



ASP FILE TRANSFER

Relius Administration

ASP File Transfer allows the user to move files (i.e. trade confirmation files, payroll files, reconciliation files, etc.) between their local network and the ASP environment. In addition, the transfer process may be scheduled to run automatically via the Windows scheduler for each variation of the transfer process and may be run from multiple machines and/or locations within your organization.

Install

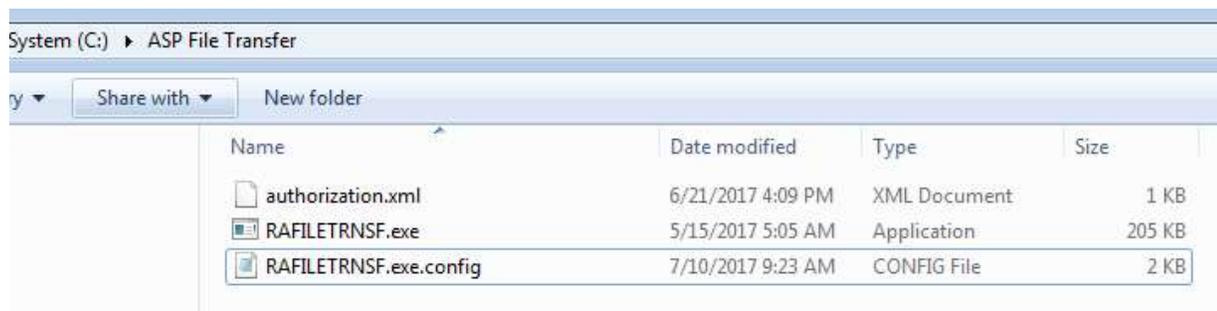
The software can be downloaded from Relius.net, log into the Relius.net website by selecting Relius Product Support and then Secure File Transfer. This must be done with either IE or Firefox or an FTP client, the SFTP transfer process currently does not work with Chrome.

After it loads select Products - Relius Administration - ASP and then select RAFILETRNSF.NEW.zip and select Save.

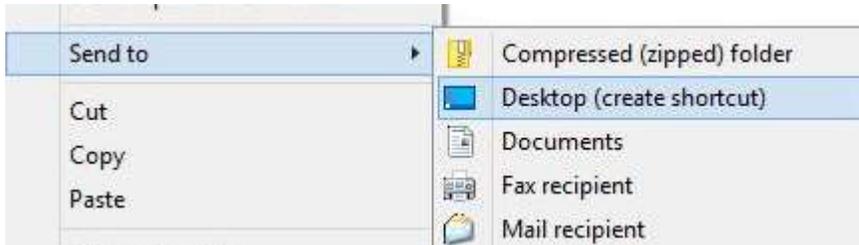
Create a **NEW** folder for the ASP File Transfer application and save the .zip file there. Unzip the file, it will create two files for you the .exe and a .config file.

If you do not have a copy of your authorization.xml file please enter an incident to request it, this file will need to be copied into the same folder you put the application files.

If you had the previous version of ASP File Transfer installed this version must be saved in a new folder. If you want to retain your existing drive mappings copy the RAFileTransfer.config file from your old ASP File Transfer folder to this new folder.



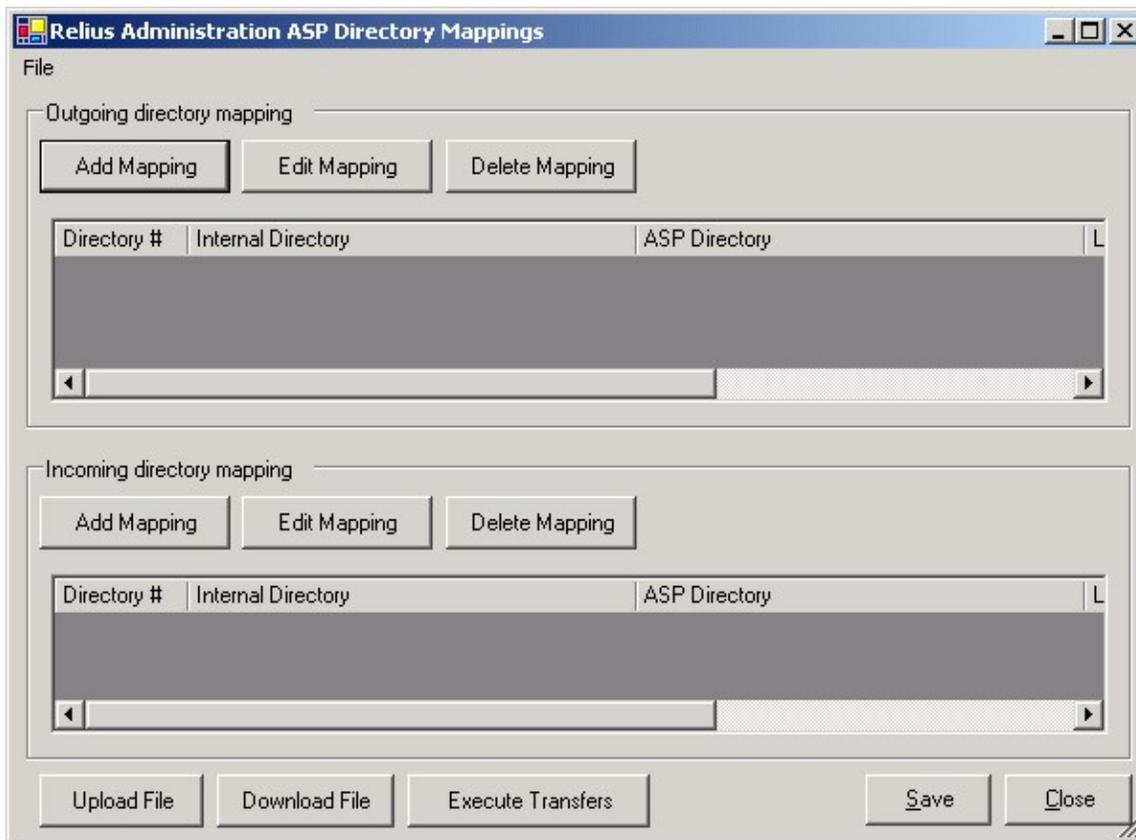
Right click on RAFILTRNSF.exe and send to desktop creat shortcut.



Please note that the maximum file size for transfer to or from the ASP environment is 20 meg.

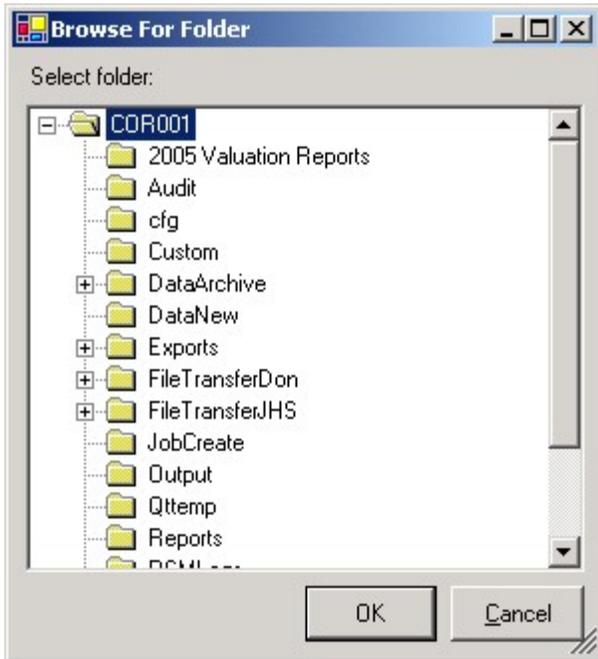
Relius Administration ASP Directory Mappings

