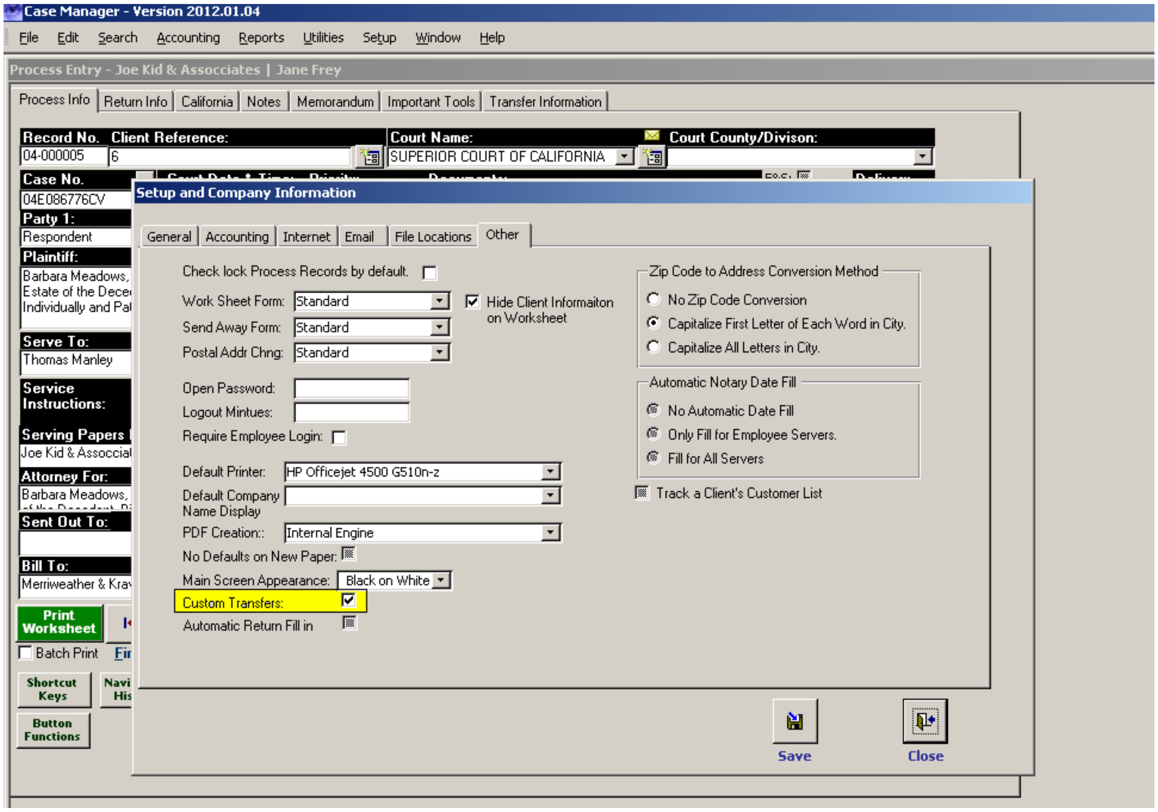
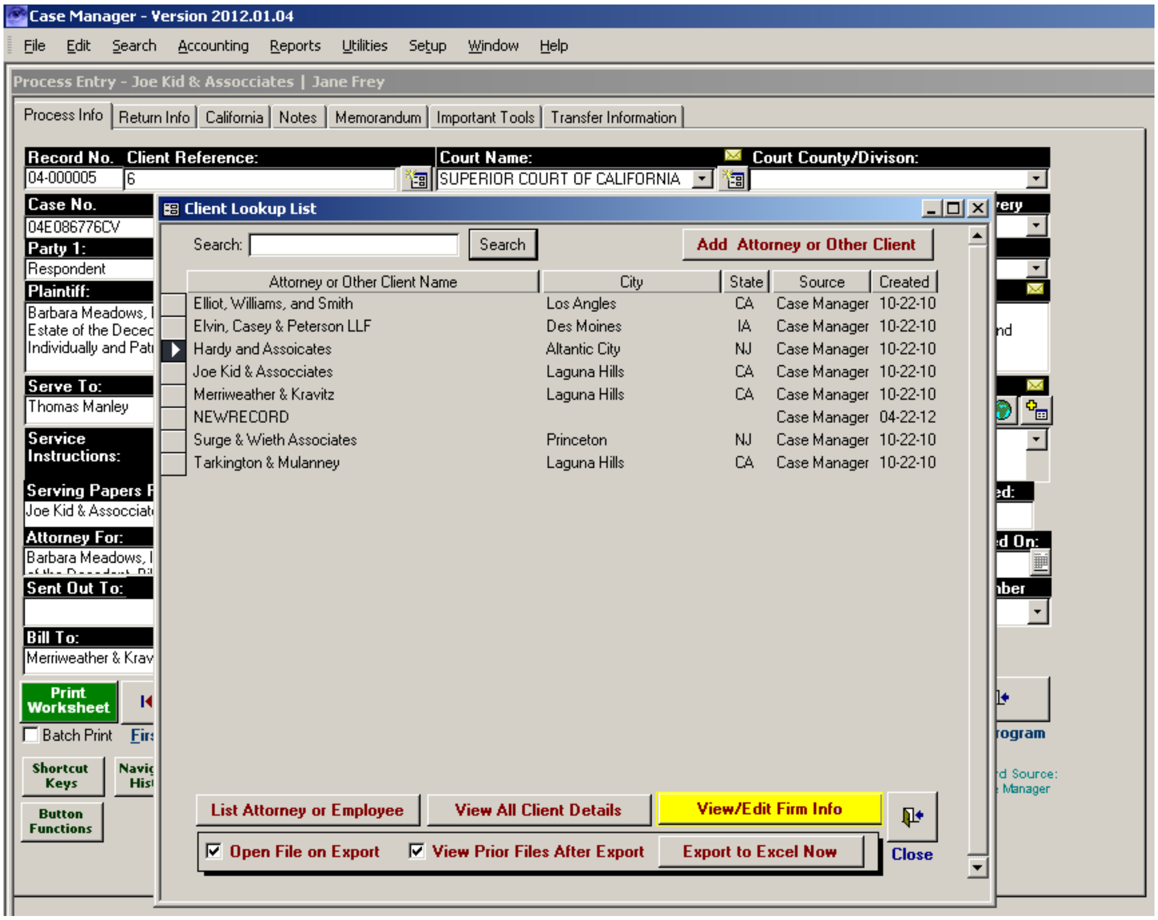
Step 1 - **Enable the transfer files to/from feature:**

