How to: Encrypt and Send Files to an SFTP Server

Enterprise Content Operations

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Occasionally, you will be assigned a task to password protect a certain number of files and send them to a customer's SFTP server. These tasks are high priority and should be completed as soon as possible. This document will show you how to do so.

You will need:

- Access to RedBall & OAM 2010
- Dataset ID or file name
- Name of (and access to) customer's SFTP server
- 7zip

The email with the task will look something like this:

Scott,

For the remaining 5 of 12 files still needing manually packaged they are supposed to be PGP encrypted and since I don't have a license on the PGP software application, I wasn't able to handle these so Scott please encrypt these as soon as you have a chance to using the following info.

The files needing PGP encrypted can be found in the following folder location: \\alawpokcdat200\DataProcessing\output\datadelivery

First Advantage 1133/FD – encrypt the "FD-NJ_LT_Deletes.DEL" file using the "FADV-Pub-Key-2020.asc" PGP key file
Microbilt 829/8R – encrypt the "8R-NJ_LT_Deletes.DEL" file using the "Cynthia Robinson.asc" PGP key file
SafeRent/CoreLogic 1156/CN – encrypt the "CN-NJ_LT_Deletes.csv" file using the "CORELOGIC_2048_PROD_PGP.ASC" PGP key file
ThomsonReuters 507/IB – encrypt the "IB-NJ_LT_Deletes.DEL" file using the "prsuperi.pkr" PGP key file
ThomsonReuters 886/I2 – encrypt the "I2-NJ_LT_Deletes.DEL" file using the "prsuperi.pkr" PGP key file
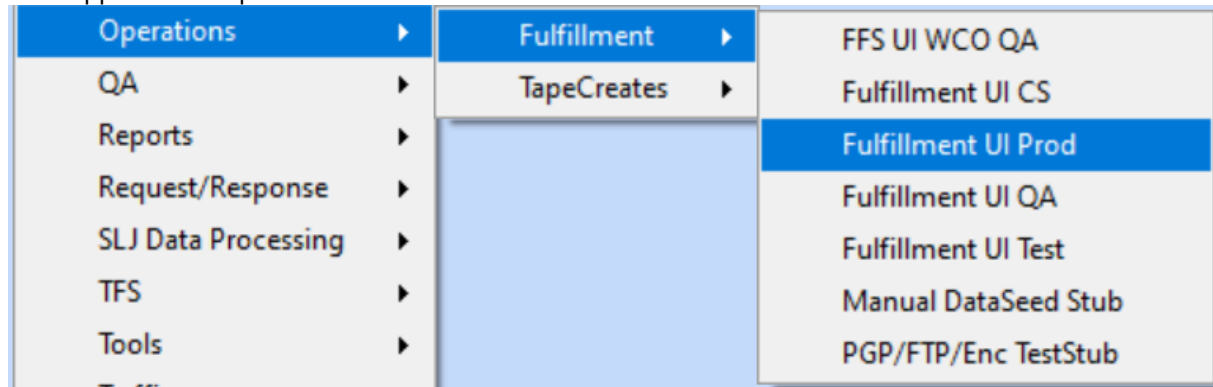
Steps to complete the file transfer:

