

How to: Encrypt and Send Files to an SFTP Server

Enterprise Content Operations

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No headings included in this document

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,

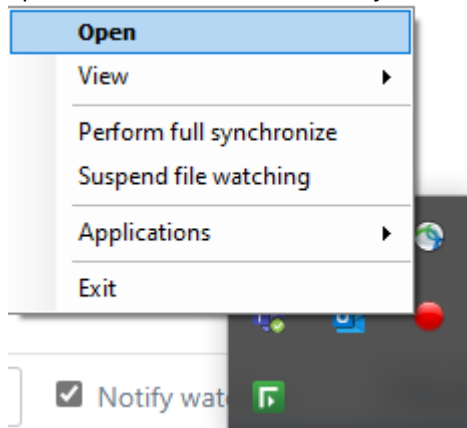
For the remaining 5 of 12 files still needing manually packaged they are **supposed to be PGP encrypted** and since I don't have a license on the PGP software application, I wasn't able to handle these **so Scott please encrypt these as soon as you have a chance to using the following info.**

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

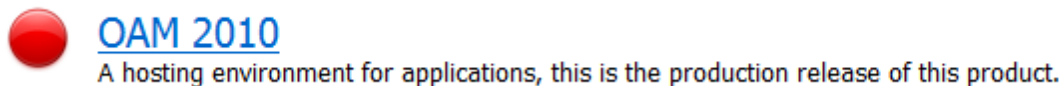
First Advantage 1133/FD – encrypt the “FD-NJ_LT_Deletes.DEL” file using the “FADV-Pub-Key-2020.asc” PGP key file
 Microbilt 829/8R – encrypt the “8R-NJ_LT_Deletes.DEL” file using the “Cynthia Robinson.asc” PGP key file
 SafeRent/CoreLogic 1156/CN – encrypt the “CN-NJ_LT_Deletes.csv” file using the “CORELOGIC_2048_PROD_PGP.ASC” 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:

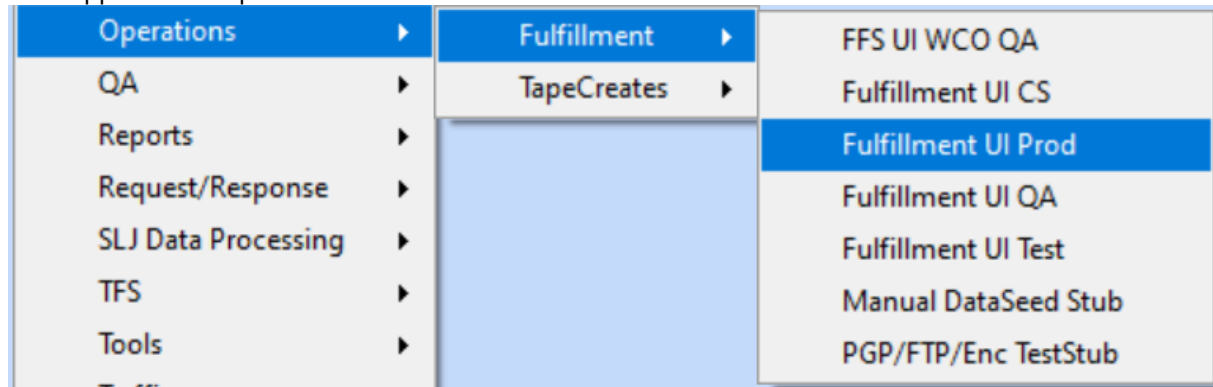
- Open RedBall in the toolbar. Ask your manager for access if the server appears unavailable



- Navigate to OAM 2010



- Go to Application > Operations > Fulfillment > Fulfillment UI Prod

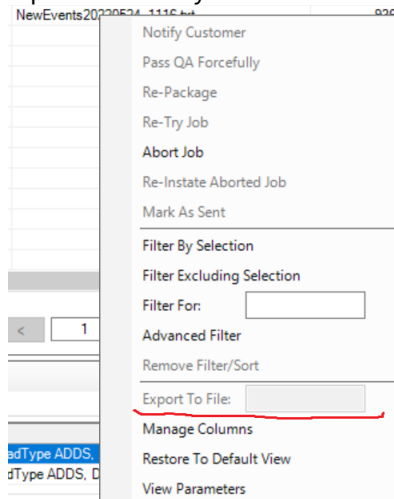


- Find the job by its dataset ID or filename. In this example, the dataset ID is 600

