo, 'Services' and a search bar. Below the navigation bar, the URL 'Amazon SQS > Queues' is visible. The main area is titled 'Queues (1)'. There is a button with a 'C' icon (Create), followed by 'Edit', 'Delete', and 'Send and receive messages' buttons. A search bar below the title contains the placeholder 'Search queues by prefix'. A table below the search bar lists one queue: 'EmailQueue' (Standard type, created 2023-06-27T15:55+05:30, 45 messages available, 0 messages in flight). The 'Edit' button is highlighted with a red circle.

Name	Type	Created	Messages available	Messages in flight
EmailQueue	Standard	2023-06-27T15:55+05:30	45	0

How to run a task?

- 12 Click "Elastic Container Service"



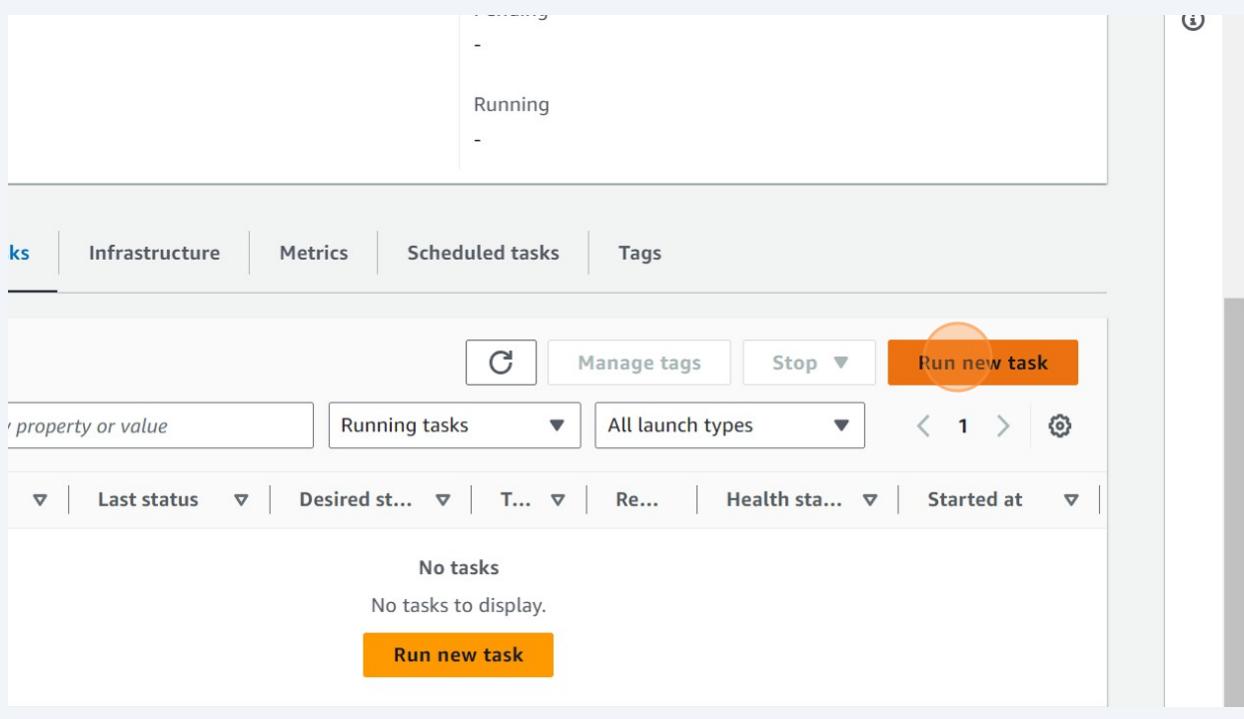
13 Click "Form filler cluster"

The screenshot shows the AWS ECS console. On the left, there's a sidebar with links for Clusters, Namespaces, Task definitions, Account settings, Install AWS Copilot, Amazon ECR, and Repositories. Below these are CloudShell, Feedback, and Language options. The main area is titled 'Clusters' and shows 'Clusters (1)'. It has a search bar and a table with columns for Cluster, Services, Tasks, and Registered container instances. The first row in the table is for the 'doj' cluster, which is highlighted with an orange circle. The table shows 0 tasks running and 0 registered container instances.