Double-click on the shortcut for the RAFileTrnsf.exe program and the following screen will be displayed:



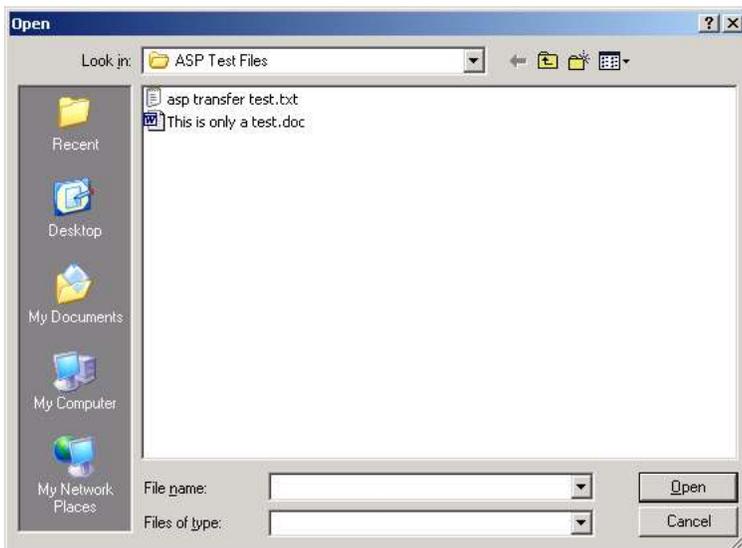
Upload File

This option is used to transfer an individual file to the ASP environment. Utilization of this option replaces the need to upload via Microsoft Windows Explorer where browsing for files may take a long time to accomplish. Click on the Upload File button and the following screen will be displayed:



The folders displayed are those available in the Relius ASP environment. Select the folder to which the file is to be transferred. Click on the OK button to exit the screen and save your selection or Cancel to abort the selection process.

Once OK is selected, the following screen will be displayed:



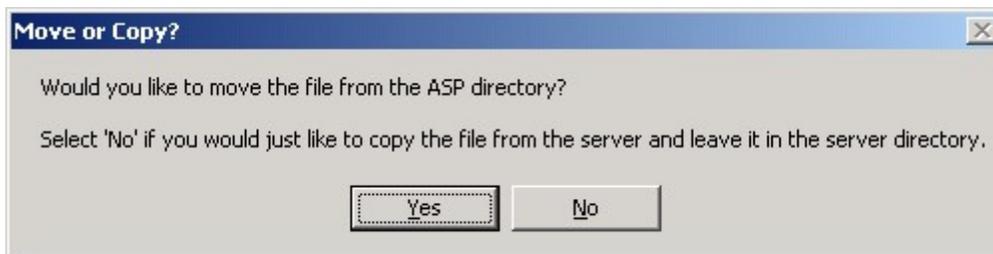
This screen will display the folder in which the file to be transferred resides. Highlight the file to be transferred and click on the Open button. This will initiate the transfer process. Once completed, the system will display a prompt similar to the following:



Click OK to complete the process.

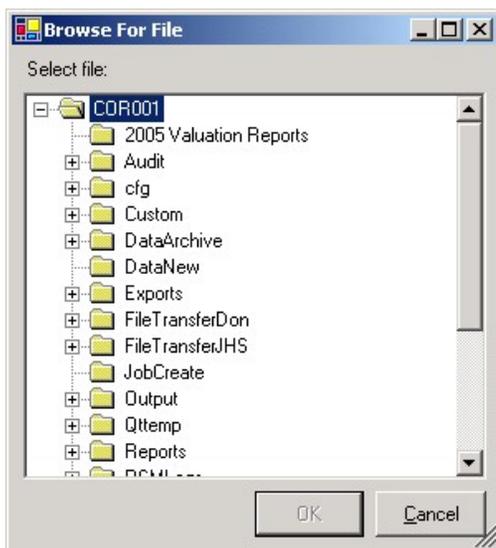
Download File

This option is used to transfer an individual file from the ASP environment. Utilization of this option replaces the need to download via Microsoft Windows Explorer where browsing for files may take a long time to accomplish. Click on the Download File button and the following screen will be displayed:

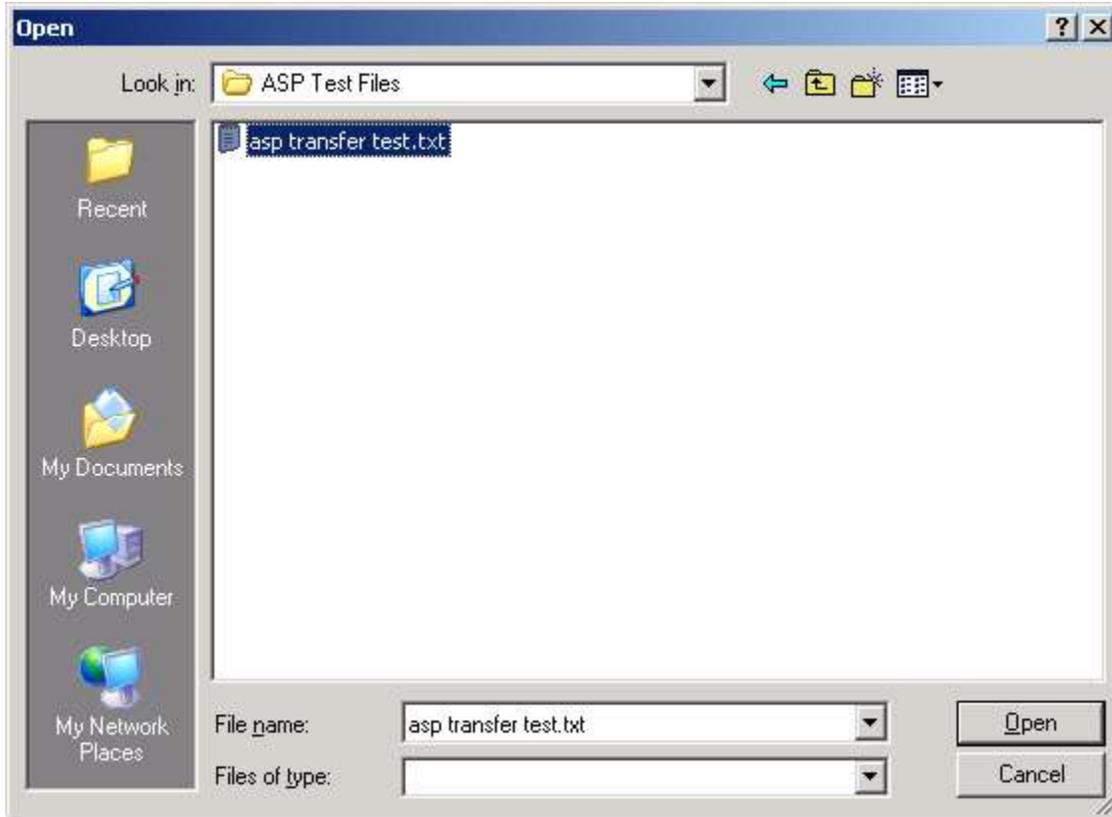


This option will allow for the file to be moved from the Relius ASP environment to your location or for the file to be copied from the Relius ASP environment. Selecting Yes will physically move the file; selecting No will transfer just a copy of the file.

