Revised: 09/15/2022

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

<u>Use this documentation for Step #3 of the Forest Protection Checklist (CL12).</u>

This procedure is used to load the Fire Protection Master File (or Charges file), which is sent to the counties by the Department of Lands.

To transfer the new charges to the AS400, you must have the correct FDF file, because this tells the AS400 what data should be populated in each field. You should already have this file saved in your Forest Protection folder, but if you cannot find it, please contact TSB for a copy.

PART I

This section shows one method for saving the email attachments to your Forest Protection folder so you can use them in the next section. You do not have to use this method if you are familiar with saving attachments, but we recommend that you follow a similar logic for organizing the files, so you can easily find them again.

The Department of Lands will send you an email containing two files. One is a text file containing the Forest Fire Protection Master data (also known as "Forest Protection Charges"), and the other is a PDF file that lists the same information with a total parcel count and a total for each of the two charges. When you receive the email, you must save the text file to your PC before you can upload it onto the AS/400. We recommend also saving the PDF file in the same location, so you'll have everything in one place.
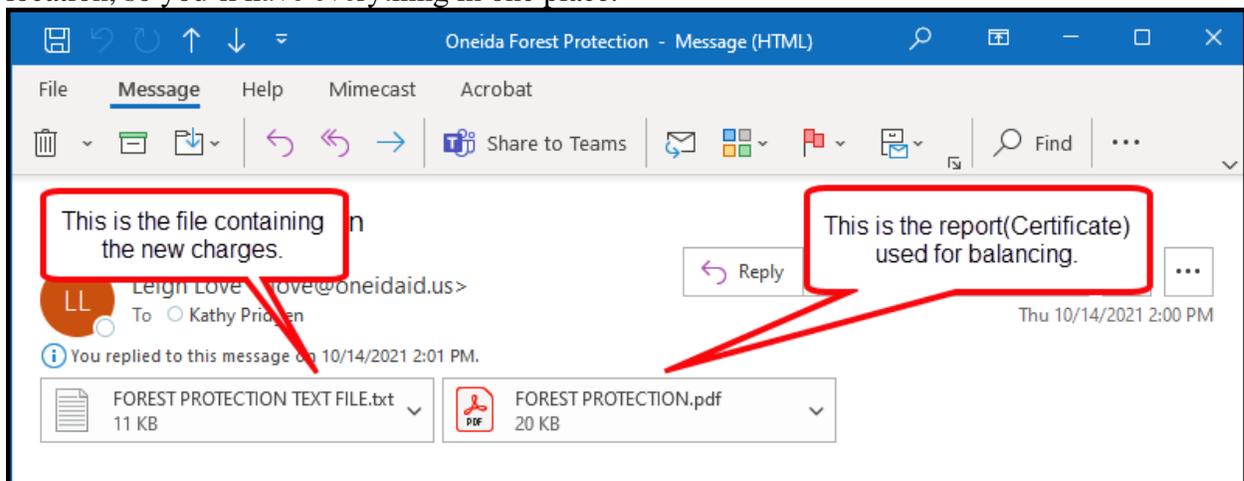
NOTE: Your files may be named differently from those in this document. Don't worry – the process will still work! Just keep track of the kind of file (text or pdf). Contact TSB if you have questions or need assistance.