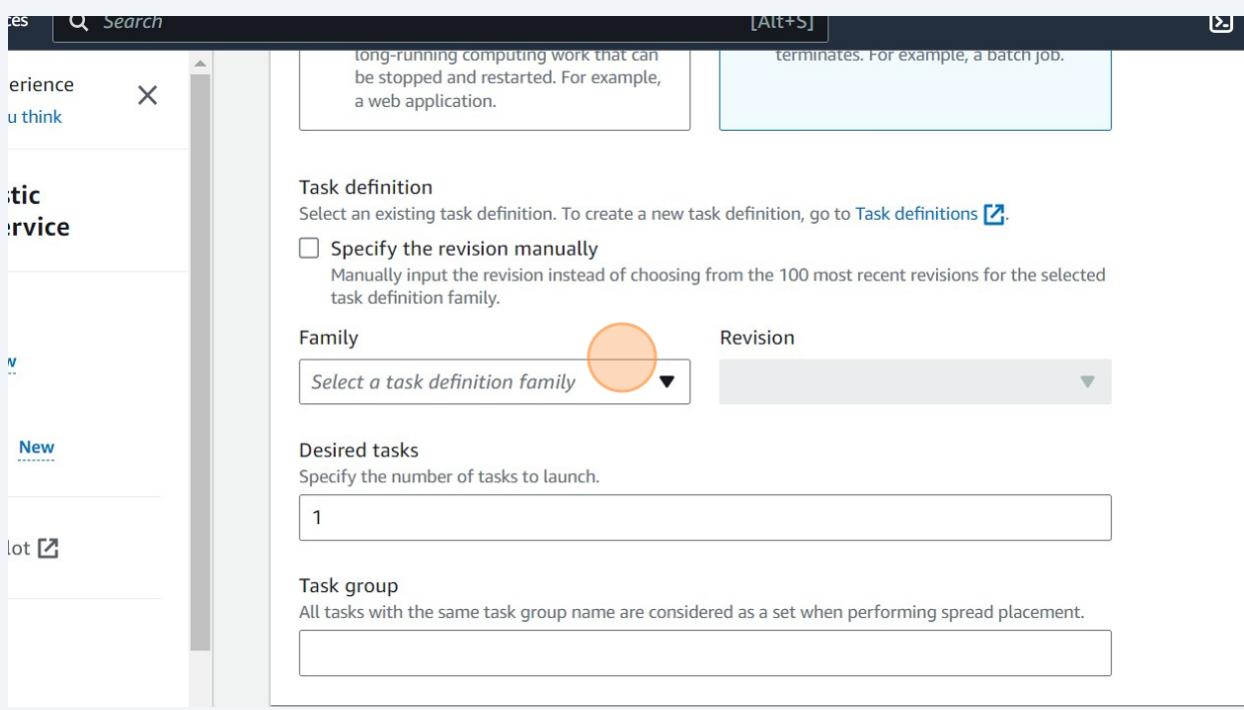
14 Click "Tasks"

The screenshot shows the AWS ECS console with the 'Tasks' tab selected. The top navigation bar includes 'Services' and a search bar. The main area is titled 'Amazon Elastic Container Service' and shows 'Clusters'. The 'Tasks' tab is highlighted with an orange circle. Below it, there's a table with columns for Draining, Active, Pending, and Running. The table shows no active or pending tasks. The 'Services' tab is also highlighted with an orange circle. The 'Services' section shows 'Services (0)' and a table with columns for Service name, Status, and ARN. The table shows 'No services' and 'No services to display.'