Once Yes or No is selected, the following screen will be displayed:



The folders displayed are those resident in the Relius ASP environment. Highlight the folder from which the file is to be transferred. Click on the OK button, and the following screen will be displayed:



Select the file to be transferred. Click the Open button and the following screen will be displayed:



Select the folder to which the file is to be transferred. Once selected, click OK to initiate the transfer process. Once completed, the system will display a prompt similar to the following:



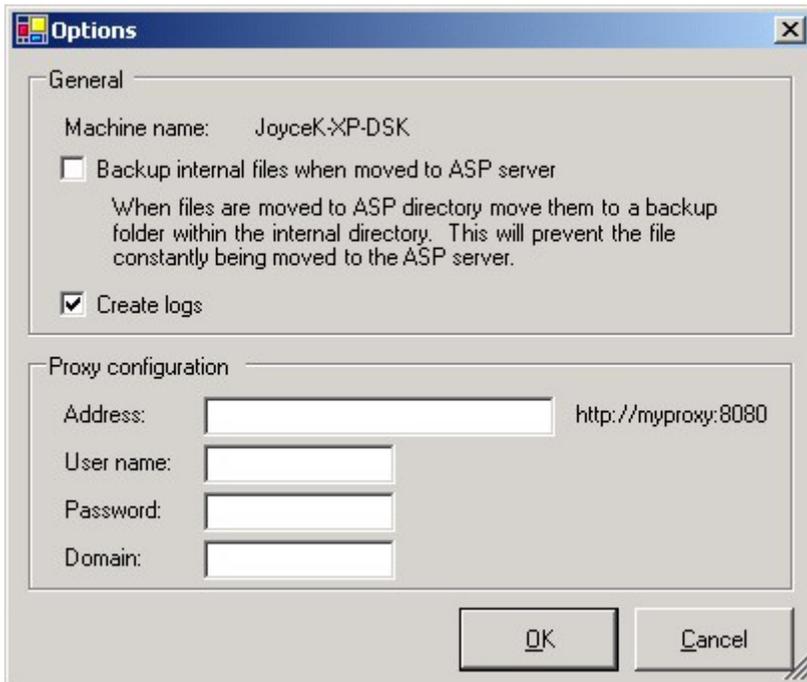
Click OK and the following screen will be displayed only when electing to Move the file from the server and delete it from the ASP directory.



Click OK to complete the transfer process.

Additional Options

From the main menu of the Relius ASP File Transfer program, go to File > Options and the following screen will be displayed:



Backup internal files when moved to ASP server: Allows for the retention of copies of the files that are being transferred from the internal environment to the ASP environment. This option physically moves the file to a backup folder within the internal directory thus ensuring that the file is not being transferred to the ASP server more than once.

The program will automatically create a new folder named \TransferBackup inside the folder that the file is being transferred from, and move the transferred files here.

Create logs: Allows for the generation of a log file every time the transfer process runs. This log identifies what files were transferred and any problems generated from the process.

The logs will be stored in the same folder as the application. If the process is kicked off via a scheduled task, then the file name would be as follows:

Debug_auto_MMDDYYYYhhmmss.log i.e. debug_auto_09122007080510.log

If the process is run manually, then the file name would be as follows:

Debug_manual_MMDDYYYYhhmmss.log i.e. debug_manual_09122007080510.log

Proxy configuration

The proxy configuration specifications are required to ensure that the program functions properly when utilizing a proxy server (this can be validated with the IT representative at your location). In addition, the proxy settings pertain to all operations.

Address: Allows for the specification of the address to identify the proxy server.

Username: Allows for the specification of the user name associated to the proxy server.

Password: Allows for the specification of the password for the previously defined user.

Domain: Allows for the specification of the domain associated with the proxy server.

Set Password

To password protect the Relius ASP File Transfer utility, go to File > Set Password and the following screen will be displayed:



Password: Allows for the entry of up to 10 alphanumeric characters.

Confirm password: Re-enter the password (must be exactly the same as the previously entered Password).

When you click OK, the following message will be displayed:



Click the OK button to save the password specification.

Clicking Cancel on the Change Password window will abort the process and ignore any changes specified.

To remove a password, delete the entries from both the Password and Confirm password boxes. Click the OK button and the following screen will be displayed:



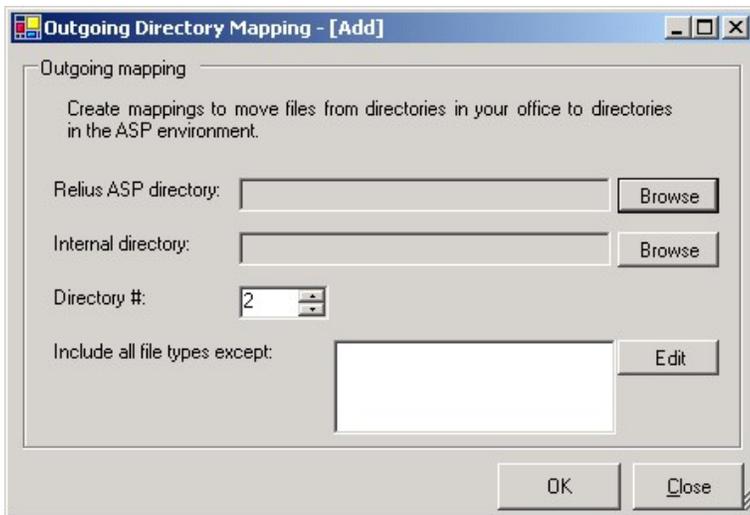
Click the OK button to save changes.

If you are only going to manually transfer files and do not need to setup scheduled tasks you do not have to go any further in the application setup.

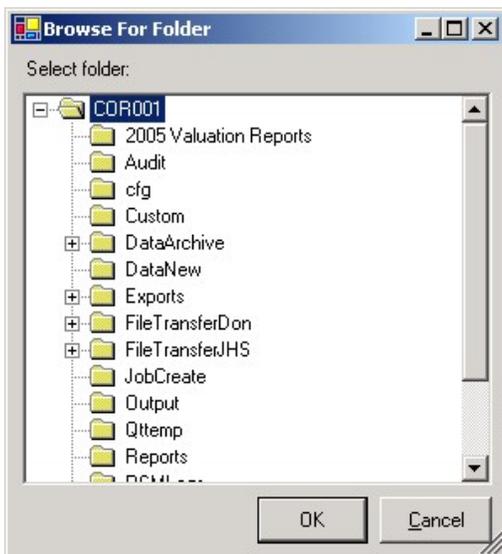
Outgoing directory mapping

The outgoing directory mapping option allows you to specify the files and directories to be utilized **when moving all or specific files from your location to the ASP** environment. You may transfer multiple files to the ASP environment via this option and utilize the Execute Transfers option or the Windows Scheduler to automatically move these files at a time of your choosing. *Please note that the maximum file size for transfer to or from the ASP environment is 20 Meg.*

Add Mapping: Allows you to specify the directories for both your location and the ASP environment. Click the Add Mapping button and the following screen will be displayed:



Relius ASP directory: Allows you to specify the Relius ASP directory to which files are to be moved. Click the Browse button and the following screen will be displayed:



Click the + option within the selection screen to display additional folders or click on the appropriate folder for selection. Once selected, click the OK button to exit the screen and save your selection or click Cancel to abort the selection process.