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1. In the email message, right-click on one of the attachments, the choose Save All Attachments.
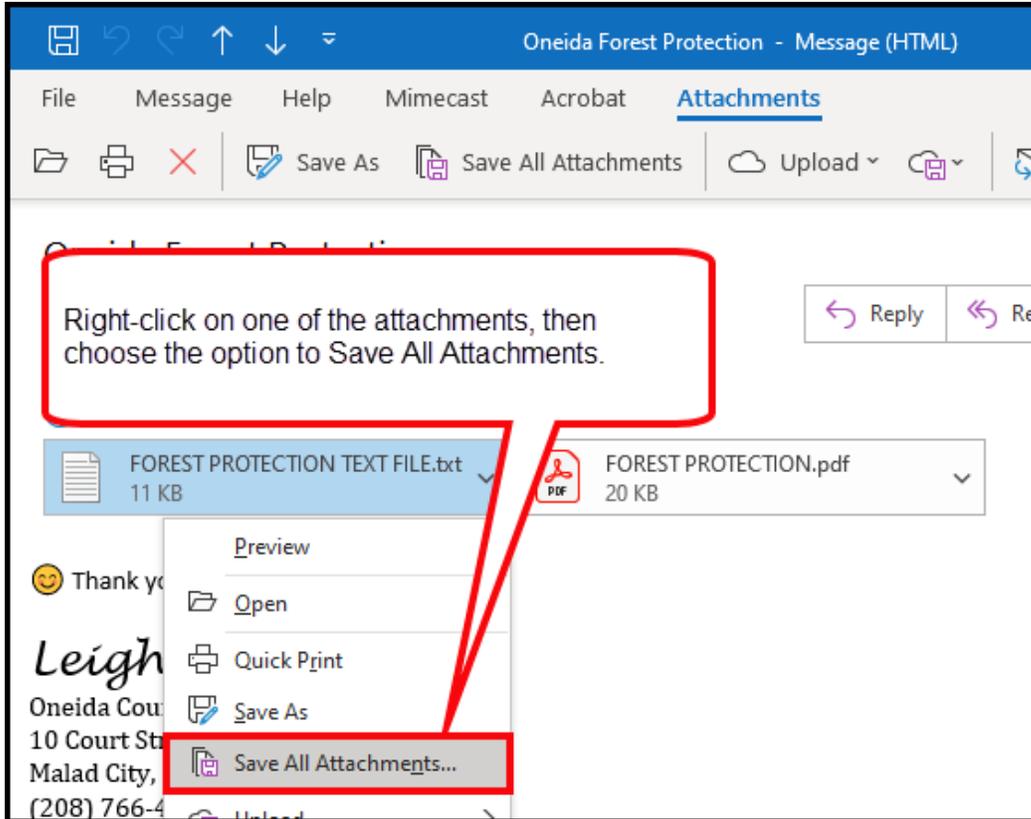
2. On the screen that lists the attachments to be saved, click OK.

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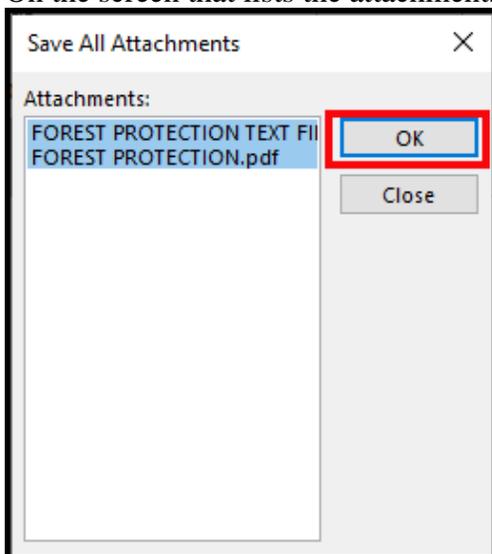
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3. In the Save All Attachments window, navigate to the existing Forest Protection folder (if you don't have one, choose a location you can easily find again, and create a folder called Forest Protection).
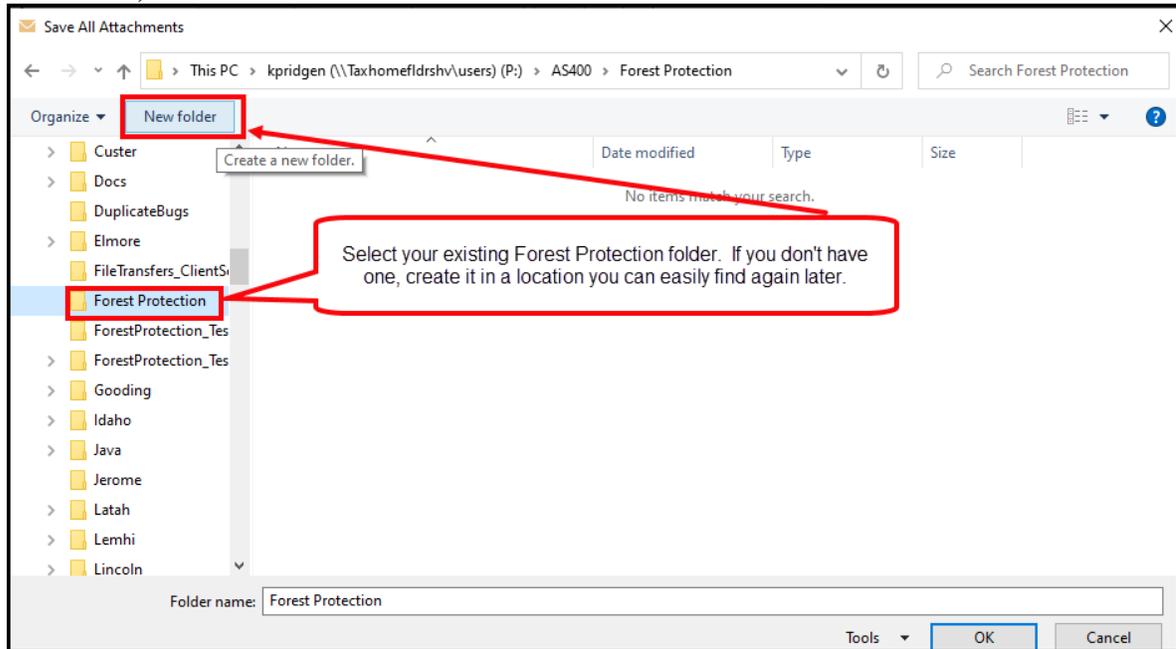
4. We suggest storing each year in a separate folder inside the Forest Protection folder. If you need to create a folder for the year, click on the Forest Protection folder and then click the New Folder button. When prompted, enter a folder name, and then hit Enter. In this example, we used the 4-digit year for the folder name.

