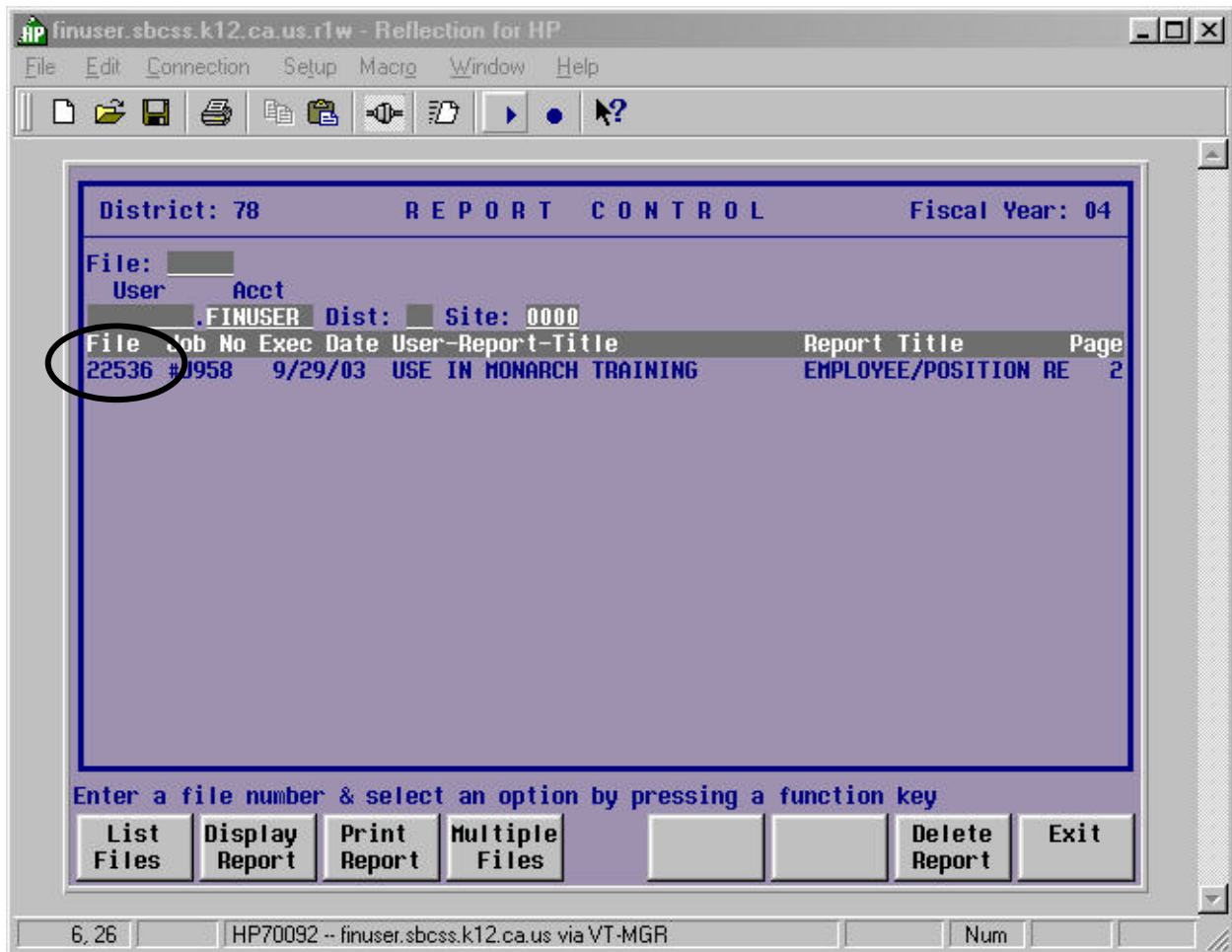




File Transfer Process

Before you begin working in Monarch, you first need to transfer your reports from Reflections to your local computer. Monarch is able to read any type of system reports such as .txt, .rpt, .dat, .prn, or html. Our reports in Reflections are .prn files also known as print files.

Open your print queue and find the report you would like to transfer. Write down your "file" number not the "job" number. These are the numbers you will see in the file transfer dialogue box.