Internal directory: Allows you to specify the internal directory, **at your location**, from which files are to be moved. Click the Browse button and the following screen will be displayed:



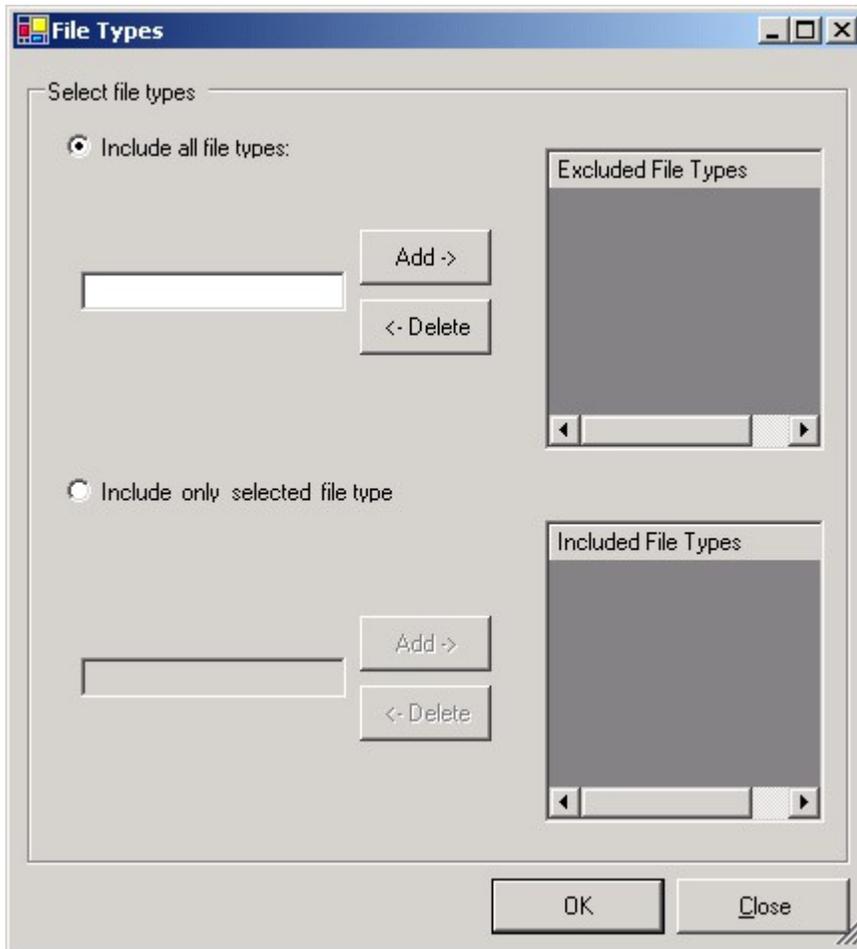
Click the + option within the selection screen to display additional folders or click on the appropriate folder for selection. Once selected, click the OK button to exit the screen and save your selection or click Cancel to abort the selection process.

Make New Folder: Allows for the creation of a new folder within the selected directory.

Directory #: As you add a directory mapping to your Incoming or Outgoing file transfer lists, the mapping is assigned a Directory #. The first outgoing mapping will default to 1 – when you automate this mapping in Windows Scheduler it will be known as OUTGOING[1]; the first incoming mapping will default to 1 and when you automate it in Windows Scheduler it will be known as INCOMING[1].

The value ranges from 1 to 1000, and you can manually enter any value you wish, or use the up/down arrows to select a value.

Include all file types except/Include only selected file types: The system automatically defaults to include all files in the transference process. This option allows for the exclusion of file types from the transference process or the inclusion of specific files only. Click on the Edit button and the following screen will be displayed:



File Types

Select file types

The Relius ASP File Transfer function offers two options in regard to file type selection; Include all file types and Include only selected file type. In addition, the selection to Include all file types also offers the ability to exclude specific types of files from the transfer process.

To exclude a specific type of file (for example, any file with an extension of .doc), one method would be to simply type in *.doc in the text box at the top of this form then click the Add button. The *.doc entry will now be displayed under the Excluded File Types. Click OK to save changes or Close to abort the process.

To include only specific file type(s) - for example, any file with an extension of *.csv - then click the radio button entitled Include only selected file type. Then you can simply type in *.csv and click the Add button. The *.csv entry will now be displayed under the Included File Types. Click OK to save changes, Cancel to abort.

File types may be identified in a variety of ways. To move all files for a particular file type, enter only the file extension. For example, to move all Microsoft Word documents, enter 'doc' or *.doc in the file type list. This will ensure that all files with an extension of .doc are moved.

Wild card values may also be utilized in the transfer process. For example, to move all files that begin with 'price' and have a .txt extension, enter price*.txt as the file type and the program will move only those files where the file name begins with price and has an extension of .txt. A '?' may also be utilized in the file name. For example, enter price?.txt and the program will move only those files that begin with price, have one character following the word price (i.e. priceA) and have an extension of .txt.

In addition, there are several different date formats that may be utilized for files that include the date in the filename:

<%dMMDDYYYY> : This formula will, when utilized in the file name, move files that contain the current system date in the MMDDYYYY format in the filename.

Example: DIVIDEND<%dMMDDYYYY>.txt – the program will transfer files such as DIVIDEND07142009.txt.

Wild cards can also be used in conjunction with dates in the filename - for example, to move all files where the name begins with today's date and the extension is .txt, the file type would be entered as <%dMMDDYYYY>*.txt. Consequently, only file names that begin with today's date and have an extension of .txt would be moved. The wild card of * indicates that any additional values could be included after the date in the file name.

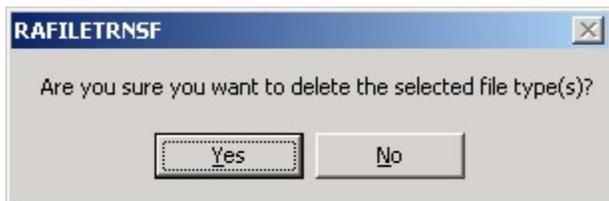
Example: <%dMMDDYYYY>*.txt – the program will move files such as 07142009price.txt, 07142009position.txt, etc.

<%dMMDD-01YYYY>: This formula will, when utilized in the file name, move files that contain a date that is less than the system date. The -01 may be used after the month, day, or year.

For example, to move a file where the file name contains yesterday's date and the extension is .csv, the file type would be entered as <%dMMDD-01YYYY>*.csv. The wild card of * would indicate that any additional values could be included after the date in the filename.

Note that any date format that includes numeric values for month, day and year will work in these formulas – YYMMDD, DDDMMYY, YYYYDDMM, etc.

To delete an entry, highlight the entry in the Excluded File Types display or type the file name into the selection box and click on the Delete button. The following screen will be displayed:



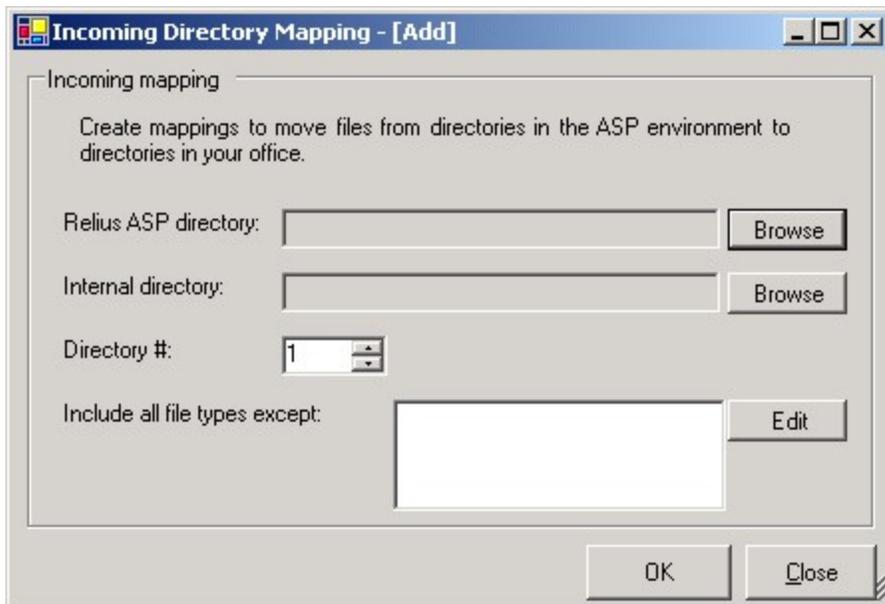
Clicking on Yes will delete the selected entry, clicking on No will abort the process.

