How to: Process a ThompsonReuters File

Enterprise Content Operations

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Purpose: On rare occasions, ThompsonReuters files may not get processed due to holidays/network or software issues. This document will show you how to locate and package unprocessed documents, as well as how to send them to the customer.

You Will Need:

- Prsuperi PGP key
- Access to alawpokcwts202 server
- ThompsonReuters - NY login details (FileZilla)

Process Steps:

*Before starting, let either your manager or ThompsonReuters contact know that a file has not been processed and must be sent over as soon as possible.

1. Open file explorer, go to this path: \ \alawpokcdat200\CORE_Processing\Automated_Data\DataFile\Projects\NewJersey\NJAC\ReadyToParse\Archive\Suits

2. Check for any folder that does not include "sent" in the title. Any file without a "sent" label has not been received by ThompsonReuters.
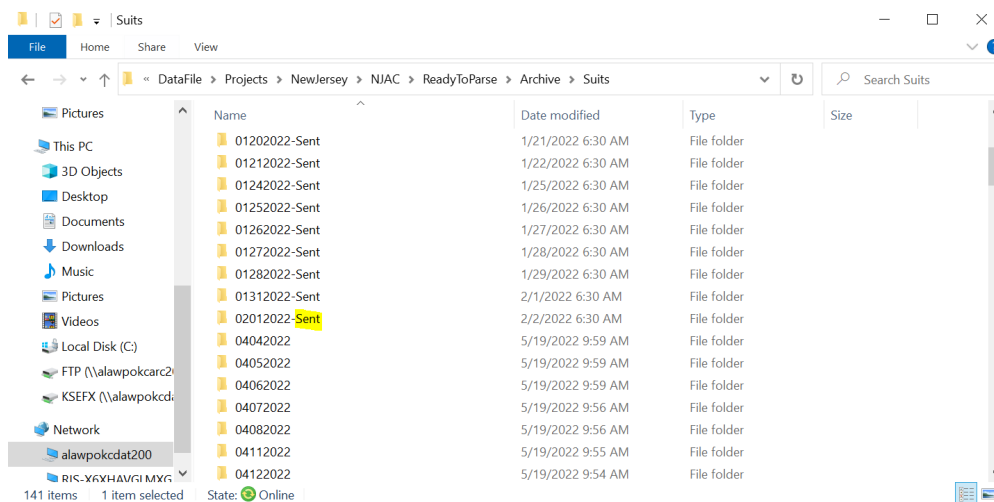
3. If the folder does not contain a zip file, then select every file, right click > send to > compressed folder. Give the new file the same name as it's folder.
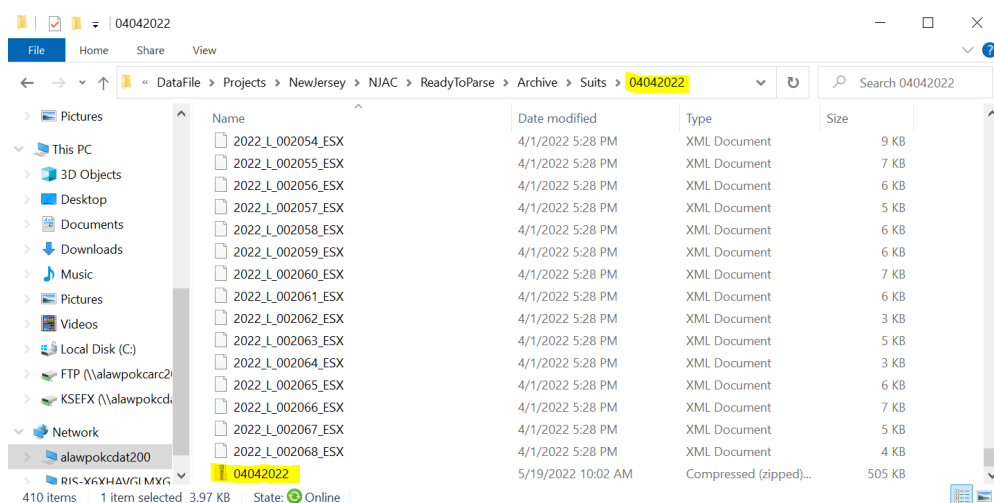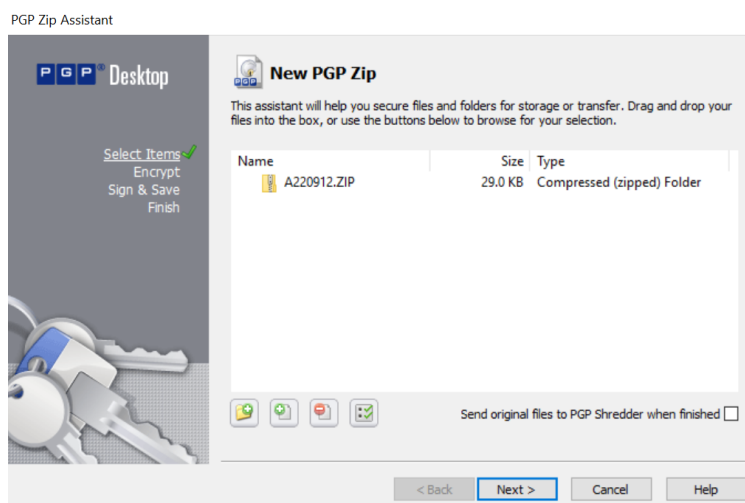
4. Once the zip file has been created, open PGP desktop.

