

eTDE Batch Procedure

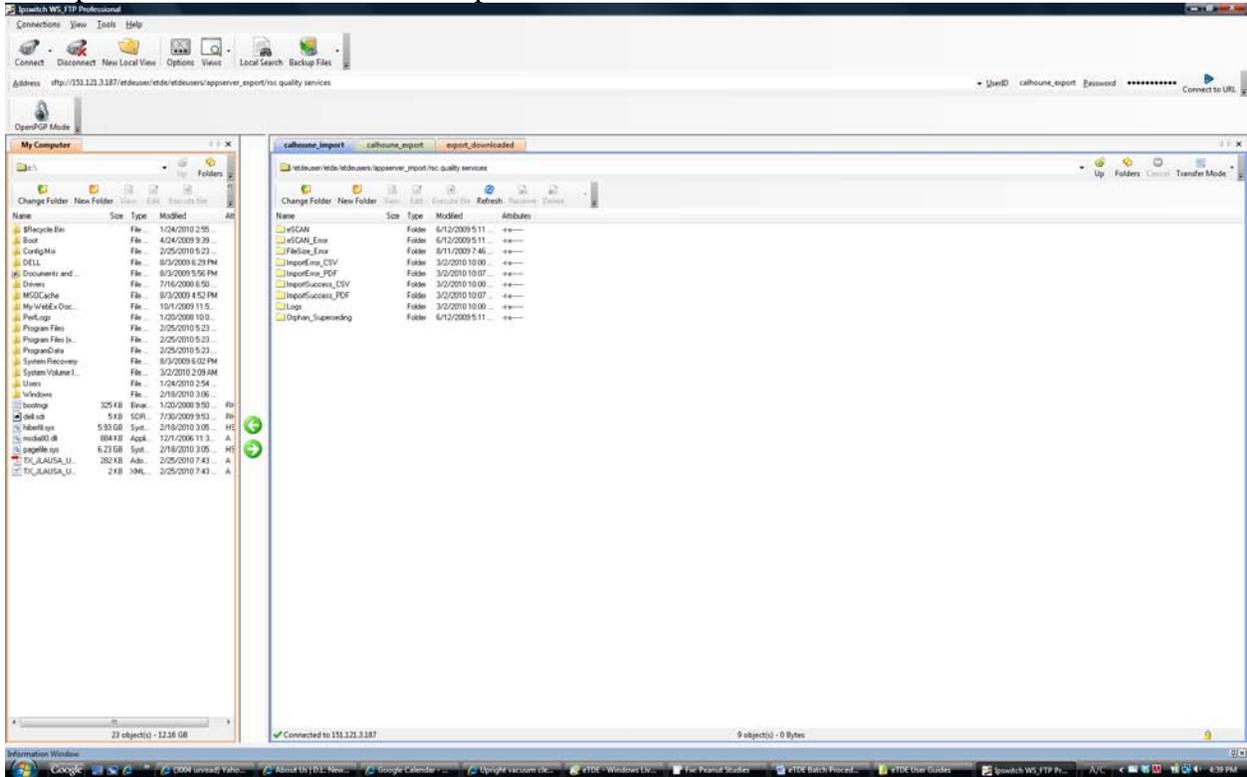
10 March 2010

The following procedure describes the process for using the Electronic Trade Document Exchange (eTDE) system batch file transfer program. The eTDE Batch process employs the use of Secure File Transfer Protocol (SFTP) and the eTDE systems machine to machine (M2M) procedure.

Getting Started

- A company wishing to use this process needs to be a registered Entity within the eTDE system (see Instructions for Accessing eTDE).
- Entities wishing to use this process must register their external system (see User Checklist for Integrating an External System with eTDE).
- At least 2 day prior to registration, notify AMS via email of the date when you would like to test the access to import/export folders.
- When an entity external system registration is approved, a notification is sent to USDA AMS. USDA AMS will then initiate the process of setting up the following FTP folders and will communicate the user names and passwords necessary to access the folders to the Entity Administrator :
 - Import (example: calhoun_import)
 - Export (example: calhoun_export)
 - Export Downloaded (example: calhoun_exportd)

Example screen shown here is from Ipswitch WS_FTP 12 Pro FTP software.