After selecting the file types to include/exclude click OK and you will be returned to the Outgoing Directory Mapping form. Confirm all selections you have made and click OK to add this mapping to the list of Outgoing Directory #s in the grid at the top of the form.

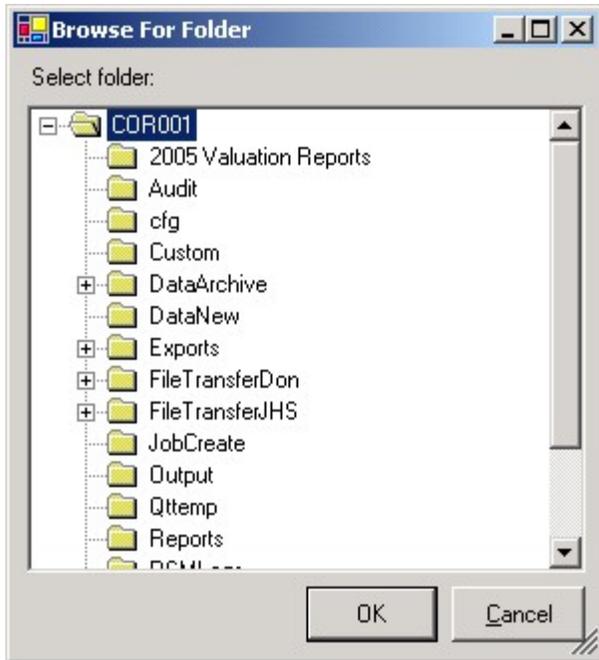
Incoming directory mapping

The incoming directory mapping option allows you to specify the files and directories to be utilized **when moving all or specific files from the ASP environment to your location**. You may transfer multiple files from the ASP environment via this option and utilize the Execute Transfers option or the Windows Scheduler to automatically move these files at a time of your choosing. *Please note that the maximum file size for transfer to or from the ASP environment is 20 meg.*

Add Mapping: Allows you to specify the directories for both your location and the ASP environment. Click the Add Mapping button and the following screen will be displayed:



Relius ASP directory: Allows you to specify the Relius ASP directory from which files are to be moved. Click the Browse button and the following screen will be displayed:



Click the + option within the selection screen to display additional folders or click the appropriate folder for selection. Once selected, click the OK button to exit the screen and save your selection or click Cancel to abort the selection process.

Internal directory: Allows you to specify the internal directory, **at your location**, to which files are to be moved. Click the Browse button and the following screen will be displayed:



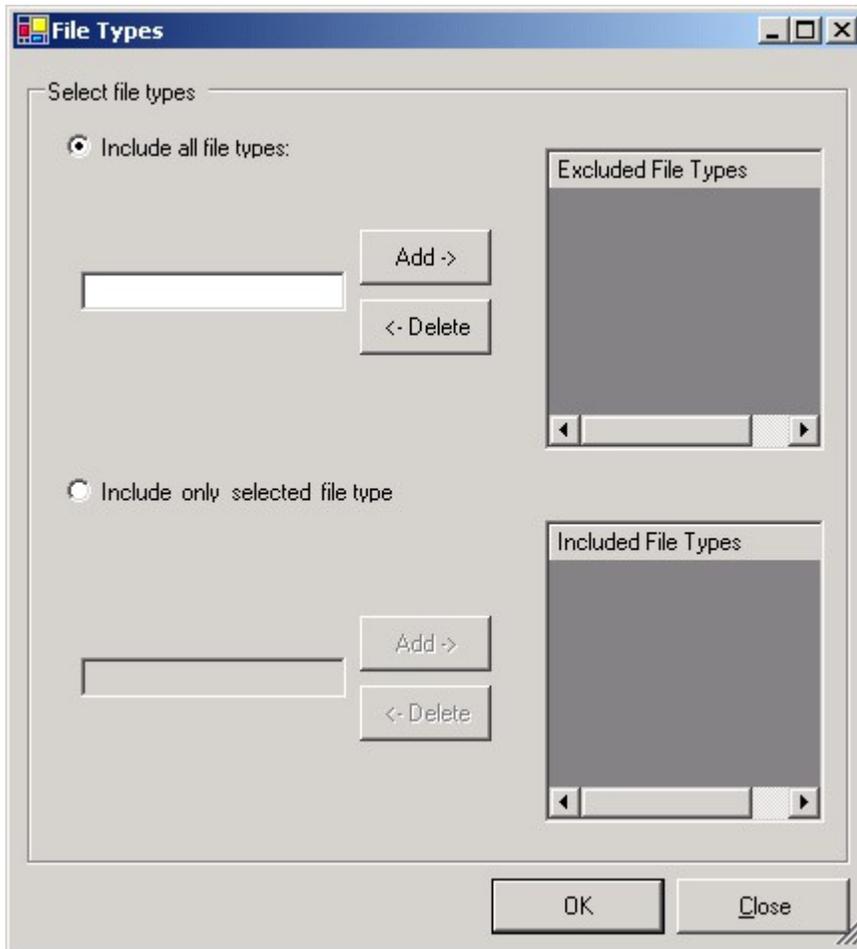
Click the + option within the selection screen to display additional folders or click on the appropriate folder for selection. Once selected, click the OK button to exit the screen and save your selection or click Cancel to abort the selection process.

Make New Folder: Allows for the creation of a new folder within the selected directory.

Directory #: As you add a directory mapping to your Incoming or Outgoing file transfer lists, the mapping is assigned a Directory #. The first incoming mapping will default to 1 – when you automate this mapping in Windows Scheduler it will be known as INCOMING[1]; the first outgoing mapping will default to 1 and when you automate it in Windows Scheduler it will be known as OUTGOING[1].

The value ranges from 1 to 1000, and you can manually enter any value you wish, or use the up/down arrows to select a value.

Include all file types except/Include only selected file types: The system automatically defaults to include all files in the transference process. This option allows for the exclusion of file types from the transference process or the inclusion of specific files only. Click on the Edit button and the following screen will be displayed:



File Types

Select file types

The ASP File Transfer function offers two options in regard to file type selection; Include all file types and include only selected file type. In addition, the selection to Include all file types also offers the ability to exclude specific types of files from the transfer process.

To exclude a specific type of file (for example, any file with an extension of .doc), one method would be to simply type *.doc in the text box at the top of this form then click the Add button. The *.doc entry will now be displayed under the Excluded File Types. Click OK to save changes or Close to abort the process.

To include only specific file type(s) - for example, any file with an extension of *.csv - then click the radio button entitled Include only selected file type. Then you can simply type in *.csv and click the Add button. The *.csv entry will now be displayed under the Included File Types. Click OK to save changes, Cancel to abort.