5. Add the "prsuperi" key to your keyring. You can do this by clicking "search for keys", then typing in "prsuperi" into the search bar.
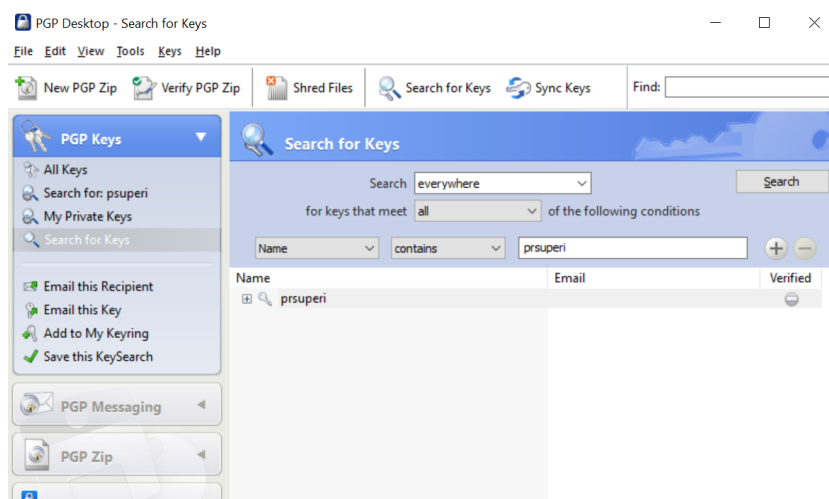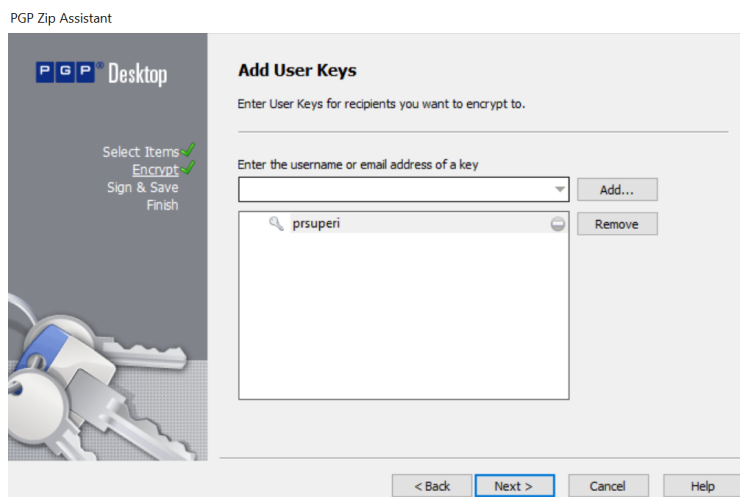

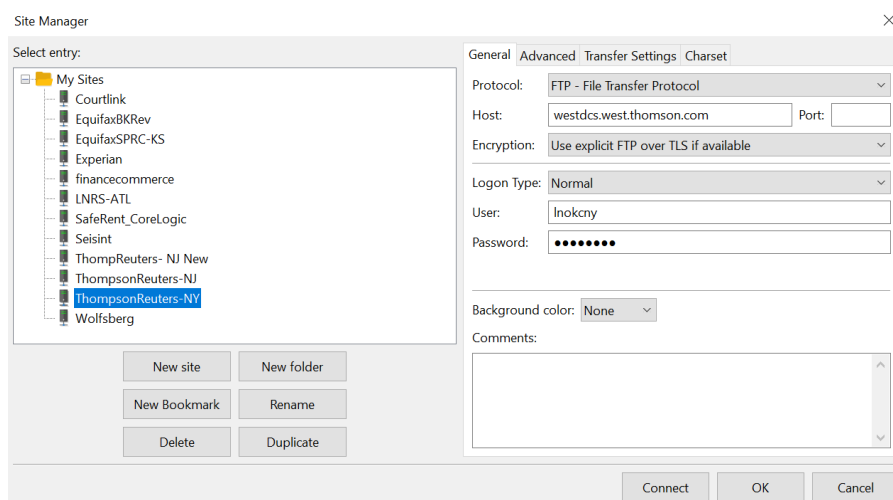6. Right click the key, then click add to > all keys.

7. Click "new PGP zip", then drag the newly created zip file to the box.

8. Click next twice, then click on the "prsuperi" key from the drop down menu, then click add.

9. Click next twice, then click finish.

10. Open FileZilla, then connect to ThompsonReuters - NY using the "site manager" button located in the top left hand corner.

11. Drag/drop the file to the "upload" folder.

12. Once this task has been completed, let your manager/ThompsonReuters contact know that the file has been sent over. Get confirmation that they have received the file before considering the task complete.