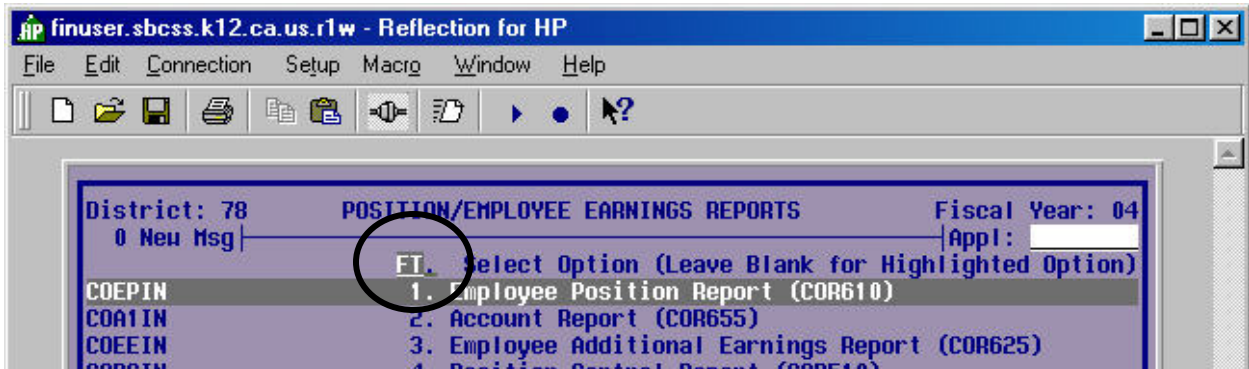


If your report is more than 600 pages, Reflections will break it into separate files. Make sure you have written down each file number so that you don't lose any of your information.

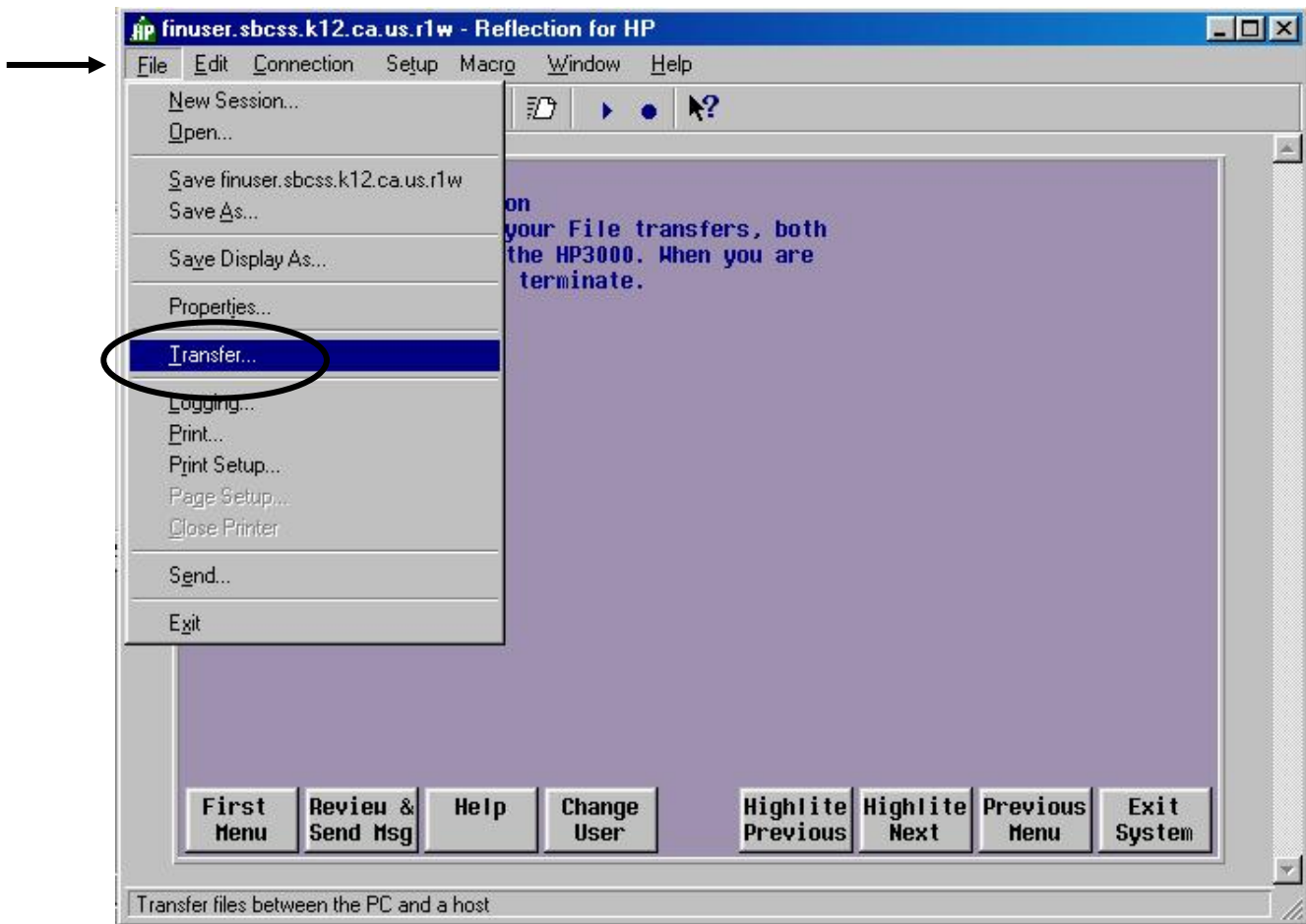
Exit out of your print queue.

