

How to: Upload a File to an SFTP Server

Enterprise Content Operations

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Occasionally, you will get an email stating that there is a file in the "sent failed" que in FFS Prod UI. It is your objective to find the file and upload it to the customer's SFTP location. Use this document when you get an email that contains a message similar to below.

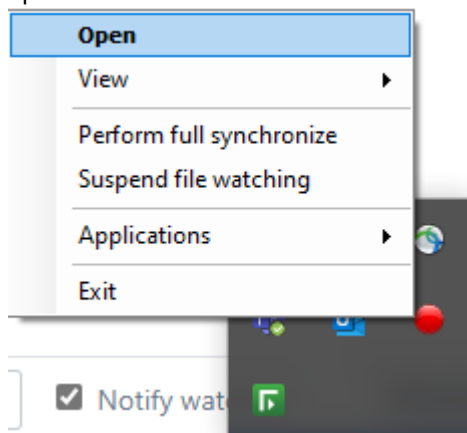
Good Morning Guy's,

**There are two files in Fulfillment Prod UI/Sent Failed folder.
I try to Re-try Job 6V and it went back into Sent Failed Folder.
Would you please look into this issue.**

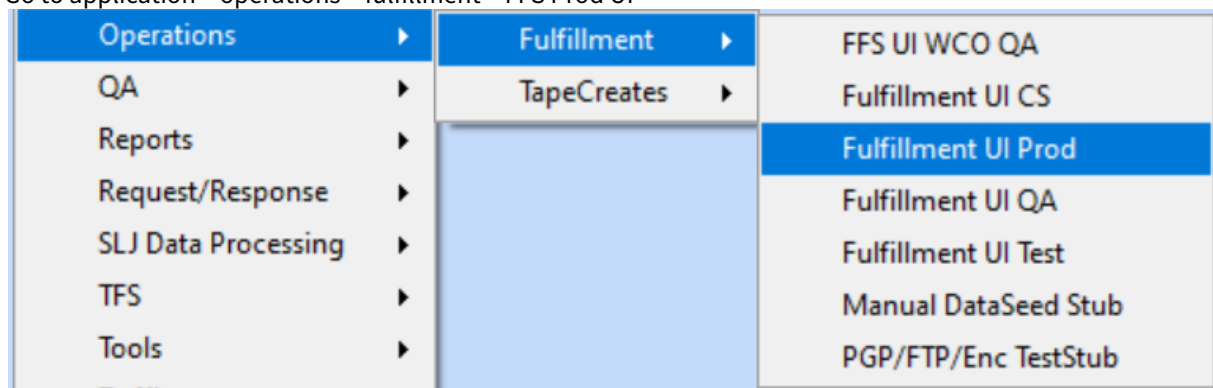
I did not try and contact anyone because these are not BK files.

Procedure:

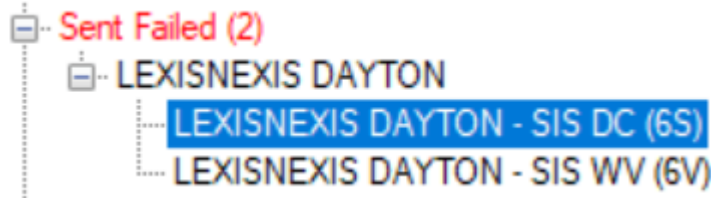
1. Open Red Ball



2. Go to application > operations > fulfillment > FFS Prod UI



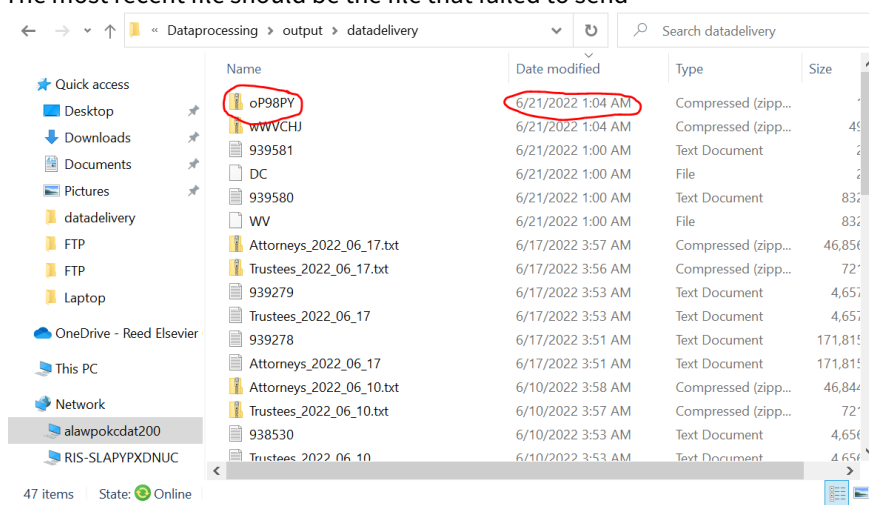
3. Check the forest on the left hand side for a "sent failed" schema (it will be highlighted in red)




4. Check "rename file" for the name of the file that has failed to send

| DATE SEARCH <input type="checkbox"/> Include Archived Beginning Date: 06/18/2022 Ending Date: 06/22/2022 VIEW | | | | | | | | | | | |
|---|-----------|----------------------|----------------------|-------------|---------------|------|------------|--------|-------------|---------|--------------|
| ct | Job Type | Actual Start Time | Scheduled Start Time | Status | Total Records | Bill | Dataset ID | Job ID | Rename File | File ID | CreatedBy |
| | Automatic | 6/21/2022 2:00:56 AM | 6/21/2022 1:59:00 AM | Sent Failed | 5 | S | 646 | 666155 | DC | 939581 | svc-riskffsc |

5. Check \\alawpokcdat200\Dataprocessing\output\datadelivery in file explorer
 6. Sort the files by date modified
 7. The most recent file should be the file that failed to send




8. Open Red Ball again
 9. Go to C3MS Production




C3MS Production

The traditional 'Mayhem' application, this is the production release of the C3MS core editing tool.



