

## Instructions to Retrieve Full Disclosure Report

### **Retrieving Full Disclosure Cost Containment Report Data**

Retrieving the data may be done manually for each store or as part of the routine data exchange that each store does for its nightly file transfers of Claim files, Authorized Product List, Hot Card List, Auto Reconciliation or Error files. Now stores are able to also retrieve the Full Disclosure Report files which have a “.ZIP” filename extension. (*Note: the letters ZIP will be UPPERCASE.*)

These ZIP files are located in your FTP account OUT folder. Your EBT claim activity is in the filename containing an “E”.

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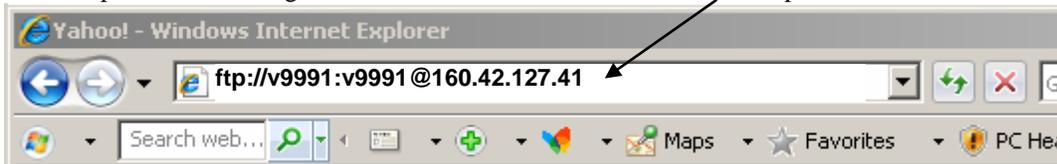
## Instructions to Retrieve Full Disclosure Report

### Accessing FTP using Internet Explorer

1. Open Windows Explorer or Internet Explorer.
2. In the Address window, type the FTP address (e.g., "FTP://FTPserver").
  - Enter: ftp://user name:password@160.42.127.41



For example: The following illustration uses the account 9991 as an example



3. Since it's password protected, right-click the screen. From the drop-down menu, select "Login As."
4. Enter your login name and password.

Depending on the version of WEB browser, you may be prompted to enter the username and password again. The WEB browser will connect to the FTP server, login, and list the users files in the browser window.
5. Begin downloading or uploading files as needed.

Note: Depending on the version of WEB browser, you may be able to highlight the file(s) you wish to copy and then use the drop down "edit" menu and select "copy". Then use Windows Explorer to open the destination for the files, and select "paste" from the "edit" menu, and the files are automatically transferred from the FTP server to the local drive.

You can add the FTP server to your "Favorites" and save the password, so you can login in the future with just one click.

### **Using the Report Data Effective Process Month July 2012 (For new Excel format file)**

First, after you have retrieved the files, you will need to "unzip" them. If you are using Windows XP, it has a built-in function to do this. Otherwise, you will need to use a product like WinZIP or PKUnzip or some other decompression program. Follow the instructions for the decompression program.

After you have extracted/unzipped/decompressed the report file inside the .ZIP file, you can open the report file with MS Excel. If you have MS Office Excel 2007 or later version installed in your computer, you can double click on the file and it will open it.

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### Accessing FTP in DOS

The following are instructions to manually retrieve the files using FTP in a DOS command window.

1. From the "Start" menu, choose "Run".
2. In the "Open" field, type the word "cmd" and click "Ok" or press <ENTER>. *This will open a DOS command window. In that window, type the **bold** commands.*
3. Type **ftp 160.42.127.41** then Press "Enter."
4. Enter the username and password when prompted and press "Enter"
5. Type "**cd out**" and press "Enter" to change current folder to OUT folder.
6. Type "**ls**" and press "Enter" to list files
7. Type "**bin**" if the file you want to transfer is not a plain text file. Press "Enter."
8. Type "**get filename**" and press "Enter." Replace "filename.jpg" with the exact file name of the file you wish to receive. This "puts" the file onto the remote server.
9. Type "**bye**" to log off.