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From any menu in Reflections, type in "FT" for File Transfer and hit the enter button.

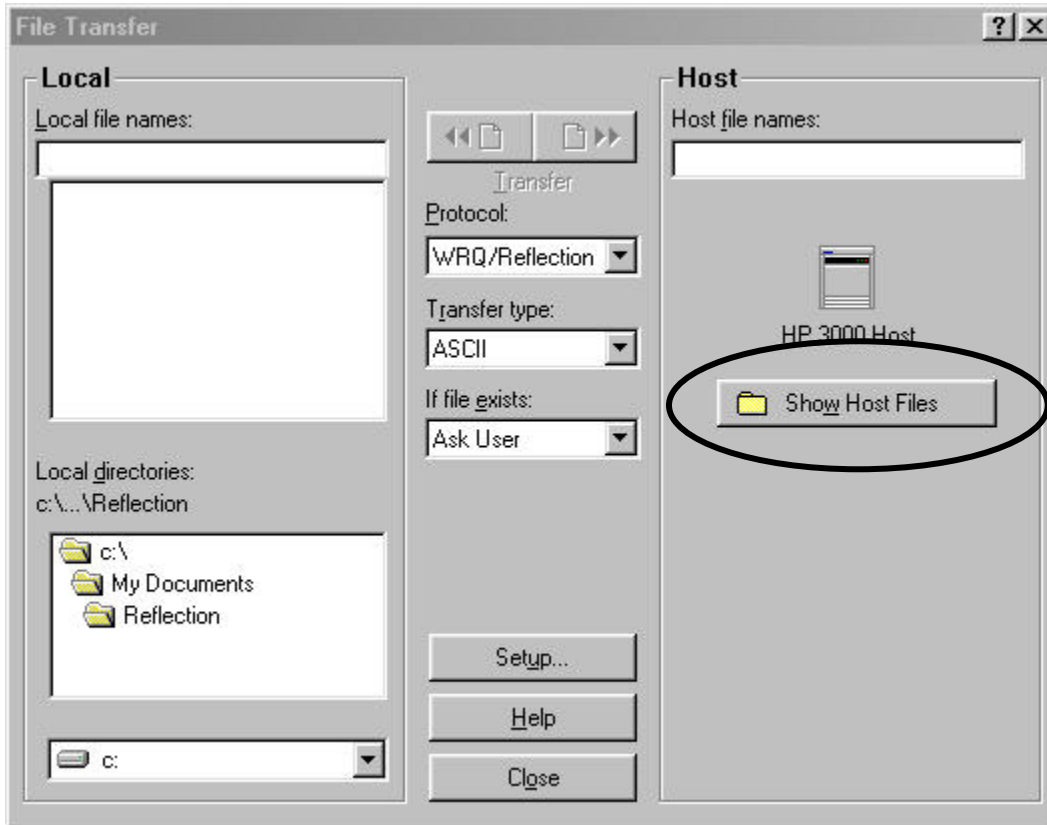


Click on File > Transfer.



