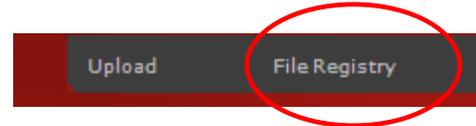


Quick Reference – Working in File Registry

This is a quick guide to working with files in the Park City Group (PCG) 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 PCG for the end user (outbound to you from PCG). Also called “exports,” these files include previously e-mailed reports, reports that were too large send by e-mail (>2MB), files sent by AS2 or FTP, and files associated with batch processes, such as error logs for EDI transactions.

<p>A.</p>	<p>Log onto PCG and open File Registry</p>	<p>After logging on, you’ll see the File Registry button at the top of every screen.</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.
<p>B.</p>	<p>Find the File</p>	<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. To include previously e-mailed or downloaded files, select a File Status of Complete. This also includes files exported via AS2 or FTP. <div data-bbox="607 1083 1286 1142" style="border: 1px solid black; padding: 5px;"> <p>File Status: <input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed <input type="checkbox"/> Expired</p> </div> <p>If known, select whether the file was <i>e-mailed</i> or sent <i>directly</i> via AS2 or FTP.</p> <div data-bbox="607 1226 1156 1394" style="border: 1px solid black; padding: 5px;"> <p>File Transfer Method: Not Selected ▼</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Selected</p> <p>Email</p> <p style="background-color: #e0e0e0;">Direct File Transfer</p> </div> </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 notice that the file size was too large to send, as well as files held for download.</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> <ol style="list-style-type: none"> Click Find if you entered search criteria. Locate the file onscreen. Click the Filename to open the download window.

(continued)

Download an “Outbound” File (continued)

C.	Download the File	<p>These steps are based on Internet Explorer®. Steps for Mozilla Firefox® and other browsers are similar.</p> <ol style="list-style-type: none">1. Click the Download button on the new screen. The <i>File Download</i> or other 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.<p style="margin-left: 40px;">This changes the file’s Status from <i>Ready</i> to <i>Complete</i>.</p>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 PCG. 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 PCG for processing.

A.	Log onto PCG and open File Registry	<p>After logging on, you can click File Registry from the top of any PCG screen.</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	<p>Outbound files display by default.</p> <ol style="list-style-type: none"> Select Inbound for files sent to PCG. <div data-bbox="532 856 966 909" 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"> Statues of Ready, Complete, and Failed are selected by default. <div data-bbox="532 1003 1198 1056" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> File Status: <input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed <input type="checkbox"/> Expired </div> <ol style="list-style-type: none"> If desired, enter other criteria such as a Request Number provided by Client Support or a File Registration Date Range. <p style="text-align: center;"><i>See Advanced Search Criteria in the Online Help for more options.</i></p> Click Find. Locate the file onscreen. Click the Filename to open the download window..
C.	Download the File	<p>These steps are based on Internet Explorer®. Steps for Mozilla Firefox® and other browsers are similar.</p> <ol style="list-style-type: none"> Click the Download button on the new screen. The <i>File Download</i> or similar pop-up window appears. <ol style="list-style-type: none"> Click Save to transfer the file to your computer (or click Open to display the contents). Choose where to store the file and click Save again. Click Close if needed. Click Back to return to the <i>File Registry</i> search screen. Select and download another file as needed.



Resend a File

“Outbound” EDI and other files exported from PCG by AS2 or FTP can be "re-sent" to your system using the original communication method. For example, if it was originally sent via AS2, it will be re-sent via AS2.

Please Note: Special user authorization is required to "Resend" a file. If you have authorization, the words *Complete* and *Ready* under **Status** will appear as links. Contact ACSupport@prescient.com if you do not have and need access to this feature.

E-mailed files CANNOT be re-sent. 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 PCG 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 <i>Ready</i> for downloading display when you open File Registry. However, you're looking for <i>Complete</i> files already processed and sent.</p> <ol style="list-style-type: none"> In the File Status options, select <i>Complete</i> only. <div data-bbox="532 976 1208 1018" style="border: 1px solid black; padding: 2px;"> <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 to eliminate e-mails. (E-mailed files cannot be re-sent.)</p> <div data-bbox="532 1186 1075 1249" style="border: 1px solid black; padding: 2px;"> <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. Locate the file onscreen. Click the link in the Status column. (Files without a link cannot be re-sent.) You are prompted with "Are you sure you want to re(send) the file?" Click Yes. <p>The file will be re-sent shortly.</p>