The following is an illustration using the account 9991 as an example

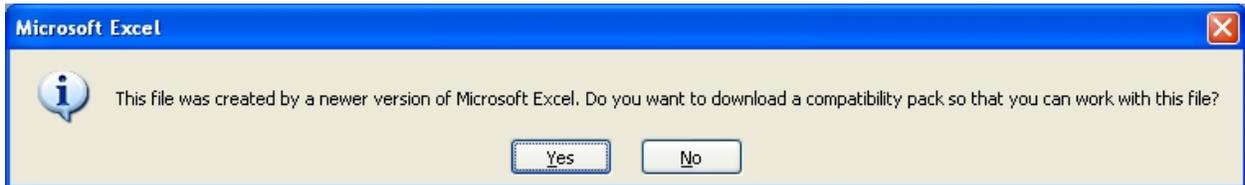
<i>&lt;click on Start, select Run, and Open then type "cmd", then press enter</i>	
<b>ftp 160.42.127.41</b>	
User (160.42.127.41:(none)): <b>v9991</b>	<i>&lt; user enters account</i>
331 Password required for v9991.	
Password: <b>v9991</b>	<i>&lt; user enters password –you will not actually see what you're typing here</i>
230-Welcome to WIC. 230 User v9991 logged in.	
ftp> <b>cd out</b> 250 CWD command successful.	<i>&lt; user enters cd command to change current folder to OUT folder</i>
ftp> <b>ls</b> 200 PORT command successful.	<i>&lt; user enters ls command to list files</i>
150 Opening ASCII mode data connection for file list.	
9991E0705.ZIP 9991V0705.ZIP 226 Transfer complete.	<i>&lt; the two cost containment files (your filenames will be similar)</i>
ftp: 38 bytes received in 0.00Seconds 8000.00Kbytes/sec.	
ftp> <b>bin</b> 200 Type set to I	<i>&lt; user enters the command "bin" before the get file command</i>
ftp> <b>get 9991E0705.ZIP</b> 200 PORT command successful.	<i>&lt; user enters the get &lt;filename&gt; to get file</i>
150 Opening BINARY mode data connection for 9991E0705.ZIP(4354 bytes). 226 Transfer complete. ftp: 4354 bytes received in 0.00Seconds 4354000.00Kbytes/sec.	
ftp> <b>get 9991V0705.ZIP</b> 200 PORT command successful.	<i>&lt; user enters the get &lt;file name&gt; to get file</i>
150 Opening BINARY mode data connection for 9991V0705.ZIP(278116 Bytes). 226 Transfer complete. ftp: 278116 bytes received in 0.04Seconds 6952.90Kbytes/sec.	
ftp> <b>bye</b> 221 Good bye from Texas WIC.	<i>&lt; user enters bye to log off</i>

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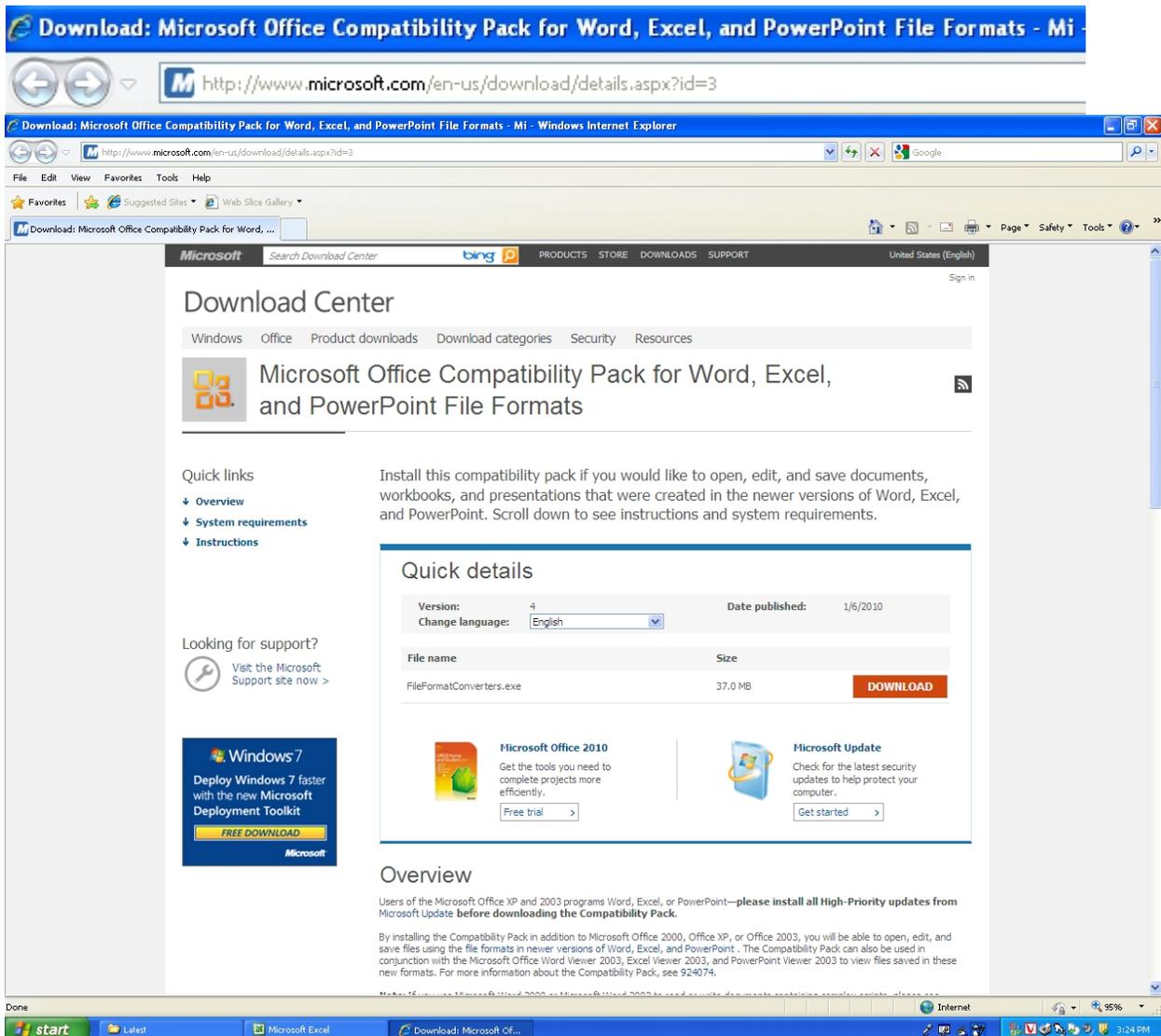
### Updating Excel with Compatibility Pack (for users of Excel 97 or 2003)