15 Click "Run new task"



16 Click "Select a task definition family"



17 Click "formfiller"

Task definition

Select an existing task definition. To create a new task definition, go to [Task definitions](#).

Specify the revision manually
Manually input the revision instead of choosing from the 100 most recent revisions for the selected task definition family.

Family	Revision
Select a task definition family	▼
Filter task definitions by family name	
formfiller	▼
End of all task definition families	

Task group

All tasks with the same task group name are considered as a set when performing spread placement.

▶ Networking

18 Click the "Desired tasks" field and change number of tasks to run.

Task definition

Select an existing task definition. To create a new task definition, go to [Task definitions](#).

Specify the revision manually
Manually input the revision instead of choosing from the 100 most recent revisions for the selected task definition family.

Family	Revision
formfiller	▼
formfiller	2 (LATEST) ▼

Desired tasks

Specify the number of tasks to launch.

1 □

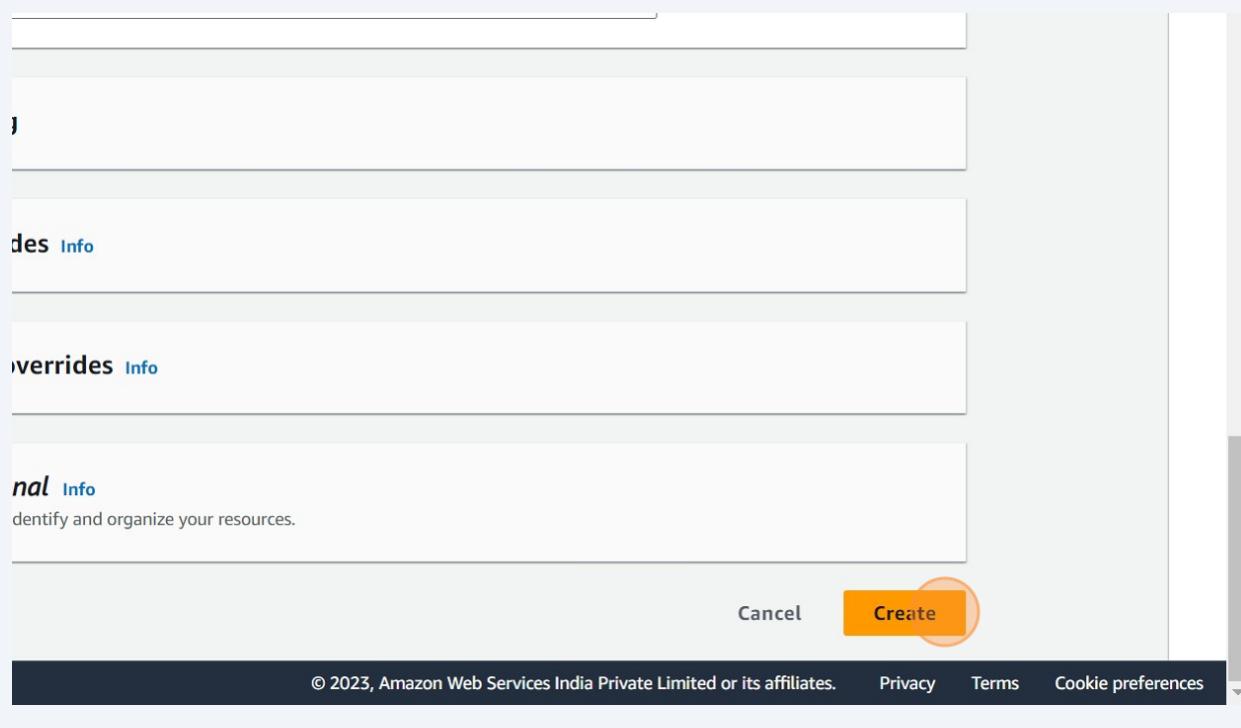
Task group

All tasks with the same task group name are considered as a set when performing spread placement.