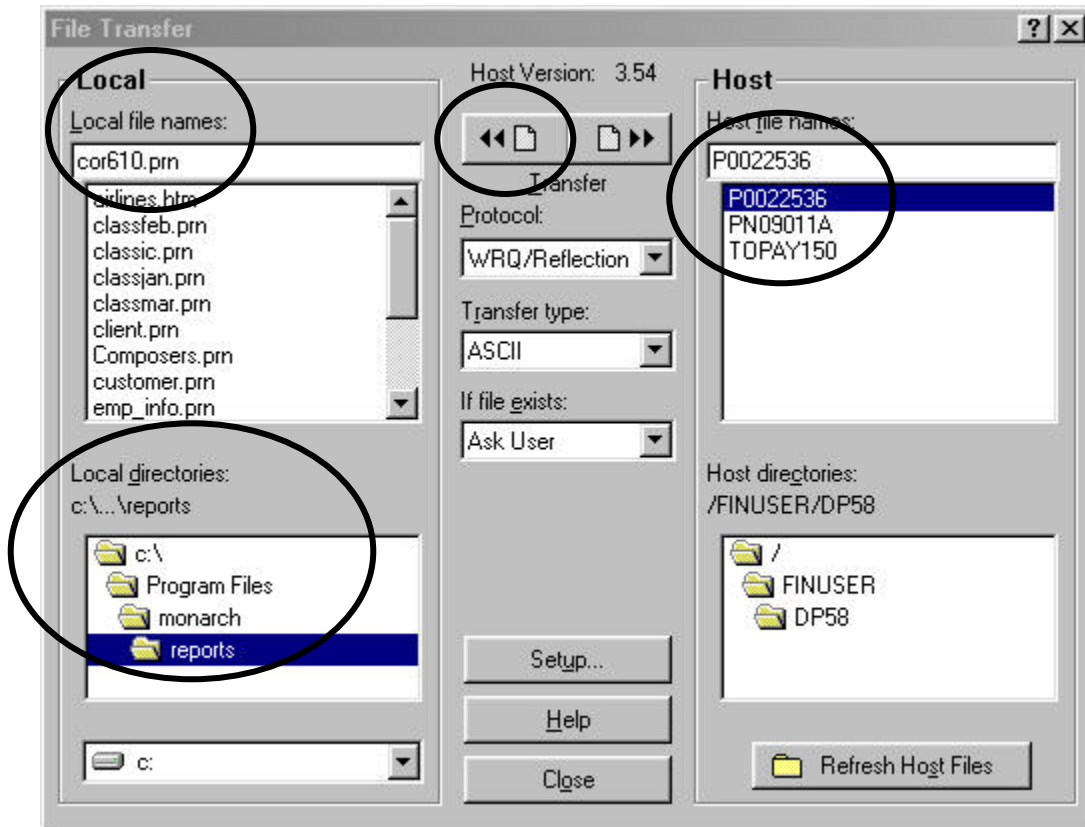
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The file transfer dialog box will appear. You will first need to establish a connection with the HP3000 by clicking on the "Show Host Files" button.



Your files will be listed in the box on the right hand side. All of the print files from your print queue will begin with a "P". Scroll down until you see the files you are transferring.

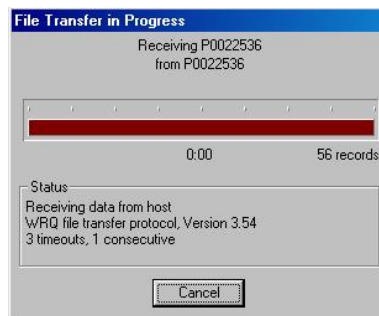
Highlight each file number. The file will highlight and the file name will appear above it in the "Host file names" box. If you have more than one file, hold your control key down and click on each file name.



Once your files are highlighted, select the folder under "Local Directories" where you would like to save your file by double-clicking on the folder icons. We suggest saving the documents in C:\Program Files\Monarch\Reports. This is the default folder that Monarch refers to. If you are sharing the file you can save it to a group drive or anywhere that is easy for you to access.