If you have an older version of MS Excel such as Excel 97 or Excel 2003, it will ask you to download and install the compatibility pack, using your internet connection. The following instructions explain how to download and install the compatibility pack for Excel 2003 or older version. Once you have installed the compatibility pack, you can always open this file by double clicks to the file.

1. Double click on the file and it will show you this message.

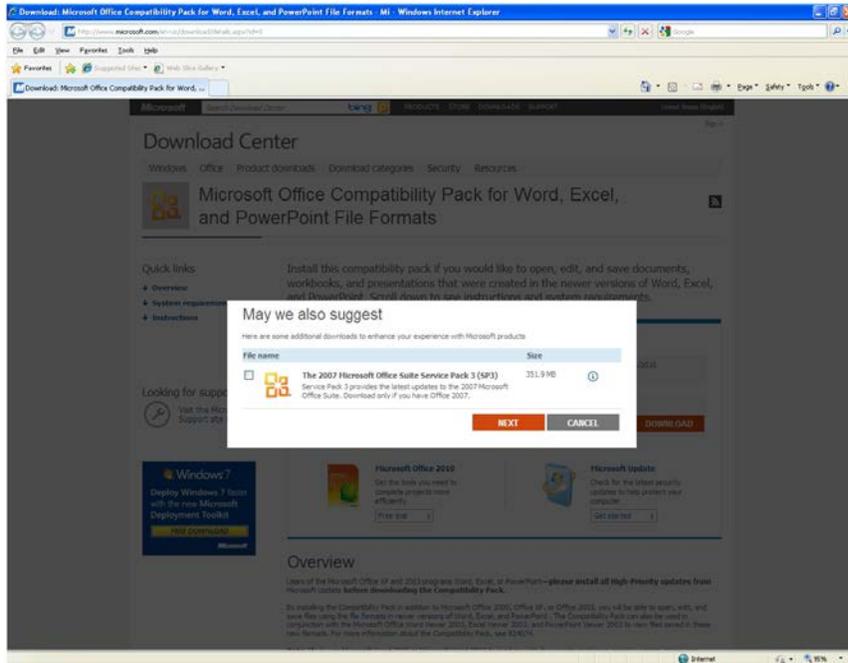


2. Click “Yes” and it will open the Microsoft web site as shown below.

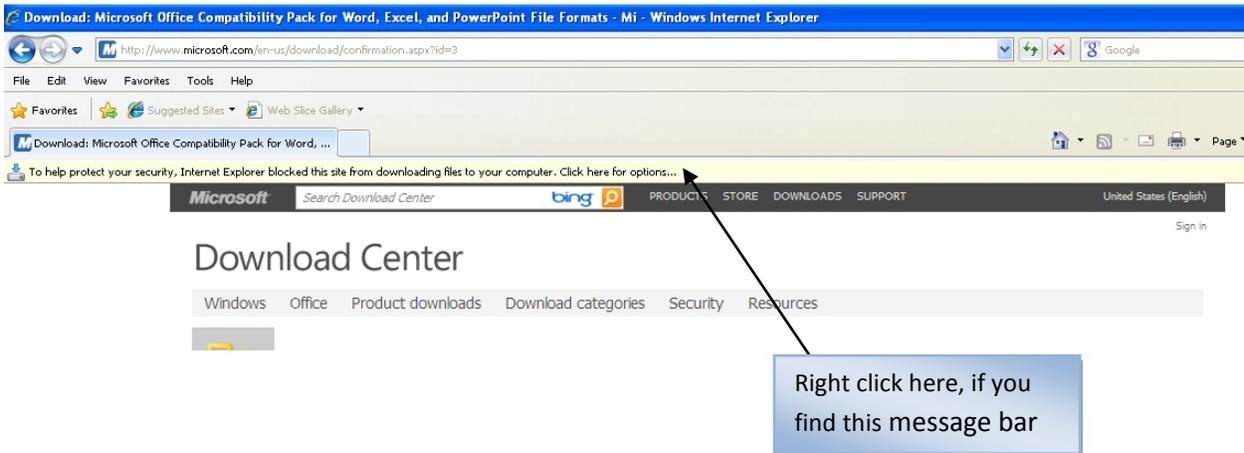


## Instructions to Retrieve Full Disclosure Report

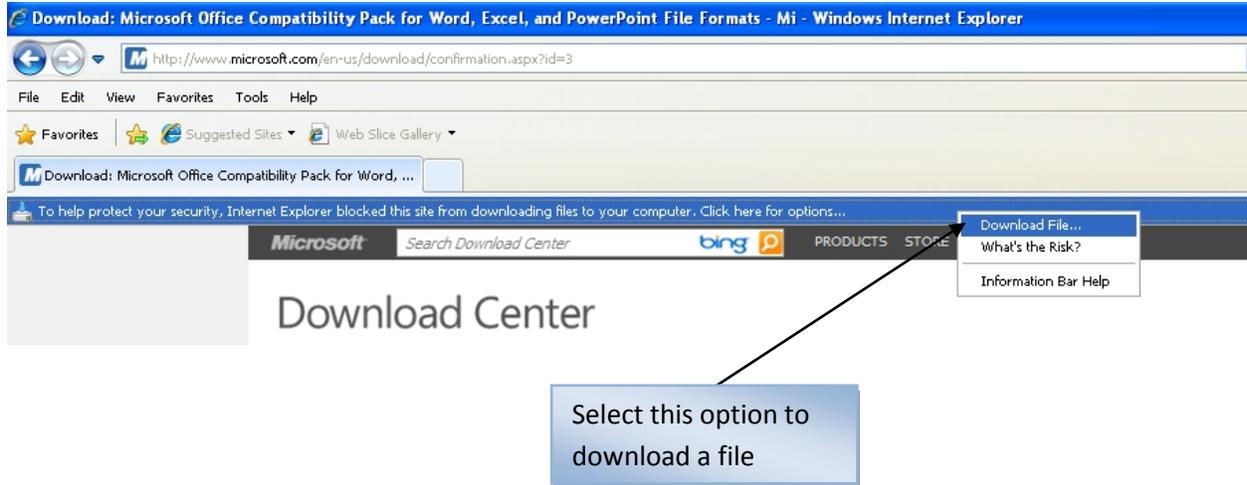