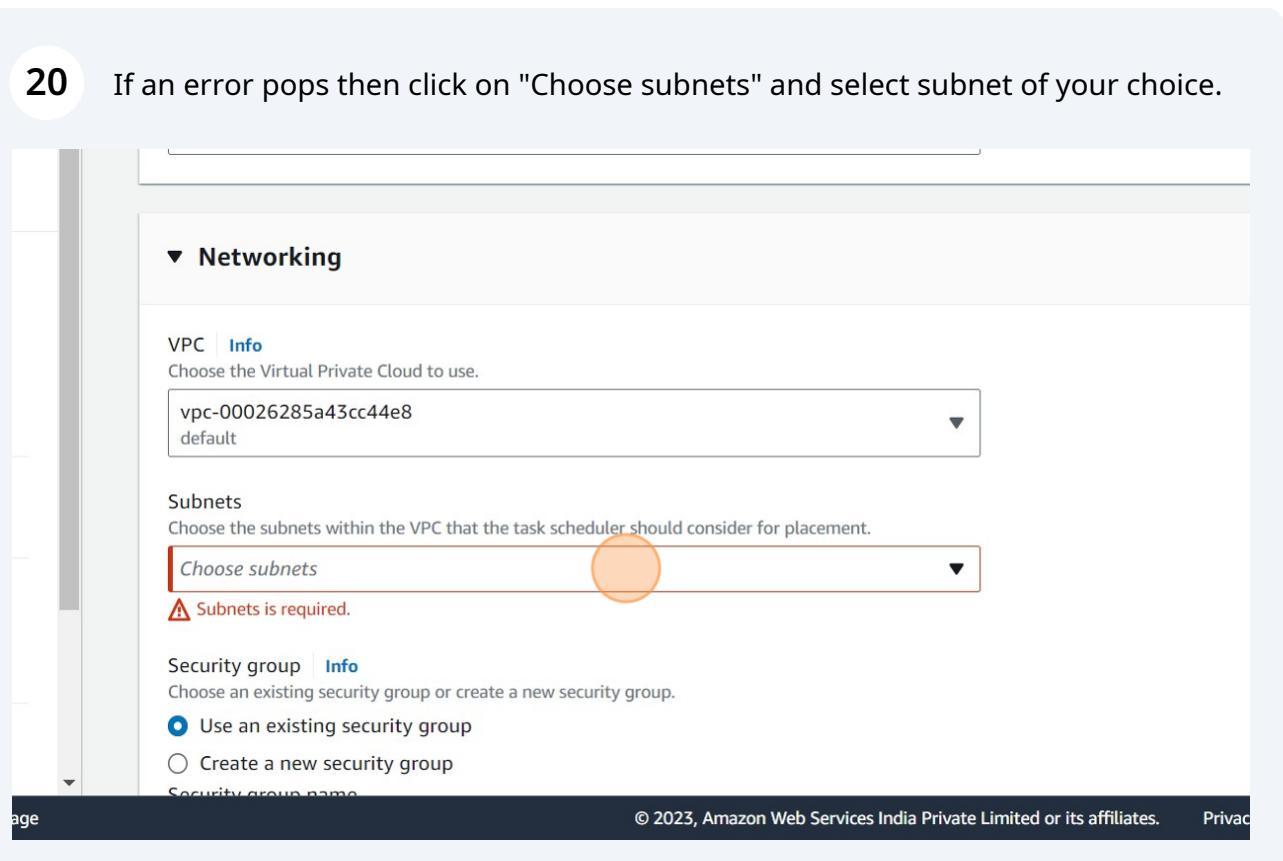
▶ Networking

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