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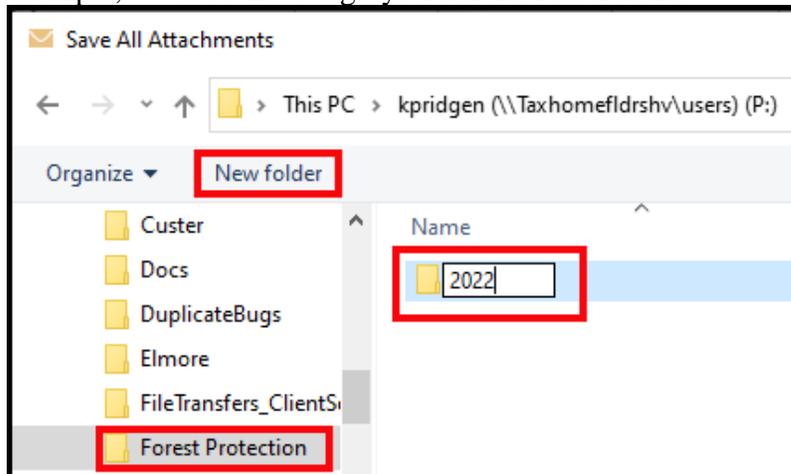
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5. After creating the folder for the current year, you may need to click Open (or double-click the new folder) to make sure the files are saved in the correct location. When you see a path similar to the one in this screen shot, click the OK button to confirm the location and save a copy of your files to this location.
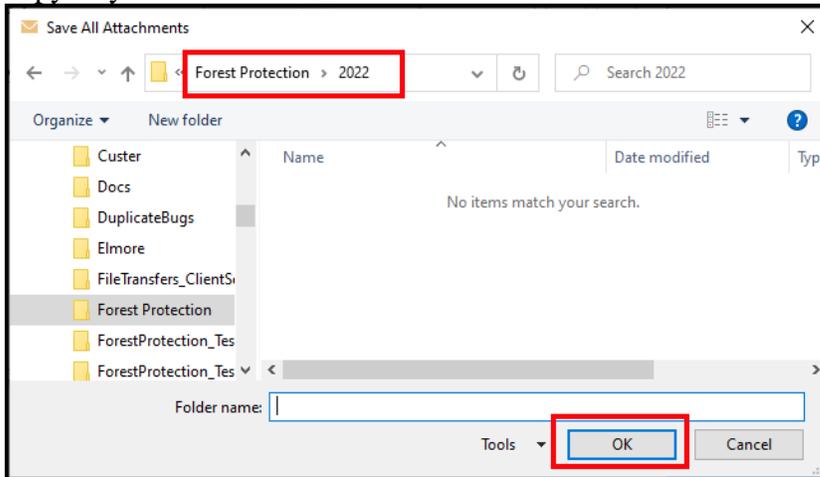
PART II

Use the following steps to load the Charges file from the from the location used in Part I onto the AS/400.