3. Click “Download” button and it will start downloading the compatibility version for excel. It may ask you to download some additional Microsoft service pack. You can either select or not and hit the Next button. You can see the screen as below.



4. After click on next, it will start downloading. If the browsers setting is blocked to download, you have to right click on that highlighted bar (below the command bar) and select the “Download File” as shown in below images.



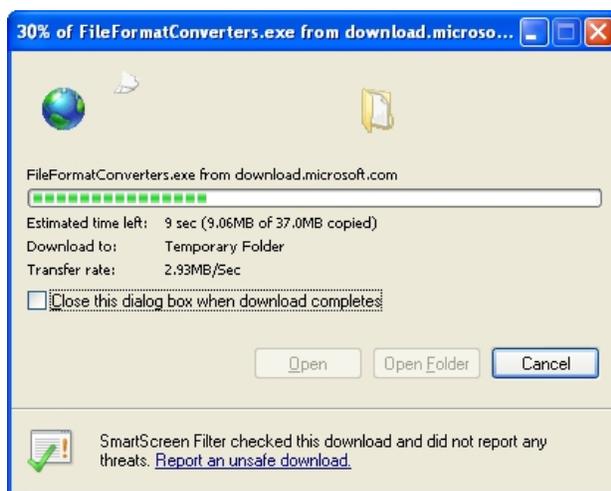
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5. Now it will ask you to “Run” or “Save” the installation file as shown below.

