

Quick Reference – Working in File Registry

This is a quick guide to working with files in Prescient's File Registry. For more information on any topic, including entering search criteria, please see the File Registry **Online Help**.



Download an “Outbound” File

Use this task to download files generated by Prescient for the end user. Also called “exports,” these files include previously e-mailed reports, reports that were too large send by e-mail (>2MB), files sent by VAN, AS2, or FTP, and files associated with batch processes, such as error logs for EDI transactions.

A.	Log onto Prescient and open File Registry	After logging on, you'll see the File Registry button at the top of every screen. <ol style="list-style-type: none"> Using your Internet browser, go to www.ac.prescient.com. Click Providers if you're a Supplier or Subscribers if you're a Retailer. Log on with your Username and Password. Click File Registry.
B.	Find the File	<p>Outbound files Ready for downloading display automatically. These have never been downloaded or e-mailed.</p> <ol style="list-style-type: none"> If the desired file is not listed, enter search criteria to Find the file. <p>To include previously e-mailed or downloaded files, select a File Status of Complete. This status is also used for files exported via VAN, AS2, or FTP.</p> <div data-bbox="604 1119 1274 1182" style="border: 1px solid black; padding: 5px;"> File Status: <input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed <input type="checkbox"/> Expired </div> <p>If known, select whether the file was <i>e-mailed</i> or sent <i>directly</i> via VAN, AS2, FTP, or held for download.</p> <div data-bbox="610 1285 1166 1455" style="border: 1px solid black; padding: 5px;"> File Transfer Method: Not Selected <ul style="list-style-type: none"> Not Selected Email <li style="background-color: #e0e0e0;">Direct File Transfer </div> <p>Note: All files <i>not</i> physically e-mailed can be found under Direct File Transfer. This includes files for which you received an e-mail notice stating the file size was too large to send.</p> <p>You can also enter part of a report Title, using asterisks as wildcards. For example *cost report*. See Advanced Search Criteria in the Online Help for more ways to narrow your search.</p> Click Find if you entered search criteria. Select the file. Click Download.

(continued)

Download an “Outbound” File (continued)

C.	Download the File	<p>These steps are based on Internet Explorer®. Steps for Netscape® and Mozilla Firefox® are similar.</p> <ol style="list-style-type: none">1. Click the Download button on the new screen. A <i>File Download</i> or similar pop-up window appears.<ol style="list-style-type: none">a. Click Save to transfer the file to your computer (or click Open to display the contents).b. Choose where to store the file and click Save again.c. Click Close if needed.2. Click Continue.3. Select and download another file as needed.
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Download an “Inbound” File

Follow these steps to download and review copies of files sent by your company to Prescient. Also called “imports”, these include item and cost data, deliveries, sales, counts, or any other file sent via VAN, AS2, FTP or uploaded directly to our website.

This also allows you to view the **File Registration Date & Time** onscreen, showing when the file was received by Prescient for processing.

A.	Log onto Prescient and open File Registry	After logging on, you can click File Registry from the top of any Prescient screen. <ol style="list-style-type: none"> 1. Using your Internet browser, go to www.ac.prescient.com. 2. Click Providers if you’re a Supplier or Subscribers if you’re a Retailer. 3. Log on with your Username and Password. 4. Click File Registry.
B.	Find the File	<p>Outbound files Ready for downloading display by default. You’ll need to select Inbound and Complete.</p> <ol style="list-style-type: none"> 1. Select Inbound for files sent to Prescient. <div data-bbox="532 879 966 932" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <input type="radio"/> Outbound Files <input checked="" type="radio"/> Inbound Files </div> <ol style="list-style-type: none"> 2. Select Complete to list files already processed. <div data-bbox="532 1016 1200 1073" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> File Status: <input type="checkbox"/> Ready <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed <input type="checkbox"/> Expired </div> <ol style="list-style-type: none"> 3. If desired, enter other criteria such as a Request Number provided by Client Support or a File Registration Date Range. See Advanced Search Criteria in the Online Help for more options. 4. Click Find. 5. Select the file. 6. Click Download.
C.	Download the File	<p>These steps are based on Internet Explorer®. Steps for Netscape® and Mozilla Firefox® are similar.</p> <ol style="list-style-type: none"> 1. Click the Download button on the new screen. A <i>File Download</i> or similar pop-up window appears. <ol style="list-style-type: none"> a. Click Save to transfer the file to your computer (or click Open to display the contents). b. Choose where to store the file and click Save again. c. Click Close if needed. 2. Click Back to return to the <i>File Registry</i> search screen. 3. Select and download another file as needed.



Resend a File

"Outbound" EDI and other files exported by VAN, AS2, or FTP can be "resent" to your system using the original communication method. This is done by changing the file's **Status** to **Ready** from the **Resend** button.

Please Note: Special user authorization is required to "Resend" a file. Unless granted by Prescient, the button will not appear. Contact ACSupport@prescient.com if you need access to this feature.

Files sent by e-mail from a Distribution List CANNOT be resent. However, you can Download these files to your computer and pass them on from there. To see if a file was e-mailed, look in File Registry's **E-mailed** column on the right.

A.	Log onto Prescient and open File Registry	<p>The File Registry button appears at the top of every screen after logging on.</p> <ol style="list-style-type: none"> Using your Internet browser, go to www.ac.prescient.com. Click Providers if you're a Supplier or Subscribers if you're a Retailer. Log on with your Username and Password. Click File Registry.
B.	Find the File and Resend	<p>Outbound files Ready for downloading display when you open File Registry. However, you're looking for Complete files already processed and sent.</p> <ol style="list-style-type: none"> In the File Status options, select Complete. <div data-bbox="532 989 1200 1052" style="border: 1px solid black; padding: 5px;"> <p>File Status: <input type="checkbox"/> Ready <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed <input type="checkbox"/> Expired</p> </div> <ol style="list-style-type: none"> If desired, enter additional criteria. <p>For example, select a File Transfer Method of Direct File Transfer. (E-mailed files cannot be resent.) This appears <i>only</i> if Outbound is selected at the top.</p> <div data-bbox="532 1241 1073 1304" style="border: 1px solid black; padding: 5px;"> <p>File Transfer Method: Direct File Transfer ▼</p> </div> <p><i>See Advanced Search Criteria in the Online Help for more ways to narrow your search.</i></p> <ol style="list-style-type: none"> Click Find. Select the file. Click Resend. <p>You are prompted with "Are you sure you want to change status of selected file to READY?"</p> <ol style="list-style-type: none"> Click Yes to resend the file. <p>The file is put in the Ready queue for reprocessing. The status will change back to Complete after it's resent.</p>

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