On the Case Manager menu, select Setup → Company Information Setup
The “Setup and Company Information” screen will open. Check “Custom Transfers” and save.



Step2 - **Locate the client that files will be transferred to/from:**

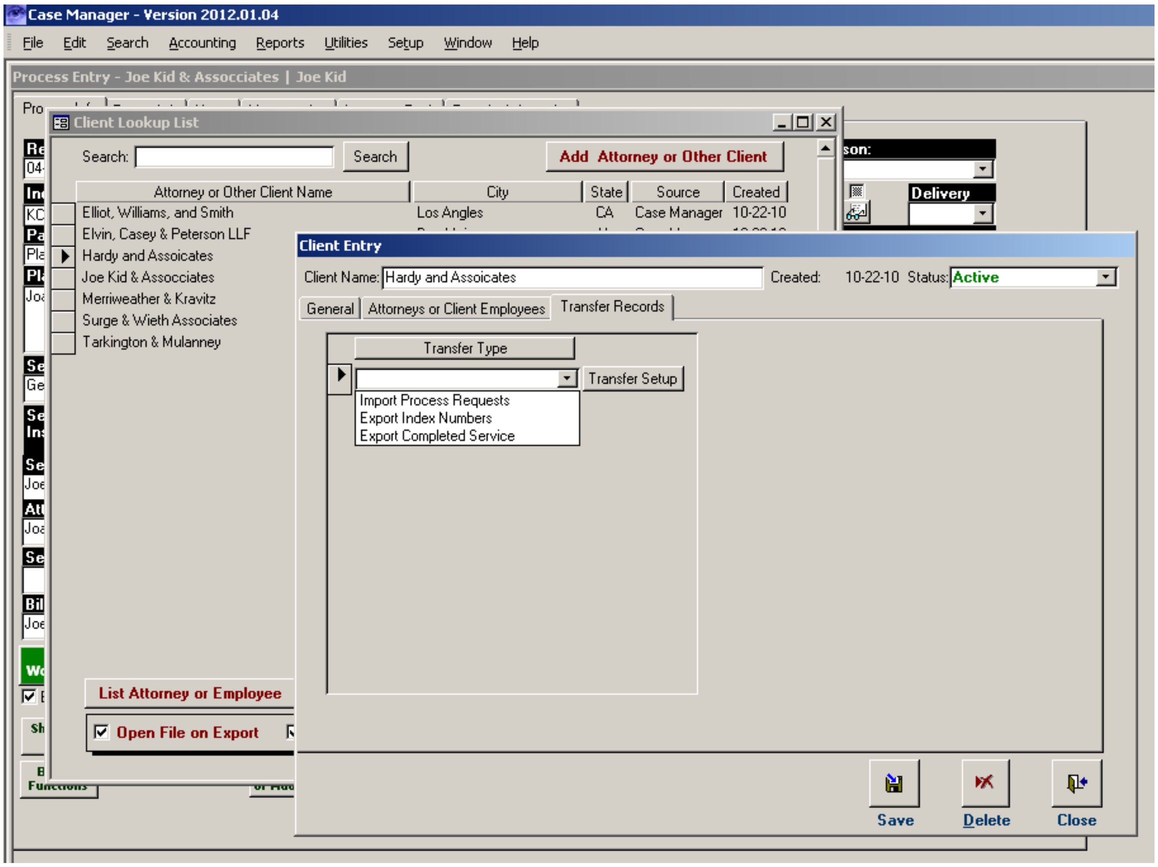
On the Case Manager menu, select Setup → Clients
The "Client Lookup List" screen will open.
Search and find the client to whom transfers will be sent to/from. Then select that client.. A small right arrow should appear to the left of the client. Once the client has been selected, double-click on the client or click on the "View/Edit Firm Info" button.