1. At the top of your AS/400 window, click on **Transfer**. Then click on **Send File To Host**.

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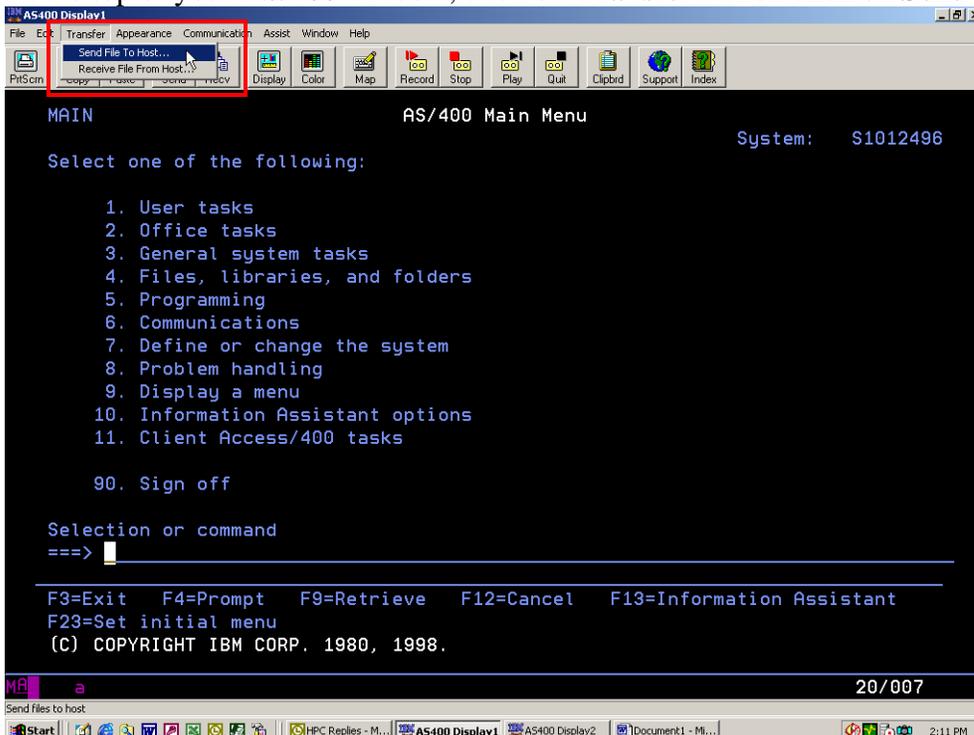
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2. Click the Browse button on the top half of the data transfer window.
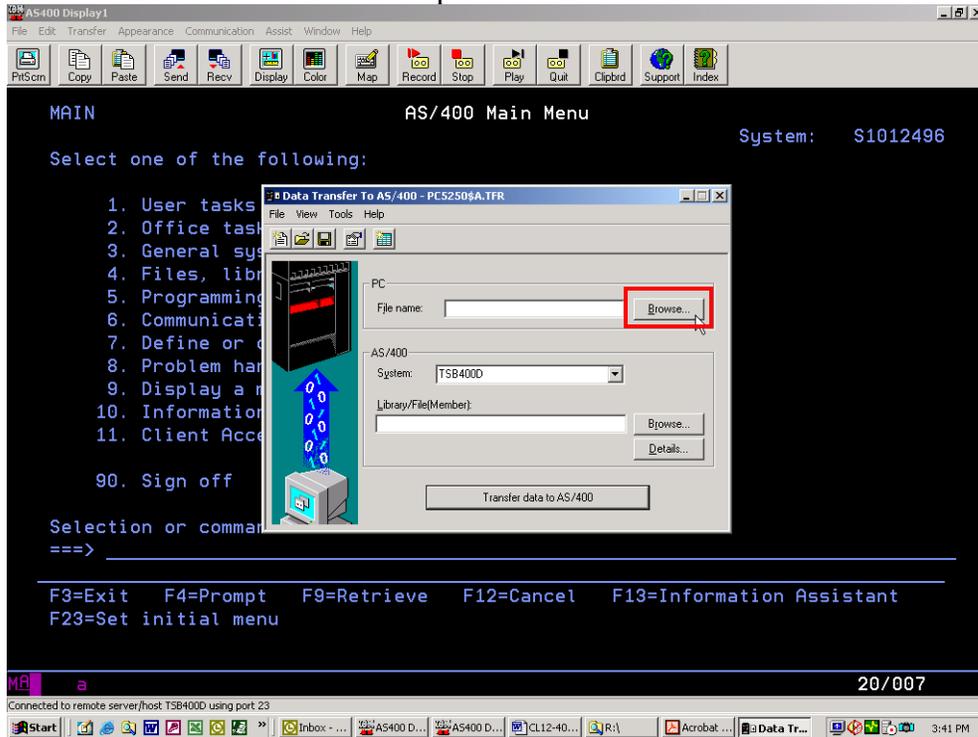
3. The Browse window will default to which ever location it was last at.   Click on the arrow that is pointing down. Click the Look In drop-down (where it says Forest Protection on this screen shot).

