

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

This document assumes you are retrieving the file LNCHSTAT.CSV and keeping the file in C:\incoming. If you are not following this method, then you will need to alter the following instructions for your changes.

### Section 1 Create the script to transfer the files:

1. Invoke Windows Notepad
  - a. Click on Start
  - b. Click on Run
  - c. Type `NOTEPAD` in the Run dialog 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:\CSDI\Messenger ← This is the location where the file will be kept on your system.
ascii
get LNCHSTAT.CSV
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%\SDFTPSM.TXT`
  - d. Click OK
5. Close Notepad
  - a. Click on File
  - b. Click on Exit

### Section 2 Create a shortcut to run the job

1. Right-click on the Desktop
2. Click on New
3. Click on Shortcut
4. Type `%WINDIR%\system32\ftp.exe` in the box labeled "Type the location of the item:"
5. Click Next
6. Type `School Messenger Transfer from 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. Verify 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:SDFTPSM.TXT x.x.x.x`
13. The line should now read something like:  
`%WINDIR%\system32\ftp.exe -s:SDFTPSM.TXT 192.168.0.1`
14. Verify the box labeled "Start in:" reads `%WINDIR%` ← **This is where the SDFTPSM.TXT file is located.**
15. Click OK

### Section 3 Verify the transfer works.

1. Open a Windows Explorer process and navigate to `C:\CSDI\Messenger`
2. Verify that a file named `LNCHSTAT.CSV` does **not** exist.; Otherwise delete the file `LNCHSTAT.CSV`.
3. If necessary, minimize this window so you can perform the following step.
4. Double-click on the `School Messenger Transfer from SDI` icon located on the desktop.
5. Restore the Windows Explorer window if necessary
6. You may need to refresh the window by either pressing F5 or clicking on View-Refresh
7. Verify that a file named `LNCHSTAT.CSV` **does** exist.
8. If the file exists, you may continue with the next section.
9. Determine what error occurred.

6/15/2009

- a. Click on Start
- b. Click on Run
- c. Type CMD in the field labeled Open in the Run dialog box
- d. Click on OK
- e. In the DOS Prompt box type the following commands:
  - i. C: **← Move to drive C:**
  - ii. CD %WINDIR% and press [ENTER] **← Move to C:\Windows or C:\WinNT**
  - iii. Type DIR SDFTPSM.TXT and press [ENTER]
  - iv. Verify the file SDFTPSM.TXT exists (The date and time should be when the file was saved above.)
  - v. You should see one file. If it does not exist you did not save the file properly in Section 1-4-C. Correct this and restart the verifying the transfer works.
- f. Manually invoke the process to determine where an error is occurring by issuing the following command in the DOS Prompt box replacing **x.x.x.x** with the IP address of the Food Service server:  
`%WINDIR%\system32\ftp.exe -s:SDFTPSM.TXT x.x.x.x`
- g. Check the output for errors and correct the script as needed back in Section 1. If you are unable to determine the error you may call Systems Design (800.887.1828) and have someone in Technical Support assist you.

**Section 4** 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)
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 `School Messenger Transfer from SDI`
12. Click the radio button labeled "Daily"
13. Click Next
14. In the box labeled "Start time", enter 04:15 PM
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:SDFTPSM.TXT x.x.x.x`
19. The line should now read something like:  
`C:\WINDOWS\SYSTEM32\FTP.EXE -s:SDFTPSM.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

**Section 5** Verify the task works correctly. Perform the following steps:

1. Open or reuse a Windows Explorer process and navigate to C:\Incoming
2. Verify that a file named LNCHSTAT.CSV does **not** exist. Delete if necessary.
3. If necessary, minimize this window so you can perform the following step.
4. From the Scheduled Tasks File box, right-click on the `School Messenger Transfer from SDI` task
5. Select Run
6. Restore the Windows Explorer window if necessary
7. You may need to refresh the window by either pressing F5 or clicking on View-Refresh
8. Verify that a file named LNCHSTAT.CSV **does** exist.
9. If the file exists, you have completed the setup.
10. Determine what error occurred in the setup in Section 4.