Step 3 – **Select the Transfer Type**

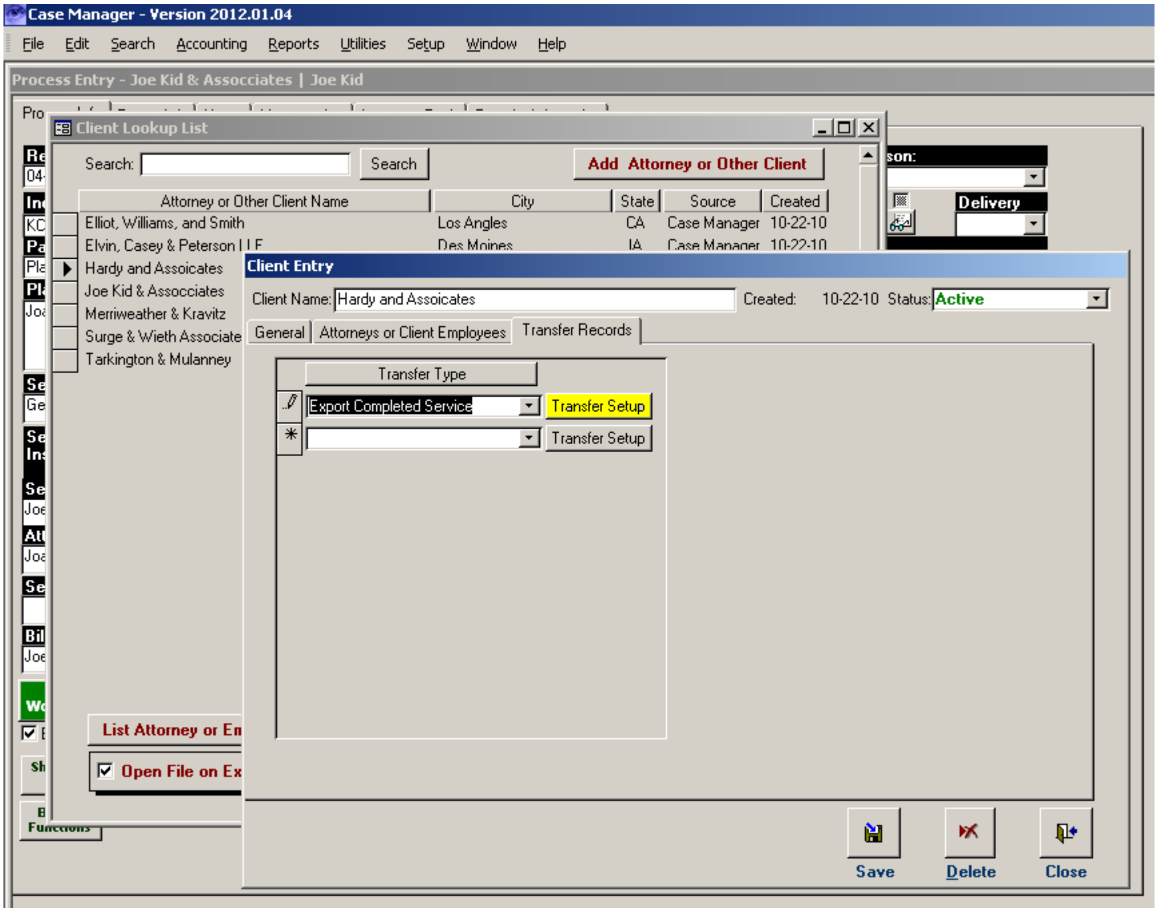
Go to the "Transfer Records" tab on the client entry form and select one of the following three types of transfers:

1. Import Process requests
2. Export Index Numbers
3. Export Completed Service



Step 4: - **Go to Transfer Setup**

After you have selected one of the three transfer types, click on the “Transfer Setup Button”



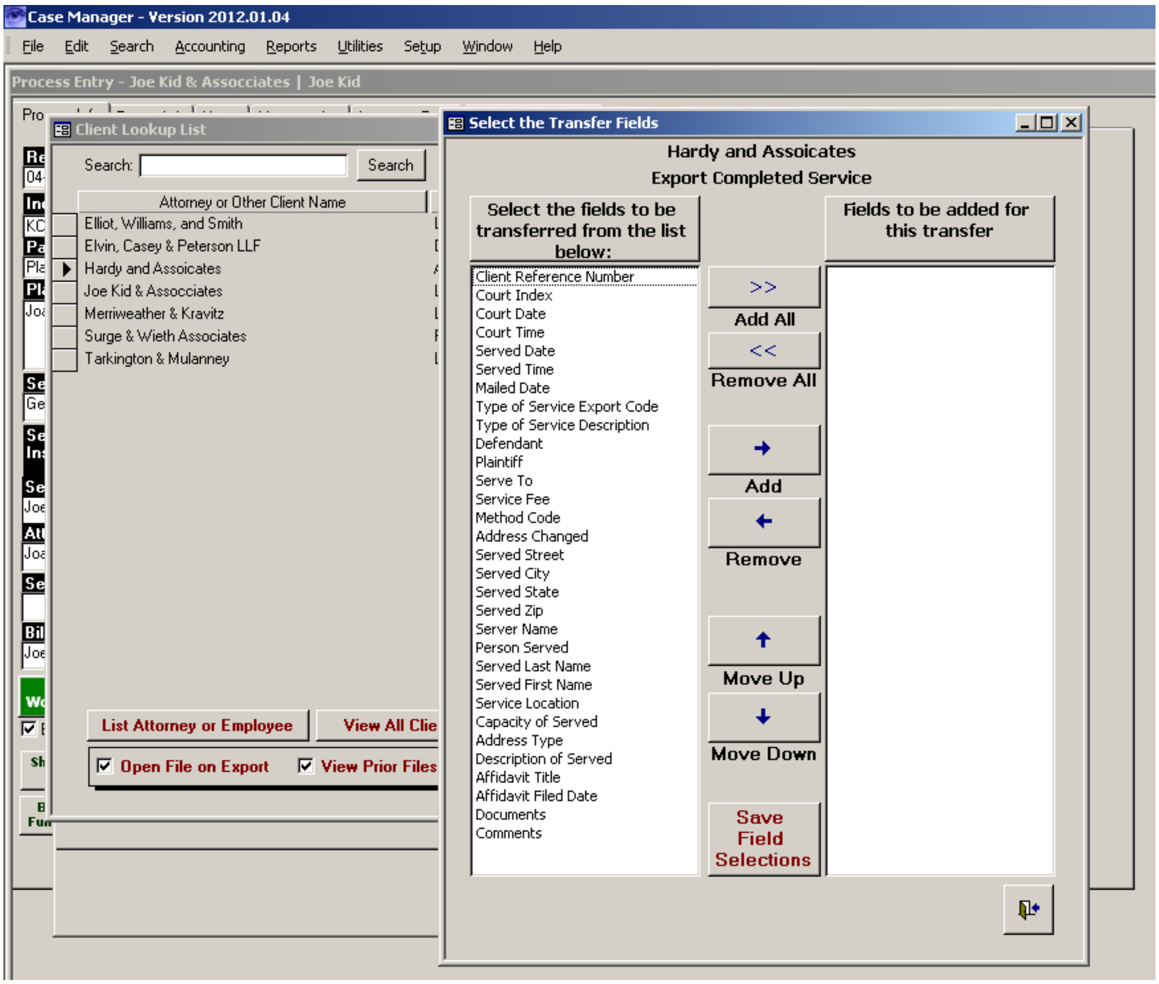
<u>Transfer Type Information</u>

Each transfer type has varying available data. See chart below for details.