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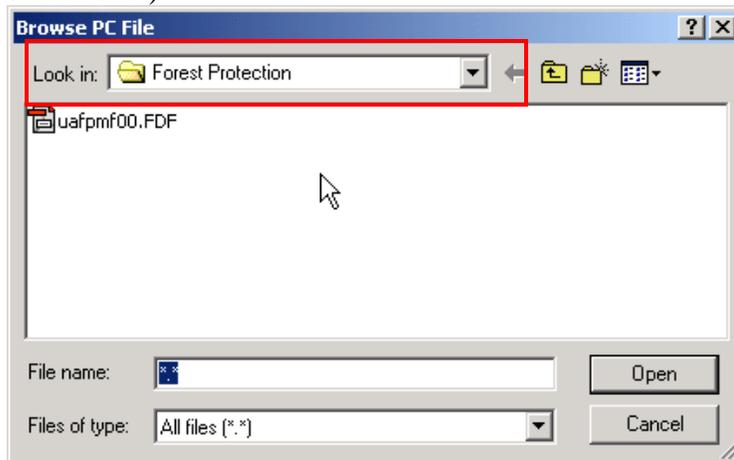
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4. Navigate to the location used in Part I, Step 5 (this is where you saved the email attachments).
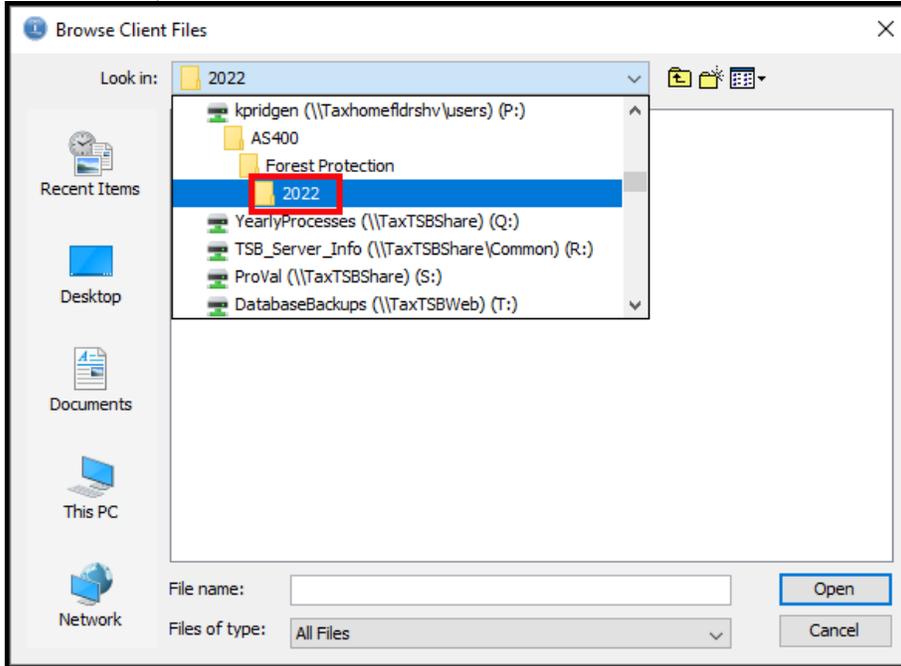
5. Click on the .txt file, and then click on the Open button.