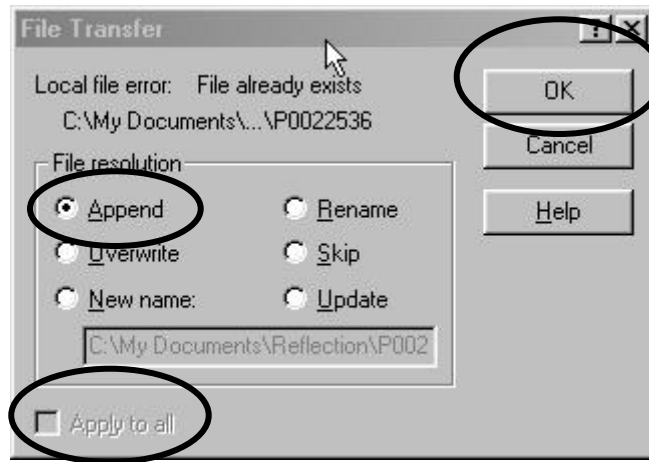
The next step is to name your report under the "Local file names" area. It is a good idea to include the type of report in the name such as "COR610". If it is a report that you run often, you may want to include the date in the name, such as "093003COR610". It is important to give the file a .prn extension so that Monarch knows that it is a print file.

The last step is to click on the arrow button on the left side. This means that we are transferring the file from the HP3000 (Reflections) to our local drive. A box will appear and you will be able to see the file transferring.



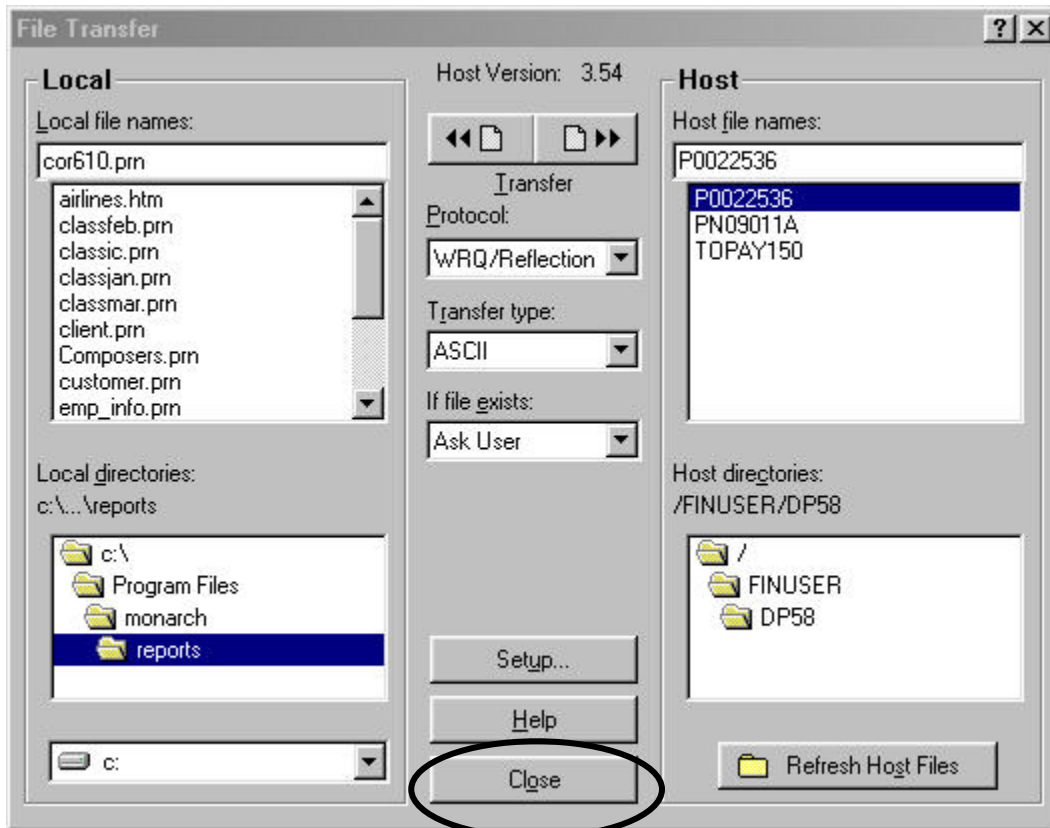
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If you have more than one file, when it gets to the second file a dialogue box will appear asking what you want to do with the second file.