Data Available	Import	Export Index	Export Service
Add to Notes	Yes		
Additional Defendant	Yes		
Address Changed			Yes
Address Type			Yes
Affidavit Filed Date			Yes
Affidavit Title			Yes
Alternate Service Location	Yes		
Attorney Name	Yes		
Capacity of Served			Yes
Client Reference Number	Yes	Yes	Yes
Comments			Yes
County	Yes		
Court	Yes		
Court Case Number	Yes		
Court Date	Yes	Yes	Yes
Court Filing Date	Yes		
Court Index		Yes	Yes
Court Index Date		Yes	
Court Name Two	Yes		
Court Time			Yes
Defendant	Yes	Yes	Yes
Defendant AKA	Yes		
Defendant City	Yes		
Defendant First Name		Yes	
Defendant State	Yes		
Defendant Street	Yes		
Defendant Zip	Yes		
Description of Served			Yes
Documents	Yes		Yes
Mailed Date			Yes
Method Code			Yes
Number of Services	Yes		
Person Being Served	Yes		
Person Served			Yes
Plaintiff	Yes	Yes	Yes
Plaintiff First Name		Yes	
Plaintiff Last Name		Yes	
Serve By Date	Yes		
Serve To			Yes
Served City			Yes
Served Date			Yes
Served Last Name			Yes
Served State			Yes
Served Street			Yes
Served Time			Yes
Served Zip			Yes
Server Name			Yes
Service Fee			Yes
Service Instructions	Yes		
Service Location	Yes		Yes
Summons Date (Client Ref Suffix)	Yes		
Type of Service Description			Yes
Type of Service Export Code			Yes

Step 5 - **Select the fields you want to include in the transfer file**

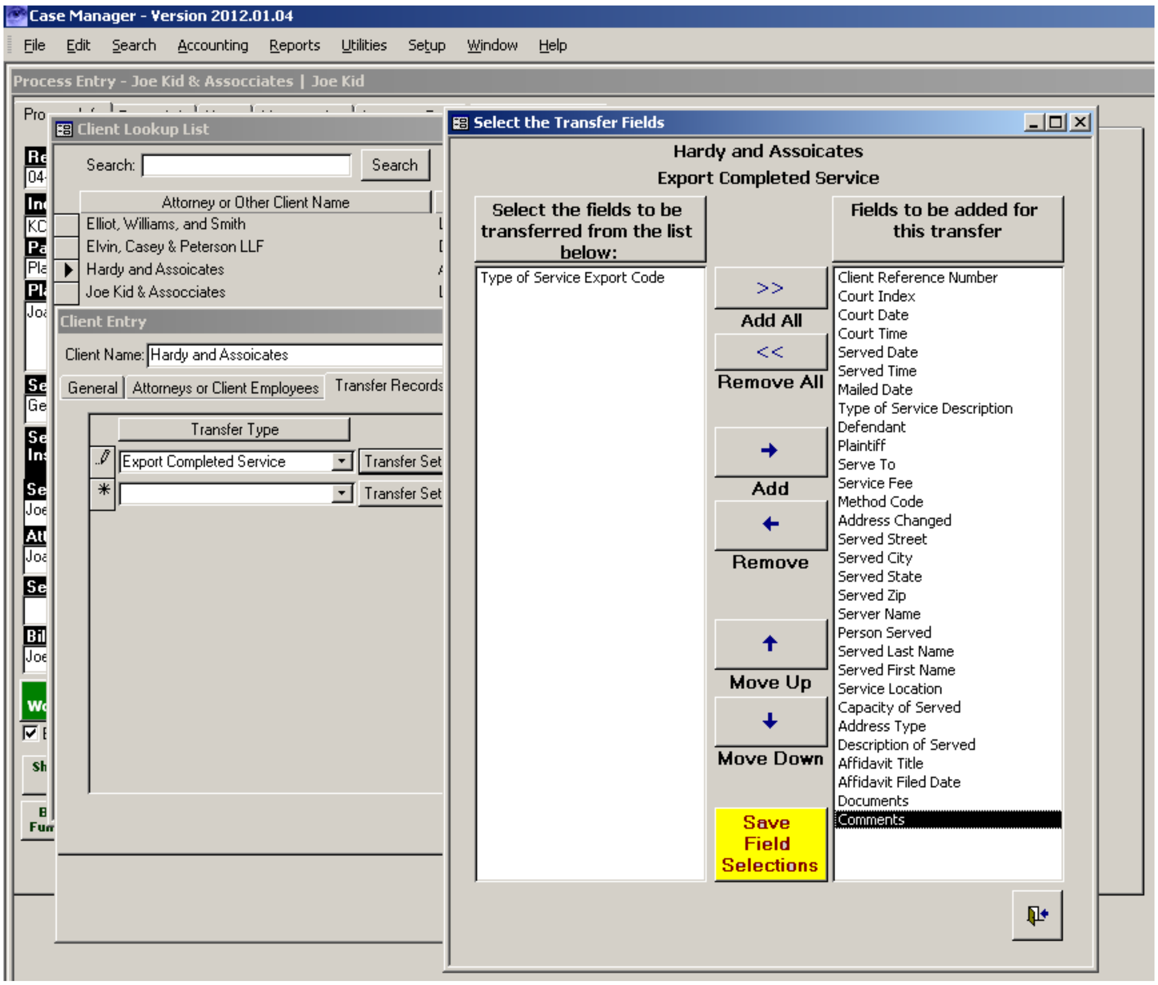
Initially, you will be prompted to select some or all of the available fields. You can move all available fields by clicking on the >> ("Add All") button or by clicking on a particular field in the list and then the → ("Add") button. If you make a mistake, you can select the field to remove in the list on the right and then click on the ← ("Remove") button. If you would like to start over, click on the << ("Remove All") button.