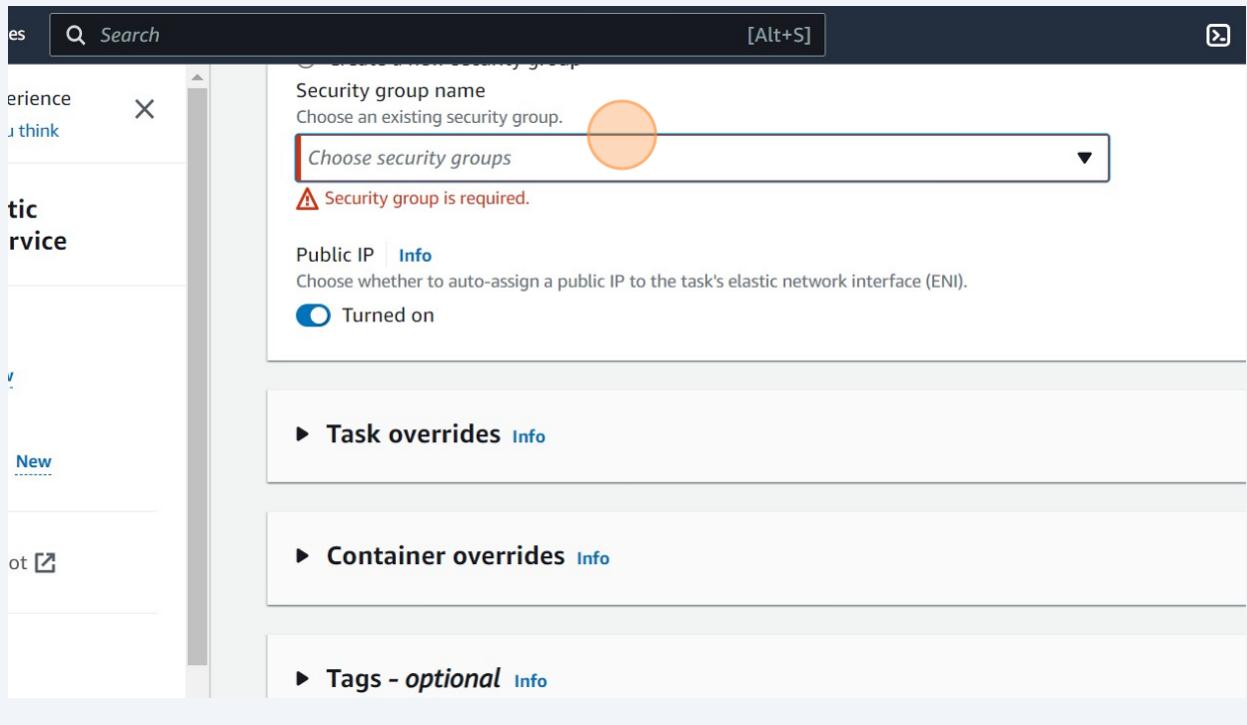
19 Click "Create"