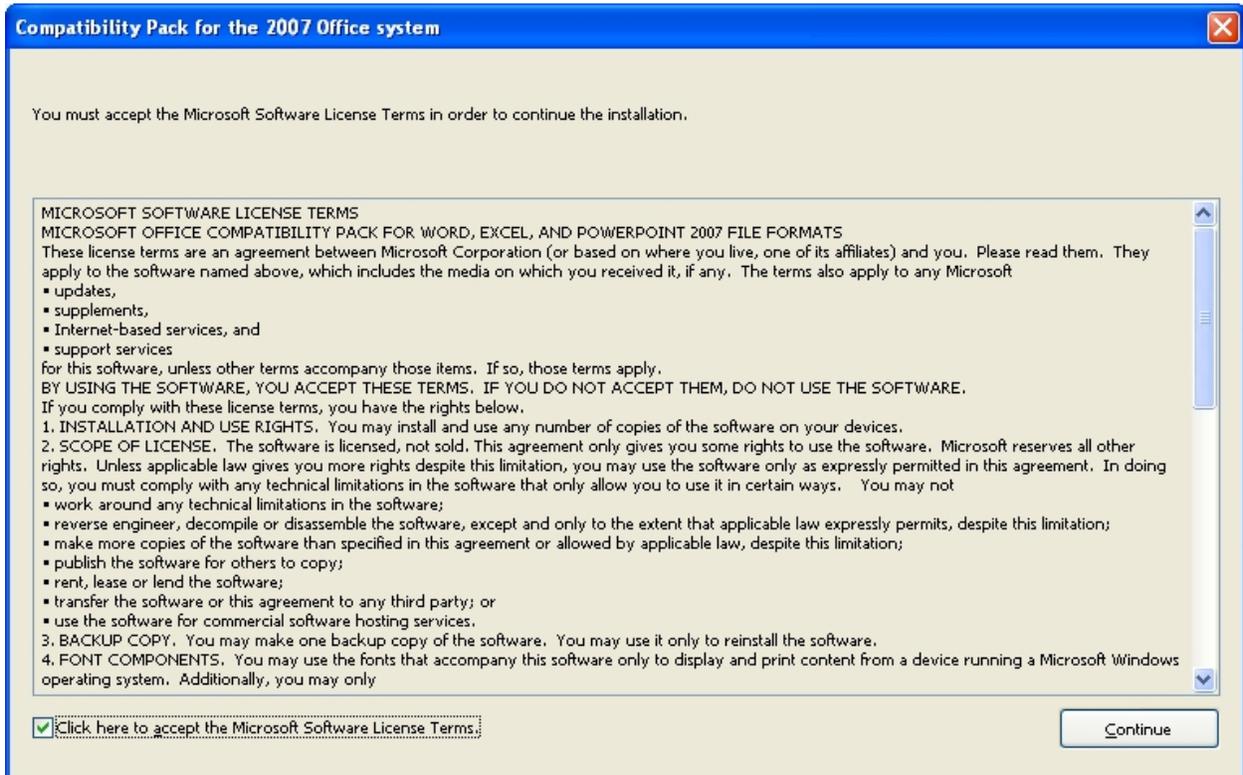


6. Please select “Run” and it will start downloading as shown below.

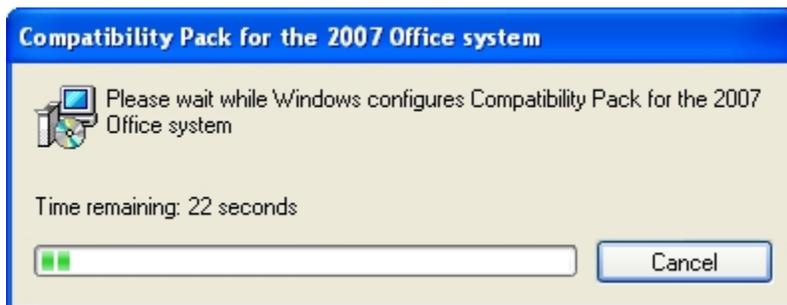


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7. As soon as downloading is finished, it will start installing and prompt for accepting a license terms for Microsoft. Please select the check box and click the “Continue” button as shown below.



8. After clicking on continue button it will start installing the compatibility pack as shown below.



9. At last, it will show you the final message that installation is completed as shown below.



Now, you can open the file by double clicking the file.