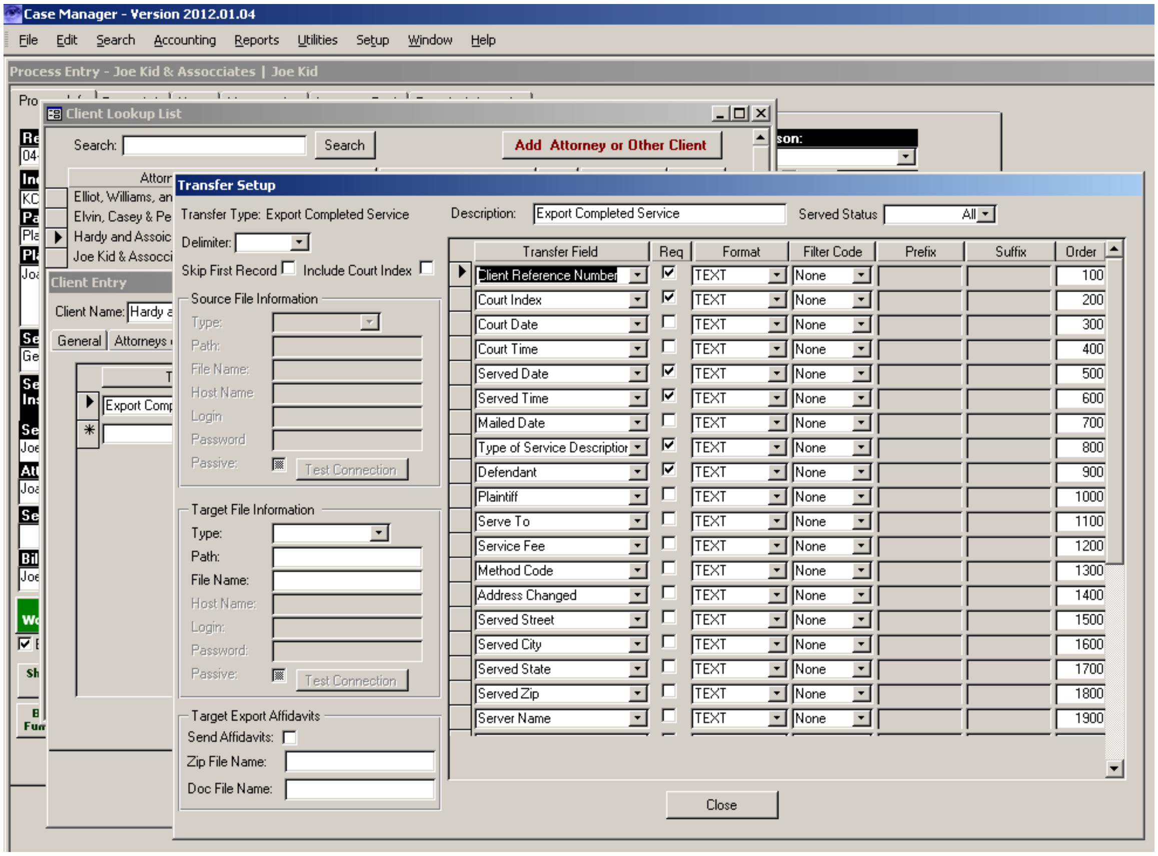
Step 6 – **Order the fields (optional)**

The fields will be exported in the order that they appear in the list on the right. If you would like to change the order, select one of the items in the list and click on the "Move Up or Move Down button until it appears in position you desire.

Once you have all the fields in the proper order, click on the "Save Field Selections" button.