- Open RedBall in the toolbar. Ask your manager for access if the server appears unavailable
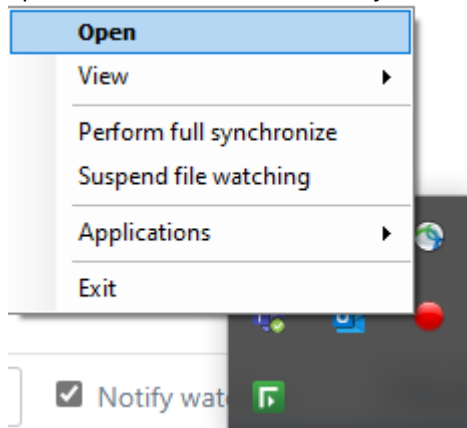
- Navigate to OAM 2010
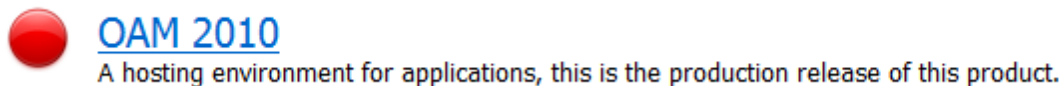
- Go to Application > Operations > Fulfillment > Fulfillment UI Prod
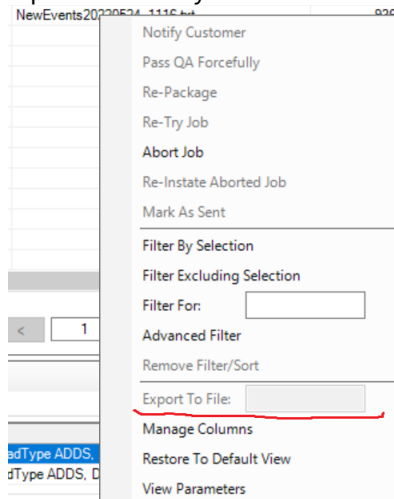

- Find the job by it's dataset ID or filename. In this example, the dataset ID is 600
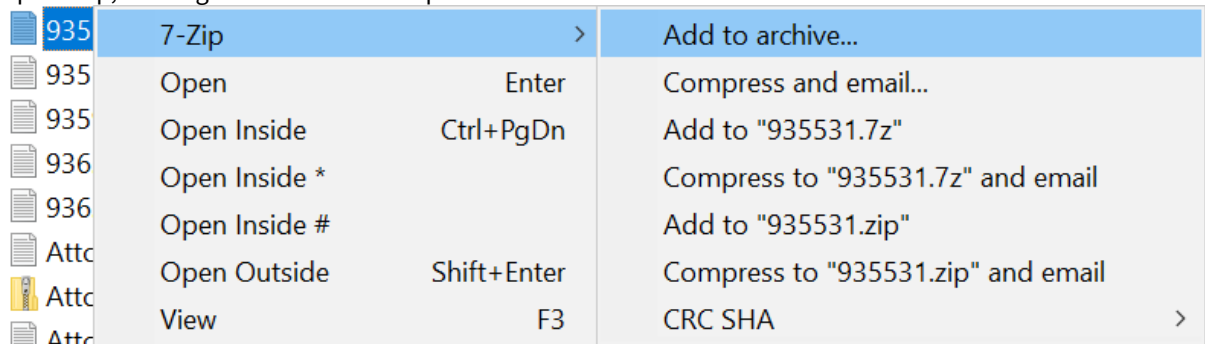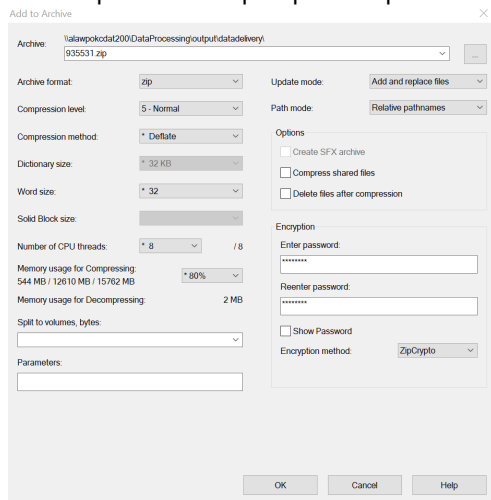

- Export the file to your local drive with the same file name

- Open 7zip, then right click the file > 7zip > add to archive

- Chose zip > enter the passphrase specified in the email. Generate a password if none are specified

- Go to the customer's SFTP server
- Upload the encrypted file to their database.
- Make sure you choose to manually upload the file and mark the file as sent.