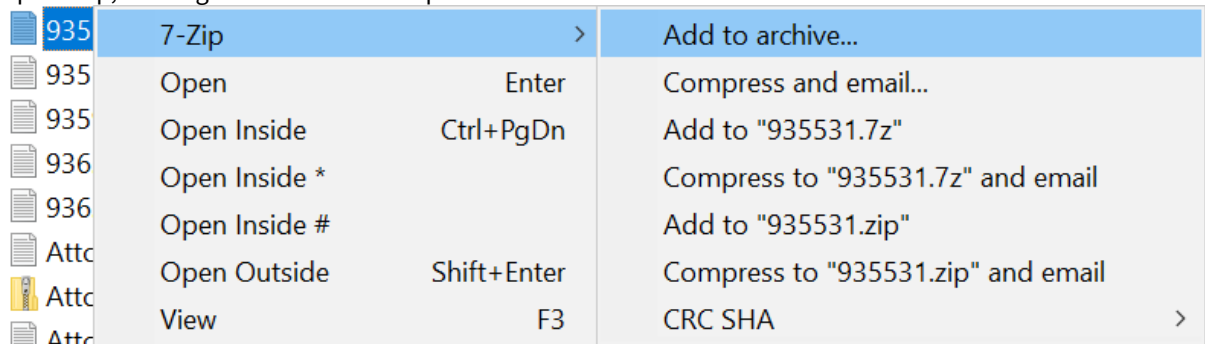
Customer Fulfillment file delivery issue occurred for:

DataSetID	CustomerID	JobID	RecCount	FileID
600	4K	664069 0		936544 C
5/23/2022 9:24:00 PM Processing Failed				
EQUIFAX CONSUMER SPRC - CP NATIONAL BK				

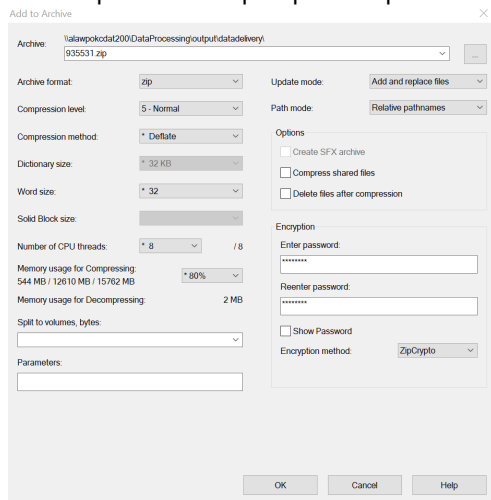
- Export the file to your local drive with the same file name



- 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.

DATE SEARCH

☒ Include Archived

Beginning Date: 10/07/2021

Ending Date: 10/07/2021

VIEW

Customer Name	CustID	Product	Job Type	Actual Start Time	Scheduled Start Time	Status	Total Records	Bill	Dataset ID	Job ID	Rename File	File ID	CreatedBy
TRANSUNION RENTAL SCREENING SOLUTIONS	1N	E	Manual	10/07/2021 11:28:25 AM	10/07/2021 11:27:37 AM	Sent	254276	N	917	643011	1N-SC_MassDelete221455.Y2K	912489	ModDD
FIRST ADVANTAGE BACKGROUND SERVICES CORP	FD	E	Manual	10/07/2021 10:52:23 AM	10/07/2021 10:51:55 AM	Sent	69557	N	1133	643007	FD-SC_MassDelete221455.Y2K	912485	ModDD
SAFERENT	CN	E	Manual	10/07/2021 11:04:24 AM	10/07/2021 11:02:49 AM	Sent	89325	N	1156	643008	CN-SC_MassDelete221455.csv	912486	ModDD

Record :

1

<

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3

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of 3 (Filtered) of 129

Page :

1

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of 1

Send

Refresh UI

Results

ERROR LOG

QA LOG

ACTIVITY LOG

Status	Time Start	Time Stop	Duration	Updated By
Processing	10/07/2021 11:04:24 AM	10/07/2021 11:10:43 AM	00:06:18	svc-riskrfs
Processed	10/07/2021 11:10:43 AM	10/07/2021 11:10:43 AM	00:00:00	svc-riskrfs
QA Processing	10/07/2021 11:14:20 AM	10/07/2021 11:14:20 AM	00:00:00	svc-riskrfs
QA Passed	10/07/2021 11:14:20 AM	10/07/2021 11:14:20 AM	00:00:00	svc-riskrfs
Packaging	10/07/2021 11:16:59 AM	10/07/2021 11:17:06 AM	00:00:06	svc-riskrfs
Packaged	05/04/2022 12:31:13 PM	05/04/2022 12:31:25 PM	00:00:11	svc-riskrfs
Packaged	10/07/2021 11:17:06 AM	10/07/2021 11:17:06 AM	00:00:00	svc-riskrfs
Packaged	05/04/2022 12:31:25 PM	05/04/2022 12:31:25 PM	00:00:00	svc-riskrfs
Sending	10/20/2021 10:10:18 AM	10/20/2021 10:10:29 AM	00:00:10	svc-riskrfs
Sending	05/11/2022 01:43:12 PM	05/11/2022 01:43:22 PM	00:00:09	svc-riskrfs
Sent	10/20/2021 10:10:29 AM	10/20/2021 10:10:29 AM	00:00:00	svc-riskrfs
Sent	05/11/2022 01:43:22 PM	05/11/2022 01:43:22 PM	00:00:00	svc-riskrfs
Mark As Sent	10/20/2021 09:09:34 AM	10/20/2021 09:09:34 AM	00:00:00	svc-riskrfs
Mark As Sent	05/04/2022 12:40:00 PM	05/04/2022 12:40:00 PM	00:00:00	svc-riskrfs