C3MS QA Build

This is a QA build of the the traditional 'Mayhem' application. Please note that this product may not perform as expected.



OAM 2010

A hosting environment for applications, this is the production release of this product.

10. Find the customer's name in the forest on the left hand side

11. Go to the "file information" tab

LexisNexis Dayton | LNR-OKC CLIENT SERVICES | LexisNexis Dayton - SIS DC [65] [Dataset] | LexisNexis Dayton - SIS WV [6V] [Dataset]

General | **File Information** | Court Assignments | File Format | Special Rules | Transmission History

Process file location: [Empty]

Delivery location: sftp://FABDATA2.LEXISNEXIS.COM/

Customer root location: COLLECTION/PROS/CHJONES

Fulfillment Schedules:

- LN DAYTONSAC SLJ 646 6S AUTOWKDAY - Occurs every 1 Week on Wednesday, Thursday, Friday, Saturday, occurring at 12:00 AM.
- LN DAYTONSAC SLJ 646 6S AUTOWKEND - Occurs every 1 Week on Tuesday, occurring at 12:00 AM.
- LN DAYTONSAC SLJ 646 6S (2 DAY TAPE) - [Inactive] once at 1/3/2014 3:24:00 AM
- LN DAYTONSAC SLJ 646 6S (4 DAY TAPE) - [Inactive] once at 5/28/2014 3:24:00 AM
- LN DAYTONSAC SLJ 646 6S (5 DAY TAPE) - [Inactive] once at 12/3/2013 3:24:00 AM

*File Format: SLJDaytonSIS Username: chjones

*Delivery Method: FTP Password: Yndw9bg

Output File Name Mask: oP98PY.zip PGP key: [Empty]

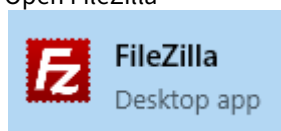
Output Form: Tape Zip Password: 2UWq~9V7

Special Requests Notes:

CID: 46
DSID: 646
PRODUCT: P
DELAY: 21 HOUR DELAY
DELIVERY SCHEDULE: WED-SUN @ 00:24 AM
D/C RECORDS: ADD ONLY

12. RDP into //ALAWPOKCWTS202

13. Open FileZilla

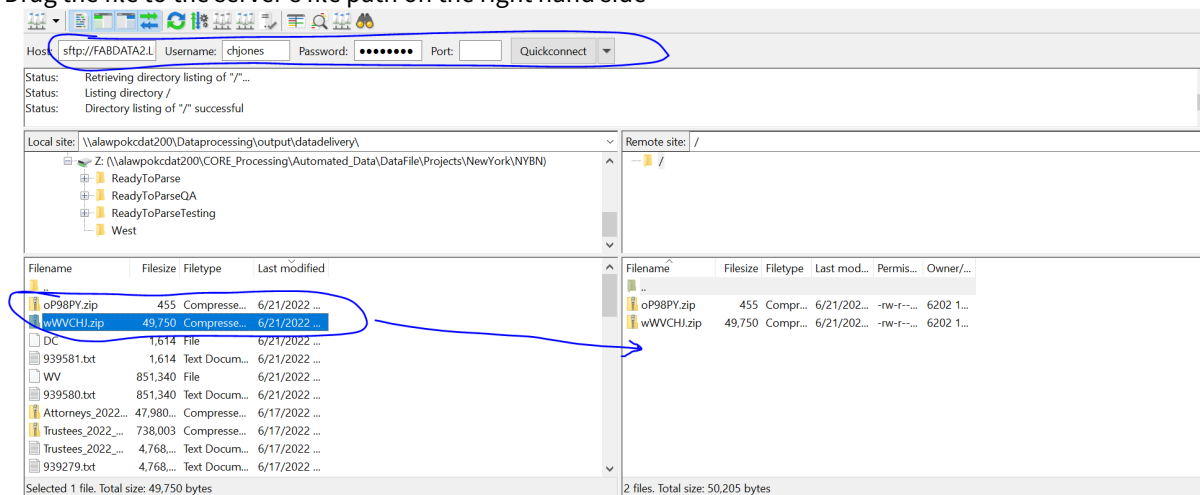


14. Connect to the sftp server using the name, username, and password of the server

15. Open \\alawpokcdat200\Dataprocessing\output\datadelivery on the left hand side

16. Find the file again by sorting by date modified

17. Drag the file to the server's file path on the right hand side



18. Email the person who notified you of the "sent failed" event

If you run into any problems reaching the SFTP site, please email news&businesscontentteam@lexisnexis.com¹ and CC LNR-OKCDataProcessing@lexisnexis.com²

¹ <mailto:news&businesscontentteam@lexisnexis.com>

² <mailto:LNR-OKCDataProcessing@lexisnexis.com>