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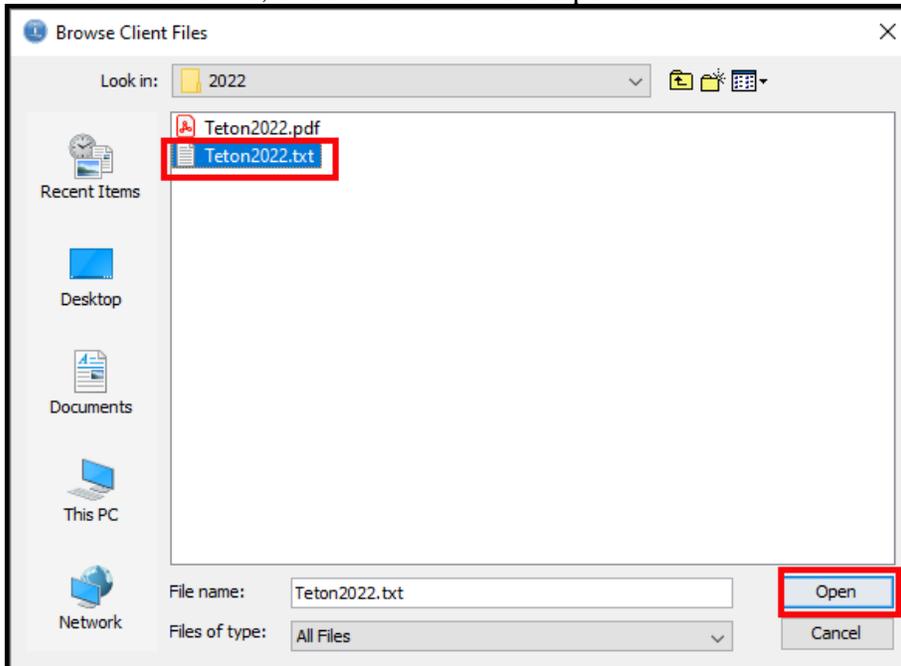
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6. The PC file name should now point to the text file.
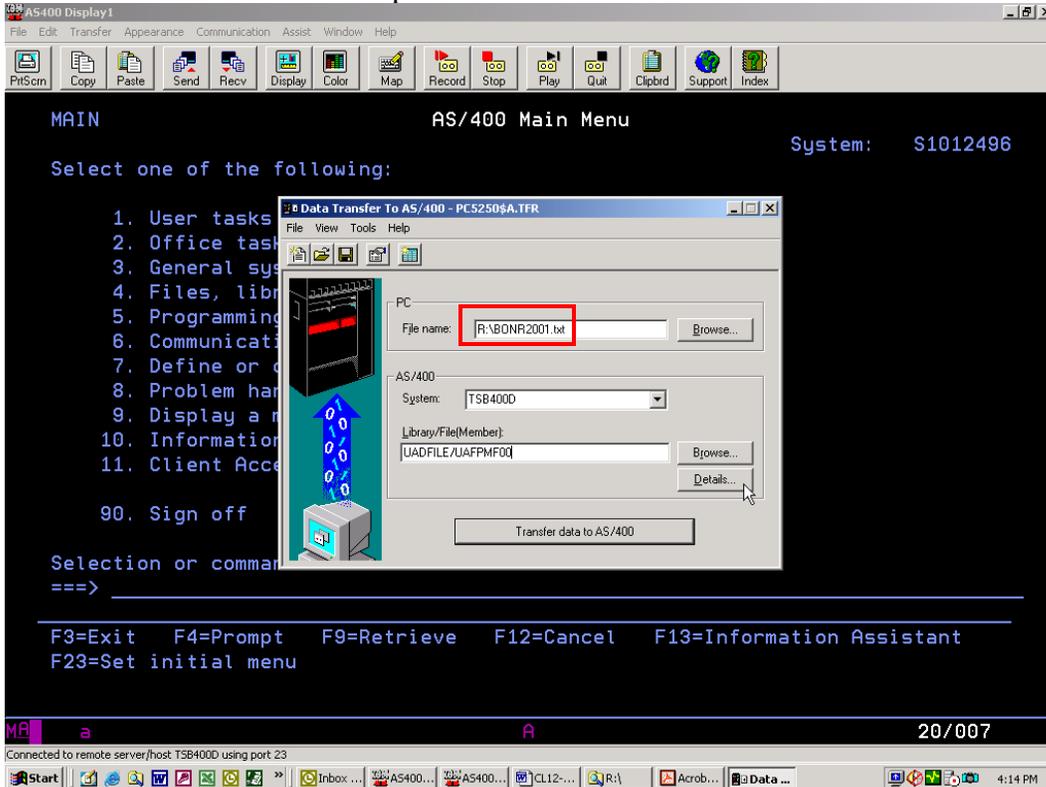
7. In the AS/400 Library/Filename field enter:
    UADFILE/UAFPMF00
   Click the "Details" button