File types may be identified in a variety of ways. To move all files for a particular file type, enter only the file extension. For example, to move all Microsoft Word documents, enter 'doc' or *.doc in the file type list. This will ensure that all files with an extension of .doc are moved.

Wild card values may also be utilized in the transfer process. For example, to move all files that begin with 'price' and have a .txt extension, enter price*.txt as the file type and the program will move only those files where the file name begins with price and has an extension of .txt. A '?' may also be utilized in the file name. For example, enter price?.txt and the program will move only those files that begin with price, have one character following the word price (i.e. priceA) and have an extension of .txt.

In addition, there are several different date formats that may be utilized for files that include the date in the filename:

<%dMMDDYYYY> : This formula will, when utilized in the file name, move files that contain the current system date in the MMDDYYYY format in the filename.

Example: DIVIDEND<%dMMDDYYYY>.txt – the program will transfer files such as DIVIDEND07142009.txt.

Wild cards can also be used in conjunction with dates in the filename - for example, to move all files where the name begins with today's date and the extension is .txt, the file type would be entered as <%dMMDDYYYY>*.txt. Consequently, only file names that begin with today's date and have an extension of .txt would be moved. The wild card of * indicates that any additional values could be included after the date in the file name.

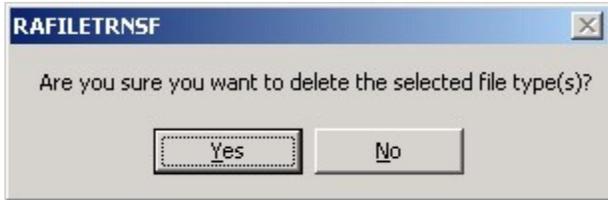
Example: <%dMMDDYYYY>*.txt – the program will move files such as 07142009price.txt, 07142009position.txt, etc.

<%dMMDD-01YYYY>: This formula will, when utilized in the file name, move files that contain a date that is less than the system date. The -01 may be used after the month, day, or year.

For example, to move a file where the file name contains yesterday's date and the extension is .csv, the file type would be entered as <%dMMDD-01YYYY>*.csv. The wild card of * would indicate that any additional values could be included after the date in the filename.

Note that any date format that includes numeric values for month, day and year will work in these formulas – YYMMDD, DMMYY, YYYYDDMM, etc.

To delete an entry, highlight the entry in the Excluded File Types and click the Delete button. The following screen will be displayed:

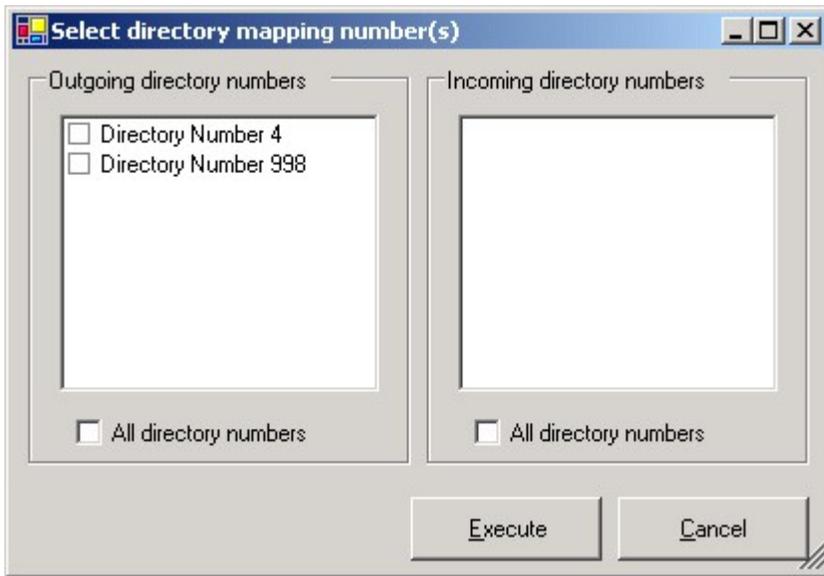


Clicking on Yes will delete the selected entry, clicking No will abort the process.

Execute Transfers

This option allows you to transfer files from your location to the ASP environment or from ASP to your location, according to the incoming and outgoing mappings you have defined.

Click the Execute Transfers button and the following screen will be displayed:



Directory mappings may be individually selected by clicking in the box next to the applicable directory. Click in the box next to All Directory Numbers to execute transfers to for all incoming or outgoing mappings at this time. Click the Execute button to initiate the transference process or the Cancel button to abort the process.

While the files are being moved, the following screen will be displayed:



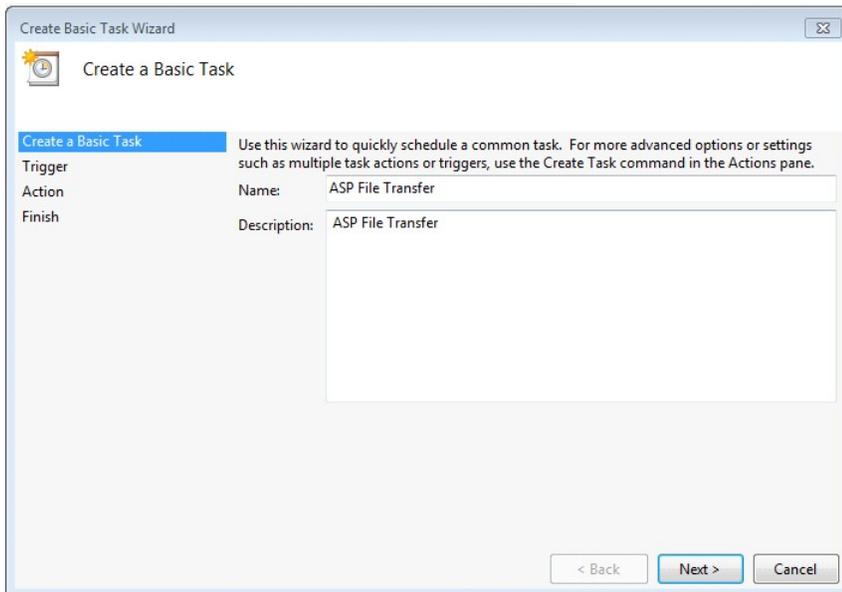
As the file(s) transfer, each directory mapping (as defined in either outgoing or incoming) will be displayed until the transference process completes.

Windows Scheduler

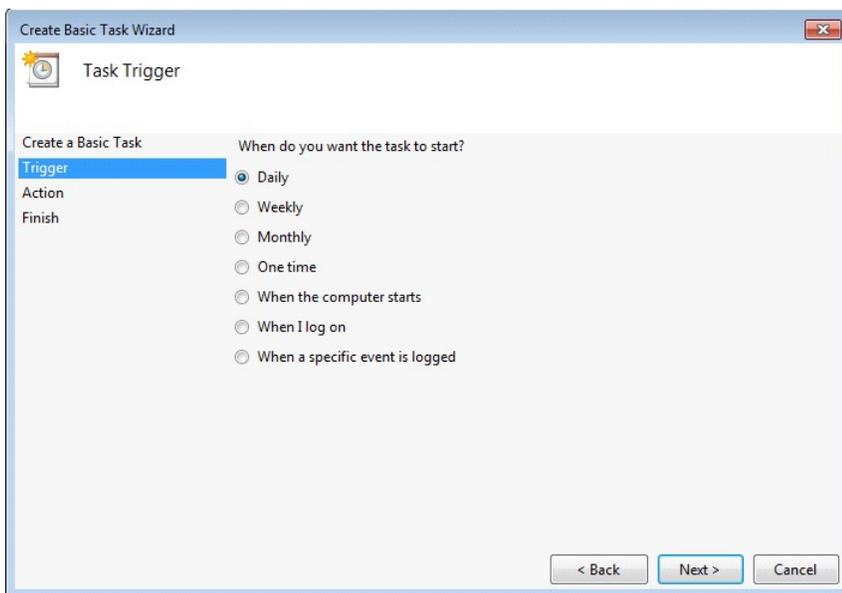
Once the outgoing and incoming directory mappings have been specified, the Windows Scheduler may be utilized to automatically run the mapped transfers.

