Instructions for transmitting Collector files to KFS

In order for a department's KFS Collector file to be processed, departments must transfer the file to an Information System server. This transfer must be done using a secure file transfer protocol. Information Systems currently supports OpenSSH, SSH Secure File Transfer (part of SSH Secure Shell Client), PuTTY, and FileZilla. Information Systems website contains detailed setup instructions for each of these protocols, including the name of the Information Systems server. Here is a very brief description of the features and limitations of these products:

 OpenSSH
   * Open source software
   * Primarily Unix command line
   * Does not support ASCII transfers (binary only)
   * Does not support append option (overwrite only)

 SSH Secure File Transfer (part of SSH Secure Shell Client)
   * CSU site licensed
   * Windows command line and GUI interface
   * Supports ASCII transfers
   * Does not support append option (overwrite only)
   * Does not support passphrase-encrypted private keys for command line options

 PuTTY
   * Open source
   * Windows command line
   * Does not support ASCII transfers (binary only)
   * Does not support append option (overwrite only)
   * Does support passphrase-encrypted private keys
   * Provides a key agent for using passphrase-encrypted private keys

 FileZilla
   * Open source
   * Windows GUI
   * Does not support ASCII transfers (binary only)
   * Does not support append option (overwrite only)
   * Does support passphrase-encrypted private keys when coupled with PuTTY's key agent

Each department will be assigned an user id for connecting to the Information Systems server. The individual user ids are listed in Table 1. The user ids will only be able to connect to the department's Uploads/Downloads directory.

The name of the KFS Collector file transferred to the Information Systems server by each department should follow the pattern KFSXGLCL.xxxxxx.yyy…yyy.xml where xxxxxx is the user id for the department from Table 1, yyy…yyy can be any additional name the department would like, and finally the name should end in .xml.

Once a department's Collector file has been processed by KFS it will be removed from the department's Uploads/Downloads directory. However, a backup of all Collector files will be available for 14 days.   Each time a

department transmits a KFS Collector file they should use a new name. A department should never attempt to "append" to an existing file. This is due to the nature of KFS Collector files. Each file can contain only one batch entry. If a department were to append a second batch on to a file, KFS would reject the entire file.

If a department's Collector file fails the xml validation, a file will be created in the department's Uploads/Downloads directory with the same name as the original Collector file but the .xml extension will be replaced with ".bad".   Also, another file containing the error messages from the validation will be placed in the department's Uploads/Downloads directory with the same name as the original Collector file but the with the extension" .bad_msg".

Table 1

Department	Contact	Userid
ACNS	Renee Mandis, Diane Noren	Uacns
Bookstore	Kendra Reitz	Ubooksto
Central Recv	Korina Brim, Don Walker	Ucenrec
Diagnotic Lab	James Kammerzell, Con Woodall	Uvetdlab
Facilities	Ginger Wright, Terry Gile	Ufacil
Lab Animal Res	Diana Collins, Ron Splittgerber	Ureslar
Macro Res Fac	Sarah Gates	Urespmf
Sponsored Programs	Pam Harrington, Ron Splittgerber	Uressp
Payroll	Joanne Roble	Uhrpay
Telecom	Jamie McCue, Dave Aschermann	Utelcom
Vet Hospital	Linda Hutson, Con Woodall	Uvethosp

Collector XML Changes in KFS Release 3

The second line of a collector file should contain:

```
<batch xmlns="http://www.kuali.org/kfs/gl/collector"
       xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
       xsi:schemaLocation="http://www.kuali.org/kfs/gl/collector
@externalizable.static.content.url@/xsd/gl/collector.xsd" >
```