

# Fines and Fees Automated Assistant Website Data File Upload User's Manual

## Data File Upload

The Data File Upload page is used to upload data files for import into the PBFCM system.

### Data File Upload

To upload a file, select the client from the drop down box. After the client has been selected, drag and drop the file (s) into the Files To Upload box and click the Attach Files button. Once all files are attached, click the Upload button to save the files to the Secure FTP site. Once the files are uploaded, you will be redirected to a confirmation page.

**\*Any files that cannot be uploaded will be indicated in red and must be deleted before the Upload button can be clicked**

Client

#### Files To Upload

Drag & Drop files from your machine on this box.

Attach Files

#### Attached Files

Check All

Delete Selected Files

Select to Delete	Client	File Name	File Length
<input type="checkbox"/>	NONE	No Files	0

<< 1 to 2 of 2 rows >> 10

Upload

Select "Client", there may or may not be another dropdown box displayed for Warrant Type, if Warrant Type dropdown box is displayed, selected the desired warrant type.

**\*Select the warrant type of the files that are being attached. If you have files of both types of warrants, please attach them separately.**

Warrant Type

Drag your files to the “Drag & Drop files from your machine on this box.” area and then click the “Attach Files” button, you should get a grid similar to the following.

Attached Files

Check All **Delete Selected Files**

Select to Delete	Client	File Name	File Length
<input type="checkbox"/>	Abernathy City	Fines_SFTP_Download.xml	594
<input type="checkbox"/>	<b>Abernathy City</b>	<b>Empty.xml</b>	<b>0</b>
<input type="checkbox"/>	Abernathy City	Test_Text_Document.txt	15
<input type="checkbox"/>	Abernathy City	This_is_test.pdf	180223

« 1 to 4 of 4 rows » 10 ▾

**Upload**

Any files marked in RED must be deleted. Check the checkbox under the “Select to Delete” column for any files to be deleted and then click the “Deleted Selected Files” button and the files will be deleted.

Once you are satisfied with the files you wish to upload, click the “Upload” button. A success/failure page will be displayed with the status of the file upload. If any file fails, then the batch job is canceled in total.

### Data File Upload Results

**Your files were successfully uploaded. See below for confirmation.**

Client	File Name	File Length	Upload Status
Abernathy City	Fines_SFTP_Download.xml	594	Success
Abernathy City	Test_Text_Document.txt	15	Success
Abernathy City	This_is_test.pdf	180223	Success

« 1 to 3 of 3 rows » 10 ▾

**Done**

Clicking the “Done” button will take you back to the Data File Upload page.