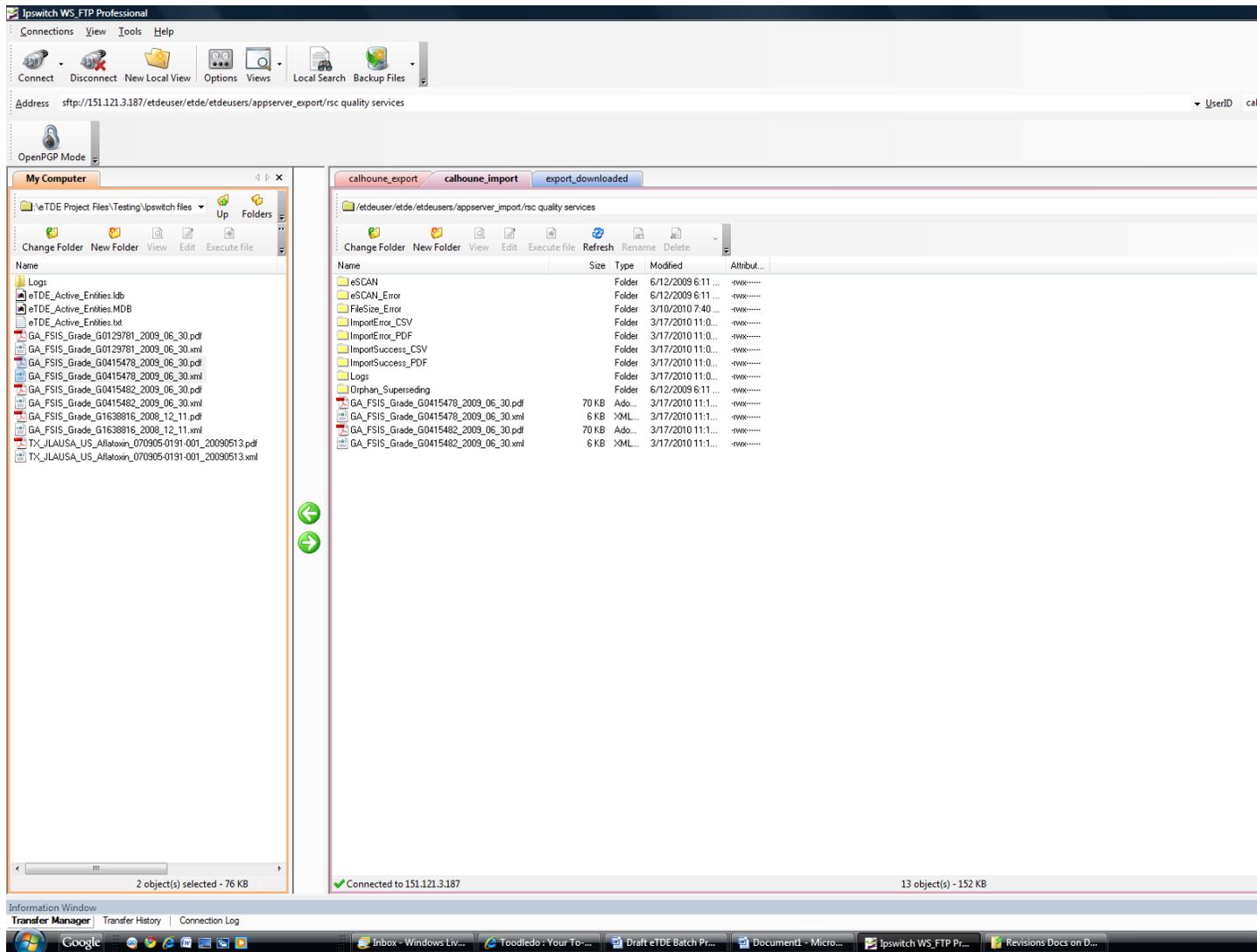


Note: please allow up to 48 hours after AMS notification for the set up to take place.

