

In order to setup the transfer you will need to know the IP address of the Food Service Server. Contact Systems Design if you need assistance locating this number.

This document assumes you are exporting all students, naming the export file systemsd.txt and keeping the file in C:\ChanceryStuff If you are not following this method, then you will need to alter the following instructions for your changes.

First, create the script to transfer the files:

1. Invoke Windows Notepad
 - a. Start
 - b. Run
 - c. Type `NOTEPAD` in the box labeled "Open"
 - d. Click OK
2. Type the following lines into notepad (each line starts at the far left margin)

```
download
download
lcd C:\ChanceryStuff
ascii
put systemsd.txt
quit
```
3. Press [ENTER] twice to leave two blank lines after "quit".
4. Save the file as follows:
 - a. Click on File
 - b. Click on Save
 - c. In the "File name" box type `%WINDIR%\SDFTP.TXT`
 - d. Click OK
5. Close Notepad
 - a. Click on File
 - b. Click on Exit

Second, create a shortcut to run the job

1. Right-click on the Desktop
2. Click on New
3. Click on Shortcut
4. Type ftp in the box labeled "Type the location of the item:"
5. Click Next
6. Type Chancery SMS Transfer to SDI in the box labeled "Type a name for the shortcut:"
7. Click Finish
8. Right-Click on the newly created icon
9. Select Properties
10. The box labeled "Target" reads `%WINDIR%\system32\ftp.exe`
11. Put the cursor at the end of `%WINDIR%\system32\ftp.exe`
12. Press the space bar and add the following text to the prompt replacing x.x.x.x with the IP address of the Food Service server. NOTE: the `-s` MUST be a lower-case s.
`-s:SDFTP.TXT x.x.x.x`
13. The line should now read something like:
`%WINDIR%\system32\ftp.exe -s:SDFTP.TXT 192.168.0.1`
14. Verify the box labeled "Start in:" reads `%WINDIR%`
15. Click OK

Call Systems Design (800.887.1828) and have someone in Technical Support help you verify the transfer is working properly.

If you wish to schedule the transfer to occur automatically, follow the following steps:

1. Click on Start
2. Click on Control Panel
3. Click on Performance and Maintenance
4. Click on Scheduled Tasks
5. Double-click Add Scheduled Task
6. The wizard appears,
7. Click Next (there may be a significant delay at this point)

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8. Click on Browse
9. In the box labeled "File name:", type %WINDIR%\SYSTEM32\ftp.exe
10. Click on Open
11. In the box labeled "Type a name for this task" type Chancery SMS Transfer to SDI
12. Click the radio button labeled "Daily"
13. Click Next
14. In the box labeled "Start time", enter 04:45AM
15. Under the button labeled "Perform this task", click on Weekdays
16. Click Next
17. The box labeled "Enter the user name:" will be filled with your login, change it if needed
18. Type the appropriate password into both fields which are labeled "Enter the password:" and "Confirm password:"
19. Click NEXT
20. Put a check mark in the box labeled "Open advanced properties for this task when I click Finish"
21. Click Finish
22. A properties dialog box pops up
16. The box labeled "Run" reads something like C:\WINDOWS\SYSTEM32\FTP.EXE
17. Put the cursor at the end of C:\WINDOWS\SYSTEM32\FTP.EXE
18. Press the space bar and add the following text to the prompt replacing x.x.x.x with the IP address of the Food Service server. NOTE: the -s MUST be a lower-case s.
-s:SDFTP.TXT x.x.x.x
19. The line should now read something like:
C:\WINDOWS\SYSTEM32\FTP.EXE -s:SDFTP.TXT 192.168.0.1
20. Verify the box labeled "Start in:" reads %WINDIR%
21. Click OK
22. Right-click on the newly created task

Once again, contact Systems Design to verify the task works correctly.

From the Scheduled Tasks File box perform the following steps:

1. Right-click on the Chancery SMS Transfer to SDI icon
2. Select Run
3. Systems Design will verify the file was transferred.