To access Windows Scheduler from your local workstation, go to Start > Control Panel > Administrative Tools > Task Scheduler.

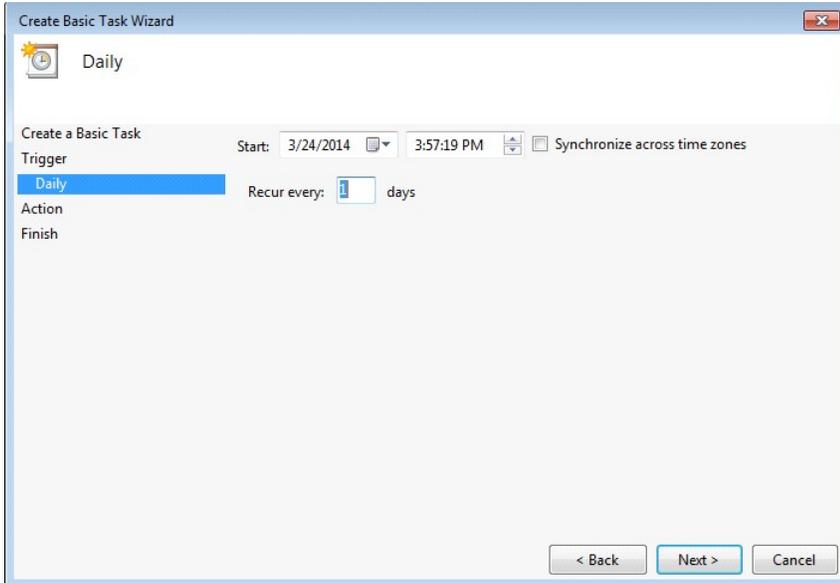
Launch the Task Scheduler and then select Action – Create Basic Task, enter a Name and Description and click on Next.



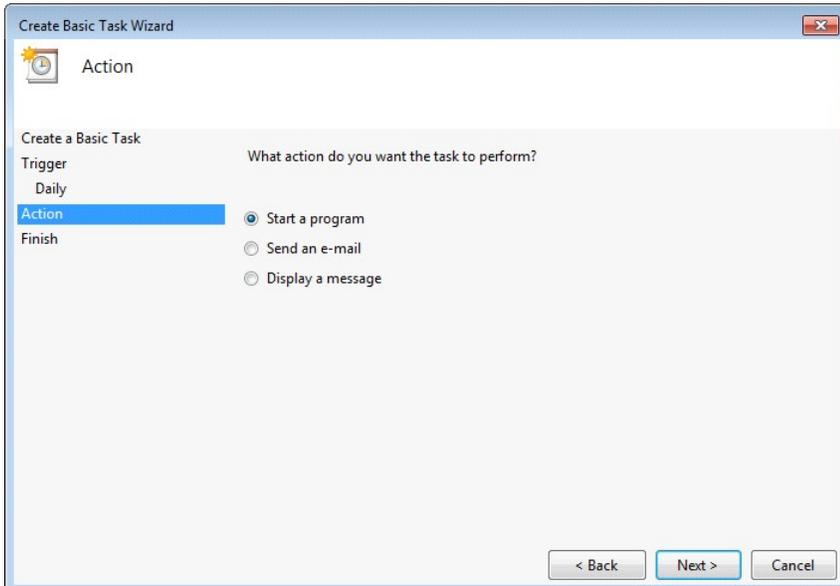
Select when you want the job to run and click on Next.



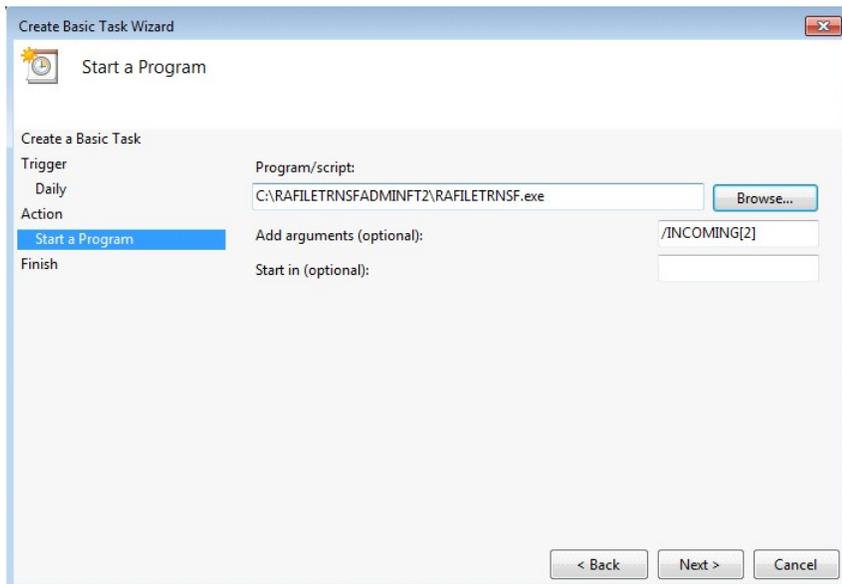
Click on Next



Select Start a program and click on Next.



Browse to your local RAFILETRNSF.exe and add any arguments that you want for this job, /Incoming /Outgoing, etc.



To run a specific mapping within a scheduled task, include the incoming or outgoing directory # in the command line at the end of the Run description for the task. The command line should show /OUTGOING[directory #] for an outgoing mapping and /INCOMING[directory #] for an incoming mapping.

For example, to schedule outgoing mapping #1 and #2 to run at a specific time, add the following to the end of the command line:

```
/OUTGOING[1,2]
```

If the following is added to the end of the command line:

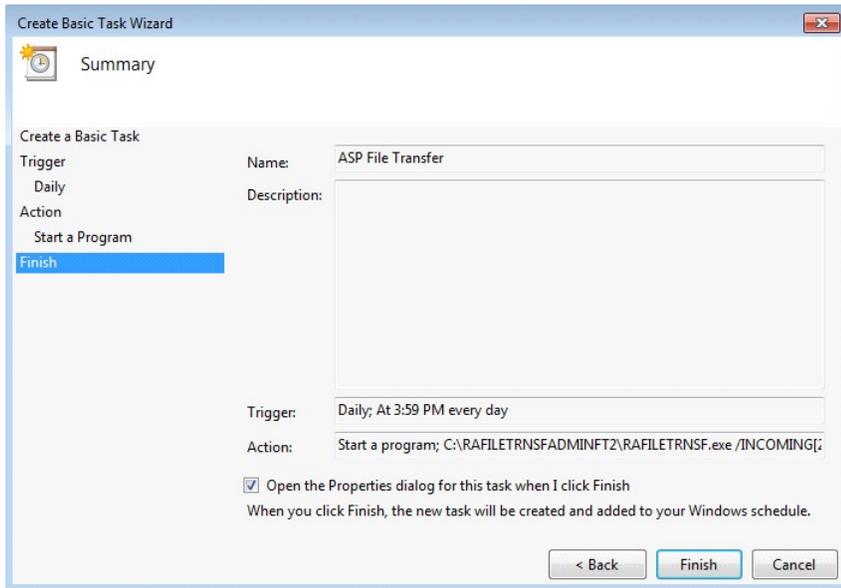
```
/OUTGOING[1,2]/INCOMING[1]
```

Windows Scheduler will run the mappings for outgoing directory #1 and #2 AND incoming directory #1 at the same time.