Submitting Documents (Providers)

Providers of documents wishing to use this batch process must place the document files in their entity FTP root directory prior to the desired scheduled run of the M2M process. This is done by moving the approved format pdf files and csv file (see csv file description below) from the entity's external system to the entity root directory of the FTP software. Those using eScan must submit their scanned PDF files and the metadata csv file in the eSCAN folder.

When user logs in using the "Import" user id to connect to the FTP server, they will see the following dir directories:



This example shows Georgia pdf and xml files positioned for uploading

Description of Directories and their use:

eSCAN - this is the directory where entities who wish to use the eScan process place their scanned pdf image files and eTDE metadata CSV file.

eSCAN_Error - eScan documents which fail the system's edit check are moved to this folder
FileSize_Error - Documents that exceed the system's 500kb file size limit are moved to this folder

ImportError_CSV - There are two types of CSV files used by eTDE Batch. The first type are CSV files that are used to manage access of the documents to users receiving them through the M2M process. They consist of 3 columns of data; (1) the document ID, (2) the entity code to which access is being assigned, and (3) the transaction type (AO = assign ownership, AA = assign access only, UO = unassign ownership, and UA = unassign access. The second type of CSV file is the eScan CSV files which are used to associate the correct metadata with the scanned pdf files. Any CSV files that fail the system's edit check are moved to this folder.
ImportError_pdf = pdf files which fail the eTDE M2M edit check are moved to this folder
ImportSuccess_CSV - CSV files that upload successfully via eTDE M2M and eScan are stored here

ImportSuccess_PDF - pdf files that upload via eTDE M2M and eScan successfully are stored here