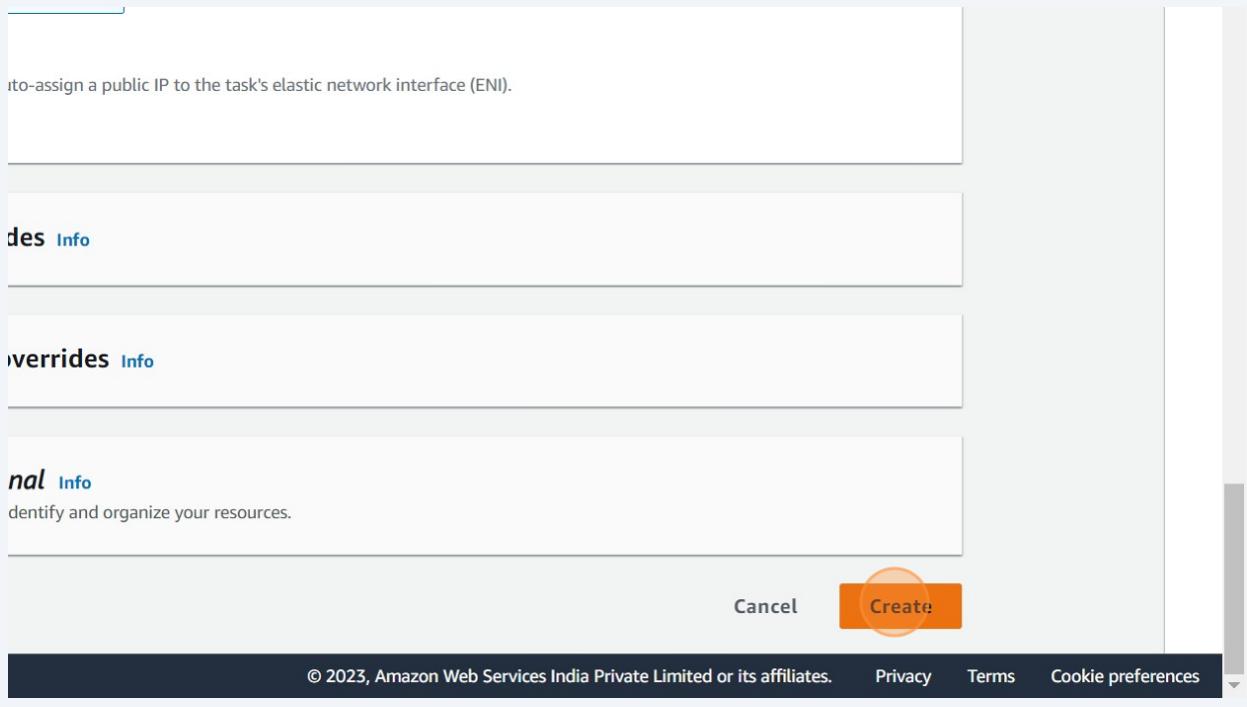
20 If an error pops then click on "Choose subnets" and select subnet of your choice.



21 Then click "Choose security groups" and select the default security group.



22 Click "Create"



23 You can see the tasks are created.

The screenshot shows a warning message at the top: "Amazon ECS console is reaching the end of life and will no longer be available after December 4, 2023. We recommend that you switch to the new Amazon ECS console for a better experience. To learn more about the new Amazon ECS console experience, visit the [Amazon ECS console page](#), and you can also review and follow the new Amazon ECS console roadmap on [GitHub](#)." Below the message is a list of task IDs:

- task-1:468117267706:task/doj/100e657ffd8a420687cb6b22b44d86d2
- task-1:468117267706:task/doj/c56694e6ec924553a88a54c3c3c53b3b
- task-1:468117267706:task/doj/07d60319918d4fa7a60d3a6b13226fe8
- task-1:468117267706:task/doj/b49c23ad3fee4c3dbf8421637dbef94c
- task-1:468117267706:task/doj/f18cd1bd11d44cb99661f4663af22074
- task-1:468117267706:task/doj/36bbbde044c6426ba089b03ad6d9f70f
- task-1:468117267706:task/doj/127bedd35fa846e882b28c1a772de0c7
- task-1:468117267706:task/doj/8a35ac056ea54a649cc5e719f246de33
- task-1:468117267706:task/doj/0a406559fa86456d8927a93273c4da2f
- task-1:468117267706:task/doj/e5f8397159834fa782c18b74beaaa789

Below the list, the breadcrumb navigation shows: Inner Service > Clusters > doj > Tasks.

24 Wait for sometime and click on refresh.

The screenshot shows the "Tasks" tab selected in the navigation bar. The main area displays a list of tasks with the following details:

Task	Last status	Desired state	Reason	Restarts	Health status	Started at
07d60...	Provisioning	Running	for...	2	Unknown	-
0a406...	Provisioning	Running	for...	2	Unknown	-
100e6...	Provisioning	Running	for...	2	Unknown	-
127be...	Provisioning	Running	for...	2	Unknown	-
36bbb...	Provisioning	Running	for...	2	Unknown	-

At the top right of the table, there are buttons for "Run new task" and "Stop". There is also a refresh icon (a circular arrow) highlighted with a yellow circle.