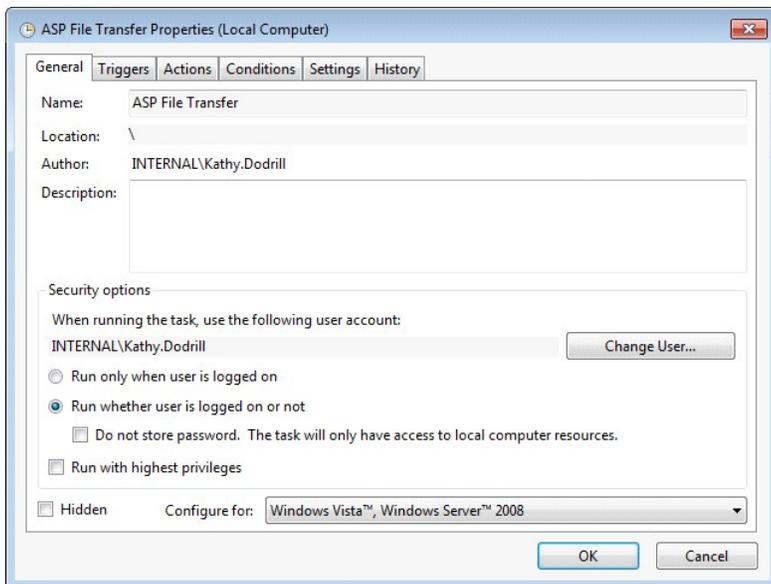
To automate the transfer of all outgoing and incoming directory mappings, add the following to the end of the Run command:

```
/OUTGOING/INCOMING
```

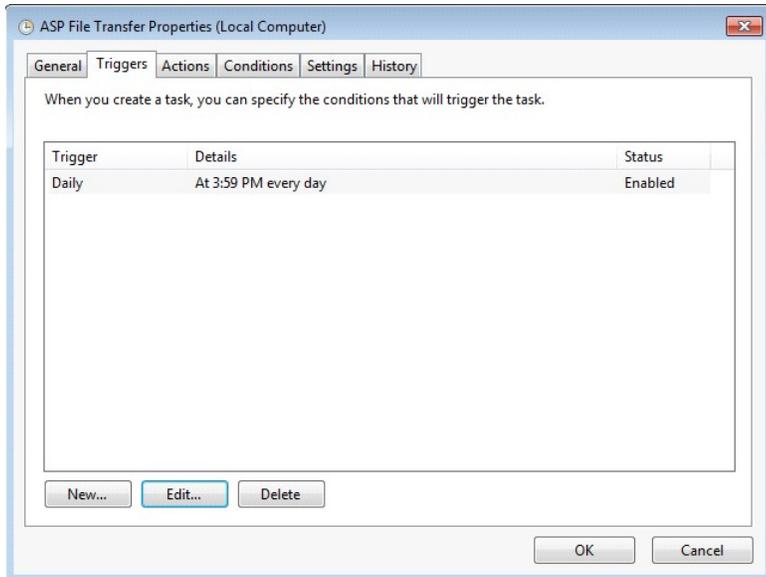
Check the box for Open the Properties dialog for this task when I click Finish and then click Finish.



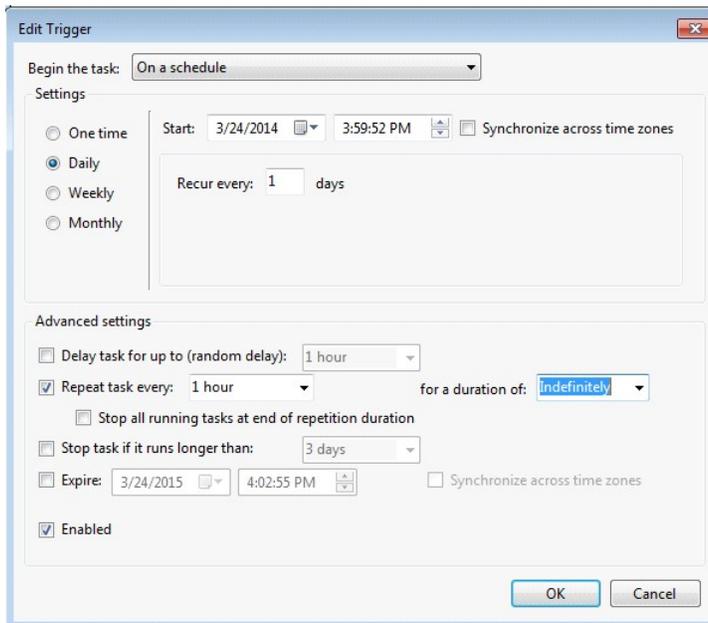
On the General Tab select Run whether user is logged on or not. The user name will default to the individual that is currently logged into Windows on this pc. If you select to Run only when user is logged on, this user name must be used at login anytime the machine is rebooted. If you select to Run whether user is logged on or not, enter the password and confirm the password. When the password for this user changes, the task must be updated with the new password.



On the Triggers tab select Edit.



Set up the Repeat task for how often you want it to run and set the duration, probably Indefinitely and click OK.



This should setup the task but you may need to create additional tasks if you want to run other arguments on different schedules.

Glossary of Terms

Outgoing directory mapping – The outgoing directory mapping allows you to specify the files and directories to be utilized **when moving all or specific files from your location to the ASP** environment. You may transfer multiple files to the ASP environment via this option. Utilize the Execute Transfers option or Windows Scheduler to automatically move these files at a time of your choosing. *Please note that the maximum file size for transfer to or from the ASP environment is 20 meg.*

Incoming directory mapping – The incoming directory mapping option allows you to specify the files and directories to be utilized **when moving all or specific files from the ASP environment to your location**. You may transfer multiple files from the ASP environment via this option. Utilize the Execute Transfers option or Windows Scheduler to automatically move these files at a time of your choosing. *Please note that the maximum file size for transfer to or from the ASP environment is 20 meg.*

Relius ASP directory – Allows you to specify the Relius ASP directory to which files are to be moved.

Internal directory – Allows you to specify the internal directory **at your location**.

Directory # - The next available mapping # assigned as you create Incoming and Outgoing directory mappings. The values range from 1 to 1000, although you can manually enter any value you wish. The first incoming mapping will default to 1 – when you automate this mapping in Windows Scheduler it will be known as INCOMING[1]; the first outgoing mapping will default to 1 and when you automate it in Windows Scheduler it will be known as OUTGOING[1].

Upload File – This option is used to transfer an individual file to the ASP environment. Use of this option replaces the need to upload via Microsoft Windows Explorer, where browsing for files may take a long time.

Download File – This option is used to transfer an individual file from the ASP environment. Use of this option replaces the need to download via Microsoft Windows Explorer, where browsing for files may take a long time.

Execute Transfers – Transfers files from your location to the ASP environment or from the ASP environment to your location, according to the incoming/outgoing directory mappings you select.