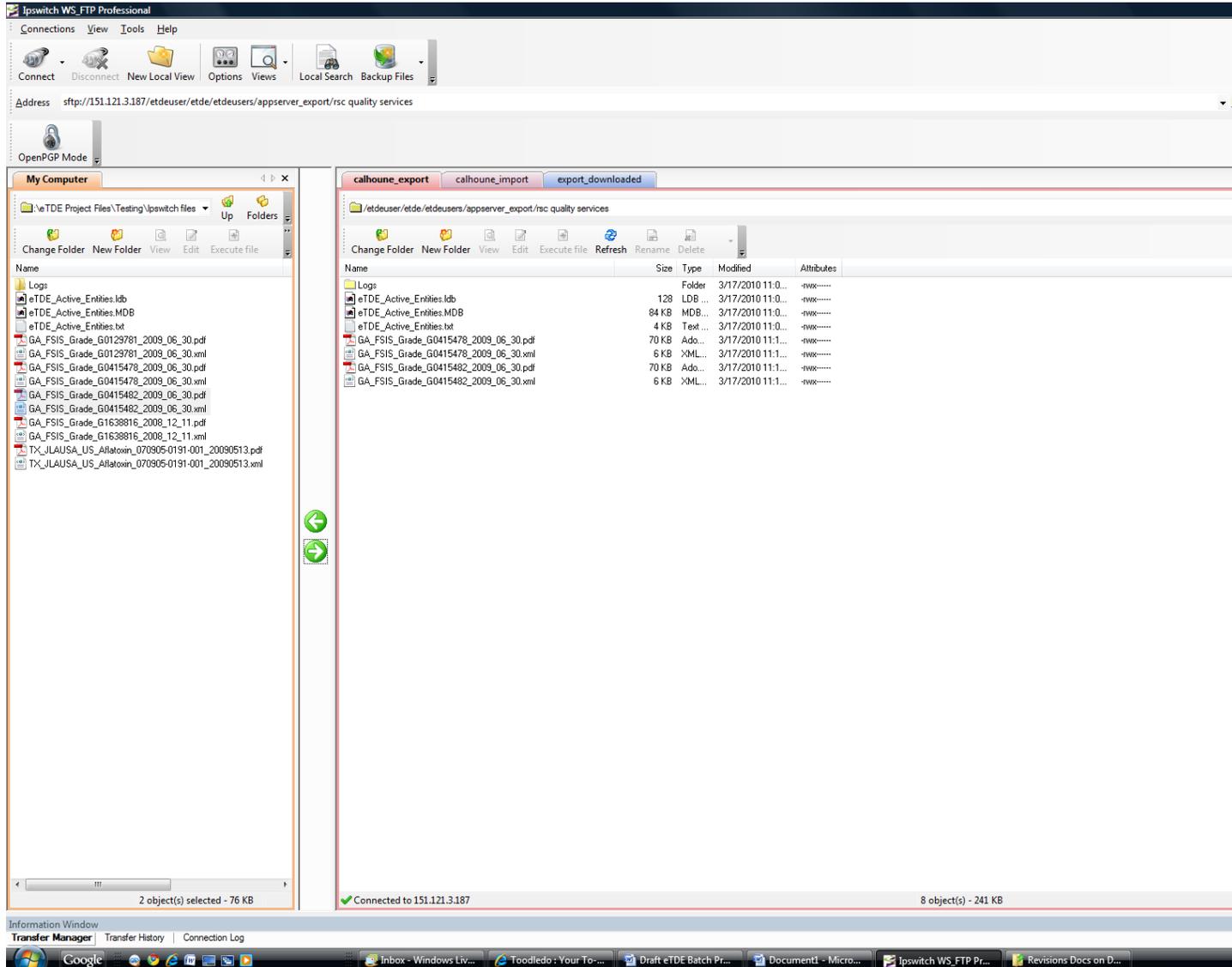
Logs - the log file keeps a log of the status of M2M runs such as email notifications sent, uploads, and error rejections. Users are encouraged to look here first if they have problems with uploads or rejected files.

Orphan_Superceding - documents that go into this directory are documents that are submitted which are intended to supercede a previous version of the certificate ('superceding' document) where the previous superceded document does not exist on the system. When the superceded document is uploaded the superceding document is then processed.

Using Documents

When a provider uploads documents the owner assigned along with the provider of the documents will have access to the documents via their export folders. Entities that have been granted shared ownership or user access to their documents will also have access to the documents via their export folder after the next scheduled M2M run. This will include the pdf file and the XML file (data layer file generated by the system) for each certificate the entity has been given access to. Data from the XML file can be extracted to an external system. The eTDE Active Entities files containing entity demographics and entity codes are also uploaded in both text file and Microsoft Access file format. These are updated every M2M run. There is also a status log directory in the export directory.

When user logs in using the “Export” user id to connect to the FTP server, they will see the following directories:



This examples shows the Georgia files in the Export folder

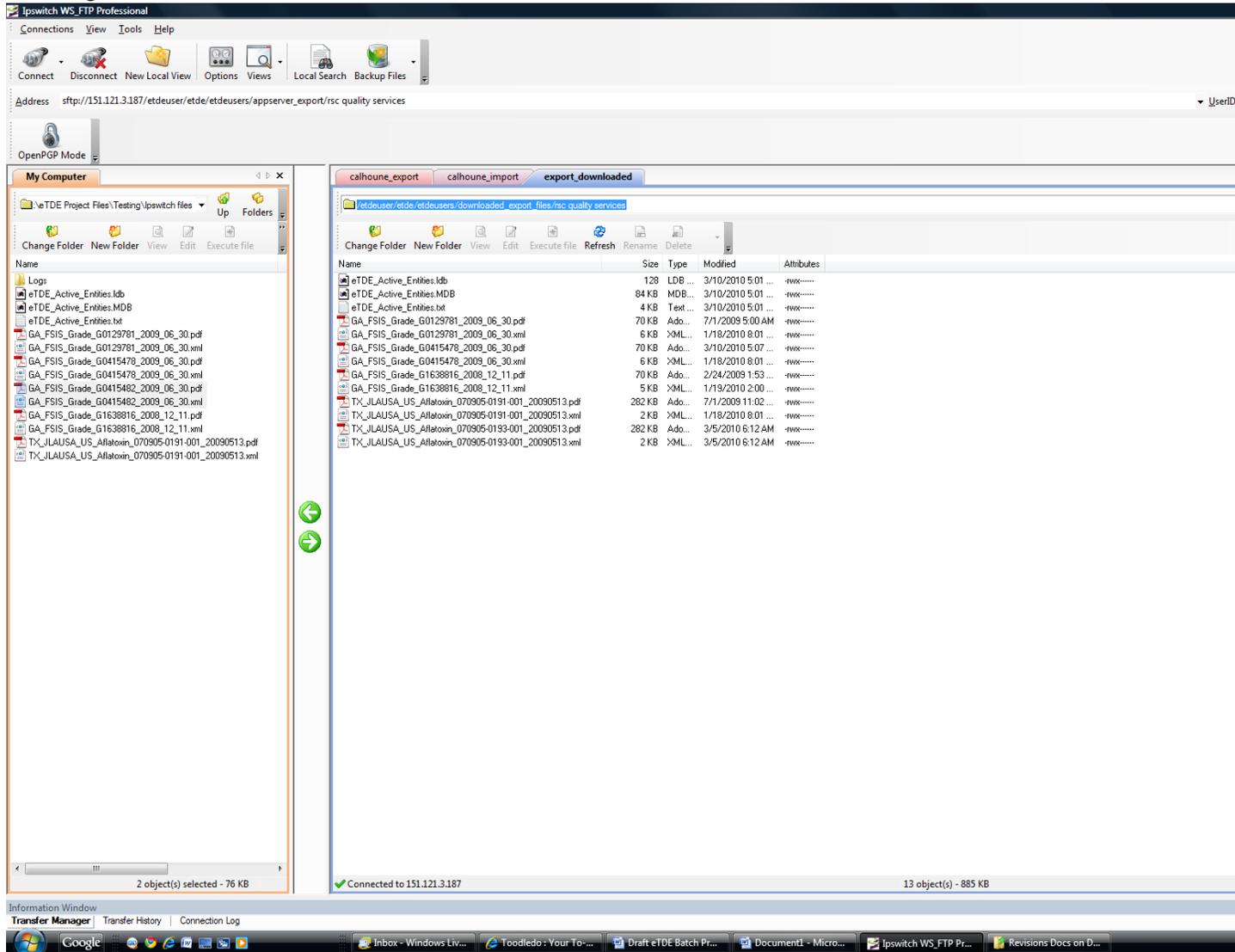
Typically, a user would use the files out of the export folder as needed. This may be as simple as printing a certificate or as complex as having your external system automatically capture the files and copy them to another location. You can also manually copy them to your local computer.

Storing Documents

If the files uploaded to the export directory were not removed, they would remain in the folder for an infinite amount of time. Therefore, there is an additional directory called the export downloaded directory. The eTDE Export download application exists in the FTP environment which is triggered when document files are copied from the export directory. Once a document file is copied to a local directory on the external system the component runs and moves the file from the export directory to the export downloaded directory. You may need to hit the refresh button to see and confirm this action. Please make sure that files are cleared out of the Export directory frequently. Accumulation of files will slow down the Search and the future download processes.

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When user logs in using the "Export_Download" user id to connect to the FTP server, they will see the following :



This is an example of the Export Downloaded folder