Step 7 - **Complete the Transfer Settings**



<u>Transfer Options:</u>

Served Status Options: Select whether you want to include records that have already been served, that are still open (non-served) or both ("all").

> If the Transfer type is "Indexed only" then the status selected (All, served, and non-served) is ignored and it treats it as if "all" was selected. Also, an Export type of "served" will never have a File and Serve Only Flag.

Delimiter Options: The transfer file created will have records separate by either a comma or a tab.

File and Serve Only: This is available for imports only

Skip First Record: This is used for imports only. If this is checked, the first row of data (i.e. the first row has only the field names) is not included in the import.

Include Court Index:

> This updates the Index Transfer date, but only when they are NOT File and Serve Records.

Transfer File Details

You will need to enter either the source file information (for imports) or the target file information (for exports). For imports, the source file information lets Case Manager know where to find the file with the information that will be transferred **into** Case Manager. Similarly, the target file information lets Case Manager know where to save the data that is exported. The FTP information required is technical and will require that you get it from the party providing the FTP service.

You will need to enter the following Source/Target Information:

1. Type: Choose from one of the three options: a) Local File, b) FTP or c) SFTP
   a. *Local File*: If you select this option, the file will be saved on your hard drive which you can later transfer by other means such as email
   b. *FTP*: If you select this option, the file will be transferred over the internet to the configured FTP site
   c. *SFTP*: If you select this option, the file will be transferred over the internet to the configured FTP site using the secured SFTP protocol.

2. Path: Enter the location where the file will be saved. If you selected the Local File option, then enter the folder where the file will be stored (i.e. "C:\Program Files\NPPS\NPPS Case Manager\"). If you selected FTP or SFTP, then it will be the directory on the FTP server where the file will be transferred.

3. File Name: Enter the name of the transfer file. Note that Case Manager will overwrite previous export files. However, you can always re-generate the file by going to File → Transfer Data to/from Clients → History and then clicking on the resend button

4. Host Name, Login and Password: This information should be obtained form the FTP provider.

5. Passive: The default when using the FTP or SFTP option is to establish an Active FTP session. Due to firewall or other security restrictions, sometimes you may need to set up a Passive FTP session. If your FTP provider advises that a passive connection s required, check "Passive."

After you have entered the Source/Target File Information for an FTP or SFTP transfer, click on "Test Connection." This will verify that the settings you have entered will connect to the FTP server.

Target Export Affidavits

If you would like to transfer the PDFs of the Affidavits in addition to the data:

1. Check "Send Affidavits"
2. Enter the Zip File Name – The PDFs will all be combined into one compressed ZIP file. Enter the name of the ZIP file as it will be saved on the FTP server.
3. Doc File Name – This is the internal document name for the Zipped documents.

Field Options

1. Req: Check this if you want the field to be a required field. If a required field is missing information, the transfer will exclude the records.

2. Format: Select from TEXT, FIRSTWORD, LASTWORD
    a. TEXT: This is the default and the field will transfer exactly as it appears
    b. FIRSTWORD: Only the characters before the first space will be transferred (i.e. if the field had "John Smith," "John" would be transferred and "Smith" would be ignored.
    c. LASTWORD: Only the characters after the last space will be transferred (i.e. if the field had "John G. Smith," "Smith" would be transferred and "John G." would be ignored.