25 You can see the status as "Running".

<input type="checkbox"/>	Task	Last status	Desired st...	T...	Re...	Health sta...
<input type="checkbox"/>	07d60...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	0a406...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	100e6...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	127be...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	36bbb...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	8a35ac...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	b49c2...	Running	Running	for...	2	Unknown
<input type="checkbox"/>	c5669...	Running	Running	for...	2	Unknown

26 Click this link.

New ECS Experience
Tell us what you think X

Amazon Elastic Container Service > Clusters > doj > Tasks

doj

Cluster overview		
ARN	Status	CloudWatch
<input type="checkbox"/> doj	Active	Default
Services		
Draining	-	Pending
Active	-	Running
Tasks		
Pending	10	-

Viewing results

27 Click "S3"

The screenshot shows the AWS Console Home page. At the top right is a button labeled "Reset to default layout". Below it is a section titled "Recently visited" with a "Info" link. The list includes: Elastic Container Service, Simple Queue Service, S3 (with an orange circle around it), DynamoDB, Lambda, CloudFormation, and Elastic Container Registry.

28 Click "destinationbucket0-1"

The screenshot shows the AWS S3 Buckets list. On the left is a sidebar with links like Access Points, Object Lambda Access Points, Multi-Region Access Points, Batch Operations, AM Access Analyzer for S3, Lock Public Access settings for this account, Storage Lens, Dashboards, AWS Organizations settings, and a spotlight icon with 3 notifications. The main area has a header "Account snapshot" with a "Storage lens provides visibility into storage usage and activity trends. Learn more" link. Below is a "Buckets (3) Info" section with a "Copy content" button. A table lists three buckets:

Name	AWS Region	Access
sourcebucket0-1	EU (Stockholm) eu-north-1	Bucket is public
<u>destinationbucket0-1</u>	EU (Stockholm) eu-north-1	Objects can be read
cf-templates-ekgulru8l7ip-eu-north-1	EU (Stockholm) eu-north-1	Bucket is public

The "destinationbucket0-1" row is highlighted with an orange circle.

29 Click "form-fill-confirmation/"

The screenshot shows the AWS S3 console interface. On the left, there's a sidebar with various navigation options like Access Points, Object Lambda Access Points, Multi-Region Access Points, Batch Operations, IAM Access Analyzer for S3, and Storage Lens. Below the sidebar, there are links for CloudShell, Feedback, and Language, along with a 'spotlight' icon. The main area is titled 'Objects (1)' and contains a single item: a folder named 'form-fill-confirmation/'. This folder is highlighted with a red circle. At the top of the main area, there are several buttons: 'Copy S3 URI', 'Copy URL', 'Download', 'Create folder', and 'Upload'. A search bar below the buttons contains the placeholder 'Find objects by prefix'. The table below lists the object with columns for Name, Type, and Last modified.

	Name	Type	Last modified
<input type="checkbox"/>	form-fill-confirmation/	Folder	-

30 Refresh to see new screenshots getting added.

This screenshot shows the same AWS S3 console as the previous one, but it has been refreshed to show three new PNG files in the 'form-fill-confirmation/' folder. The folder name is again highlighted with a red circle. The table now lists four items:

	Name	Type	Last modified
<input type="checkbox"/>	aberdeenamateurrath leticclub.png	png	13:56:26 (UTC+05:30)
<input type="checkbox"/>	aberdeenclimateactio n.png	png	July 31, 2023, 13:55:35 (UTC+05:30)
<input type="checkbox"/>	abilitynet.png	png	July 31, 2023, 23:05:02 (UTC+05:30)