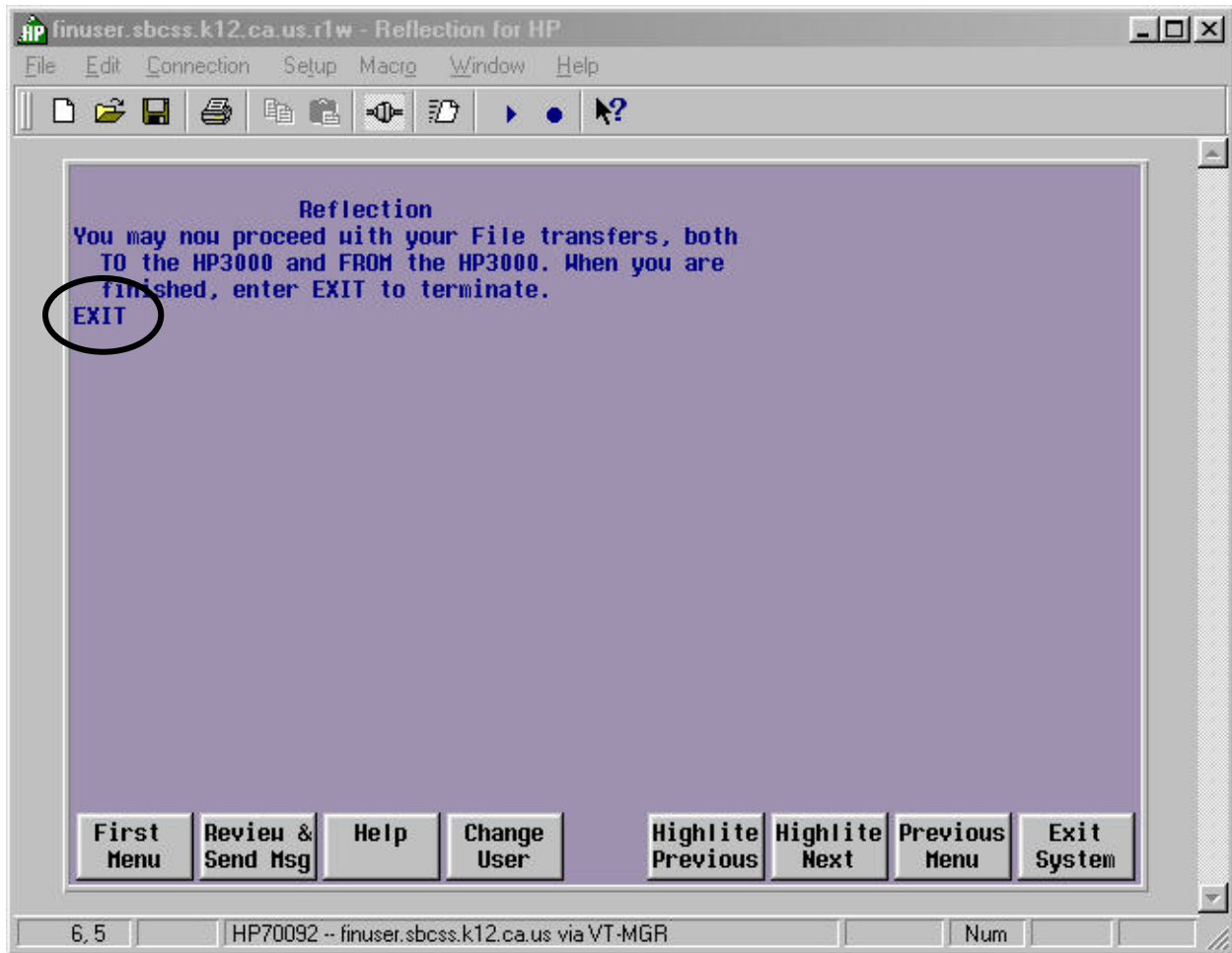
Click on Append. This will attach your first file to the bottom of your second file. If you have several files, click on the Apply to all box. Click OK.

Once you have transferred all of your files, click on the close button.



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Type in "Exit" to return to your Reflections menu.



You are now ready to work in Monarch so you can log out of Reflections.