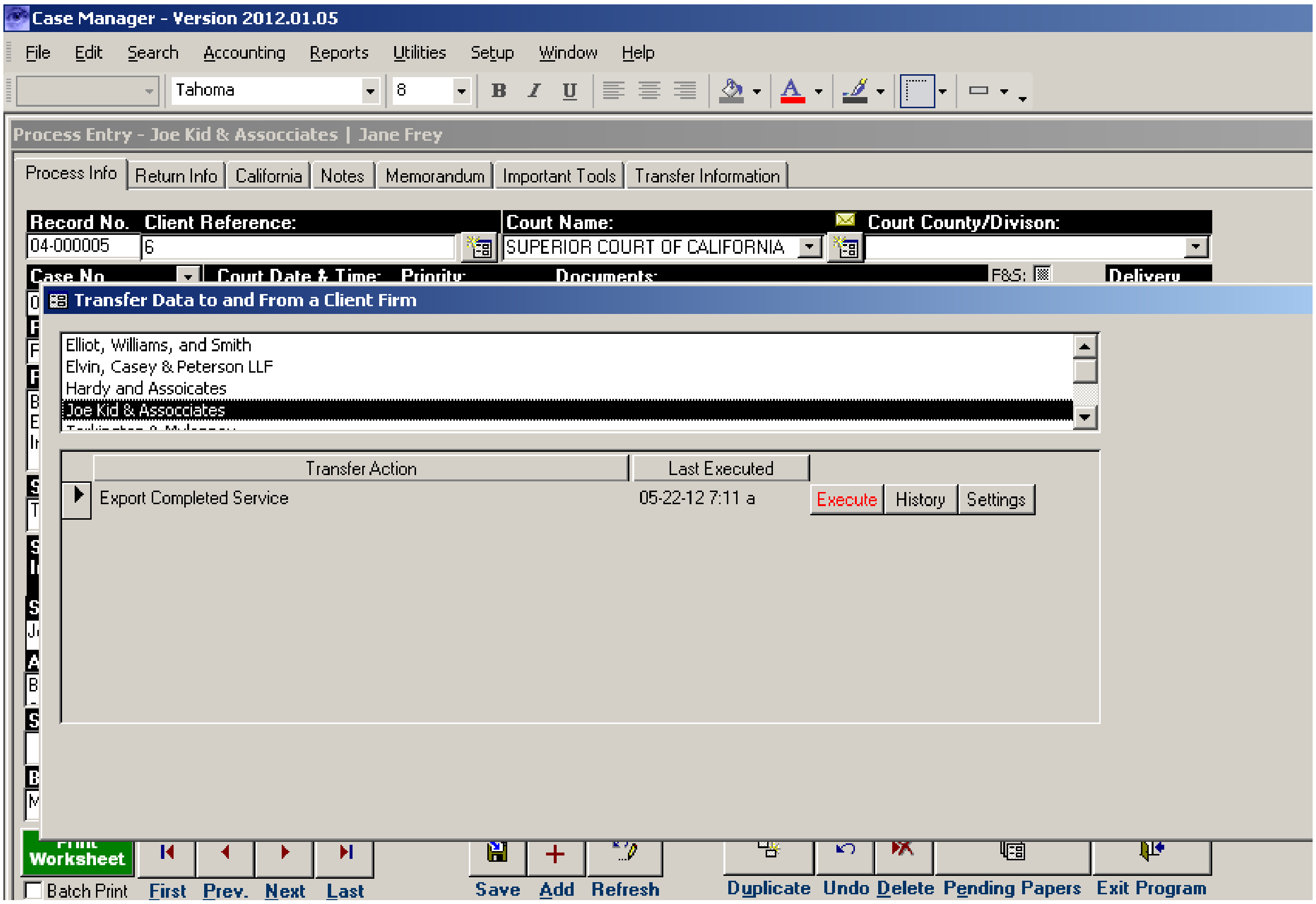
3. Filter Code
    a. None – Field will be transferred as-is with no modifications
    b. Alpha – Only letters of the alphabet for this field will transfer. Numbers, punctuation and other non-letter characters will be removed (i.e. "01 Smith, John" becomes "Smith John").
    c. Alpha Numeric - only letters of the alphabet and numbers for this field will transfer. Punctuation and other non-letter characters will be removed (i.e. 123 Main St. Apt. 5-A" becomes "123 Main St Apt 5A")
    d. Numeric - only numbers for this field will transfer. Letters, punctuation and other non-letter characters will be removed (i.e. "201-555-1212" becomes "2015551212")
    e. Skip (for import only) – Field will be ignored and will not be included in the transfer
    f. Pre-Pend (for imports only) – The value in the Prefix field will be added to the beginning of the field for transfer purposes.
    g. Append (for imports only) – The value in the Prefix and Suffix fields will be attached to the end of the field for transfer purposes
    h. New Line (for imports only) – Same as the append filter code except that a hard carriage return (new line) is added after the suffix.

4. Prefix - If you want a value to be added to the beginning of the field for transfer purposes, enter it here.
5. Suffix - If you want a value to be added to the end of the field for transfer purposes, enter it here.
6. Order – To change the order of the fields for transfer purposes, change the order number to be greater than the field that you want it to come after but less than the order number for the following field.

Step 8 - **Transfer the file**

On the Menu, select File → Transfer Jobs to/from Clients

Select the Client to whom the transfer relates. For the desired transfer type, click on the "Execute" button. You will be alerted when the transfer is complete and if there were any records that failed to transfer. After a successful transfer, a report of the transferred records will open.



You can also change any of the transfer settings by clicking on the "Settings" button and then follow the instructions for Step 7.

Clicking on the "History" button will allow you to see a list of all transfers including the data and number of records contained in the transfer file. In addition, you can click "Resend" to recreate a prior transfer file or click on "Report" to view the report of records included in the transfer.