How to: Monitor/Troubleshoot Daily SPRC CDV Imports

Enterprise Content Operations

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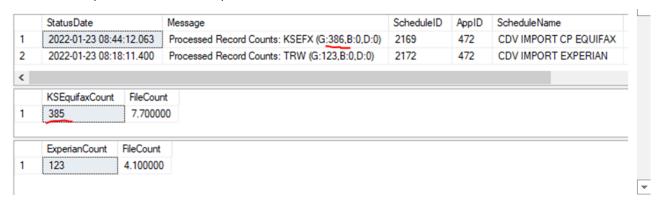
Purpose: SPRC CDV Import is a daily job that processes Experian/Equifax reports. The goal is for every report to import successfully. If a report does not import successfully, we will have to look into the issue and troubleshoot accordingly. This document will show you how to do so.

Before You Begin:

You will need:

- · Access to red ball
- Access to emails from: QAJenkinsNotification@LexisNexisRisk.com¹
- Notepad++ from Company Portal

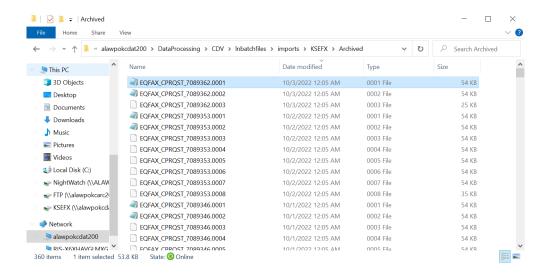
Here is an example of the SPRC CDV Import email:



Notice how the number of Equifax reports amounts to 386. In this example, the amount of reports that have processed successfully is 385. One report has an error we have to fix.

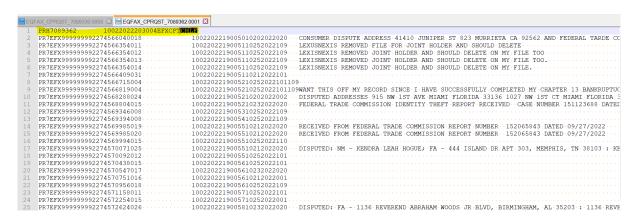
Steps to troubleshoot CDV imports:

- $1. \ \ Navigate to \ \ lawpokcdat 200 \ \ Data Processing \ \ CDV \ ln batch files \ \ limports. \ Go to KSEFX for Equifax or TRW or Experian.$
- 2. Find the specific file with format issues (for example, EQFAX_CPRQST_7089362.0001).

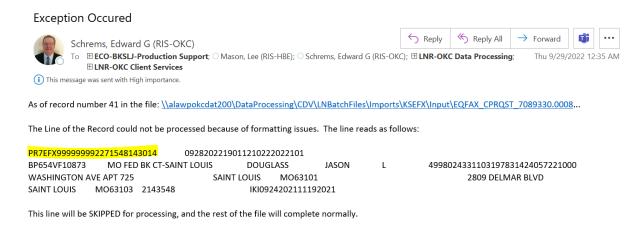


1 mailto:QAJenkinsNotification@LexisNexisRisk.com

- 3. Right click the file > edit with Notepad++. If you do not have Notepad++, download it through the company portal.
- 4. Copy the header, footer, and every line that was not read from the file. The first line is the header, and the first line is the footer.

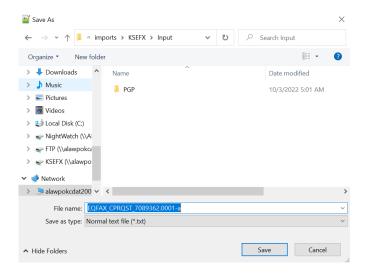


5. Confirm each line by checking the control number found in the email. For example: PR7EFX99999992274566040018 is a control number.



6. Paste every line copied from step 3 into the newly created file.

- 7. Save the file in the input directory (\\\alawpokcdat200\DataProcessing\CDV\Inbatchfiles\imports\KSEFX\Input for Equifax or \\\alawpokcdat200\DataProcessing\CDV\Inbatchfiles\imports\TRW\Input for Experian).
- 8. Give the file a similar name to the original file (for example, EQFAX_CPRQST_7089362.0001-a).



9. Re-run the job in Datagen Core. Equifax's job is CDV Import CP Equifax. Experian's job is CDV Import Experian.



10. Make sure every line has been read, then reply to the error email confirming that you have fixed the issue.