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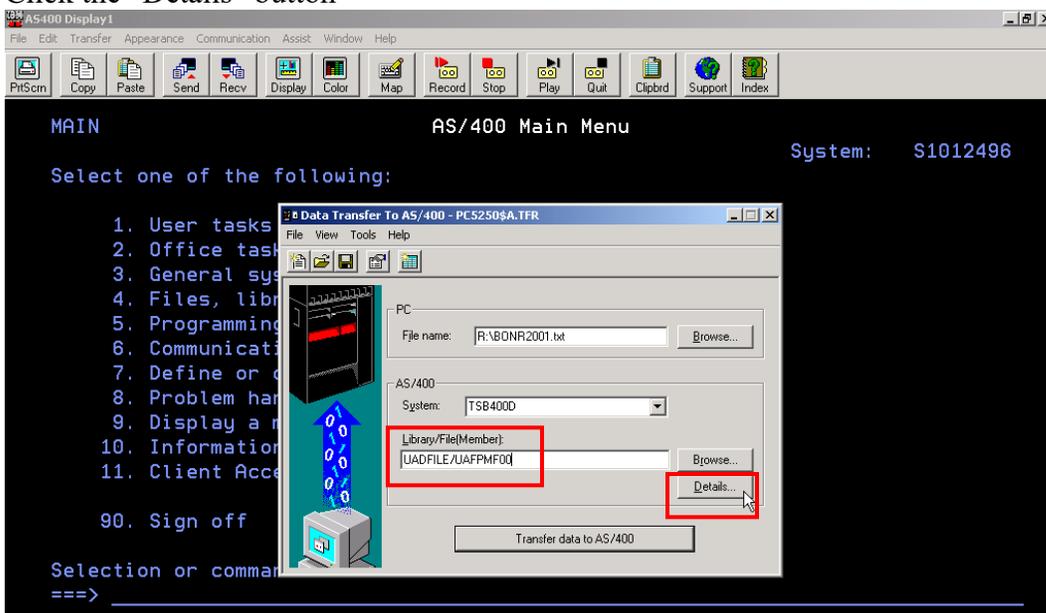
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8. On the File Details screen, click the Browse button to help you find the correct FDF file. You are looking for a file named UAFPMF00.FDF. This file should be saved in your Forest Protection folder. If you don't see it there, or you can't find it, contact TSB so we can send you the correct version.

The Browse button may default to the folder containing the text file from Lands, or another folder. If you are seeing the folder where you saved the files from Lands, click on the button that takes you up one level – you should be seeing the main Forest Protection folder.
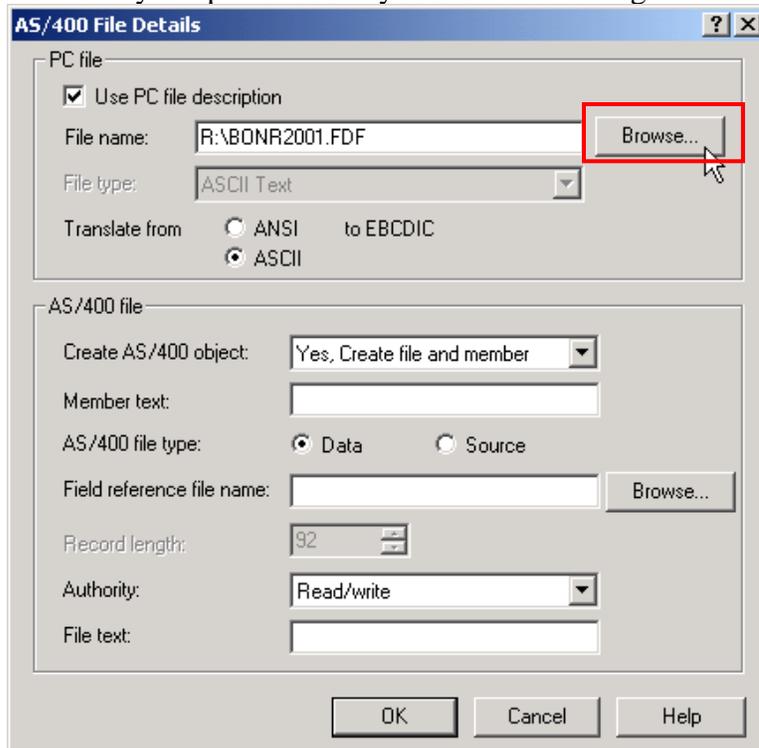
If you are seeing a completely different folder, use the Look In dropdown to help you navigate to your Forest Protection folder
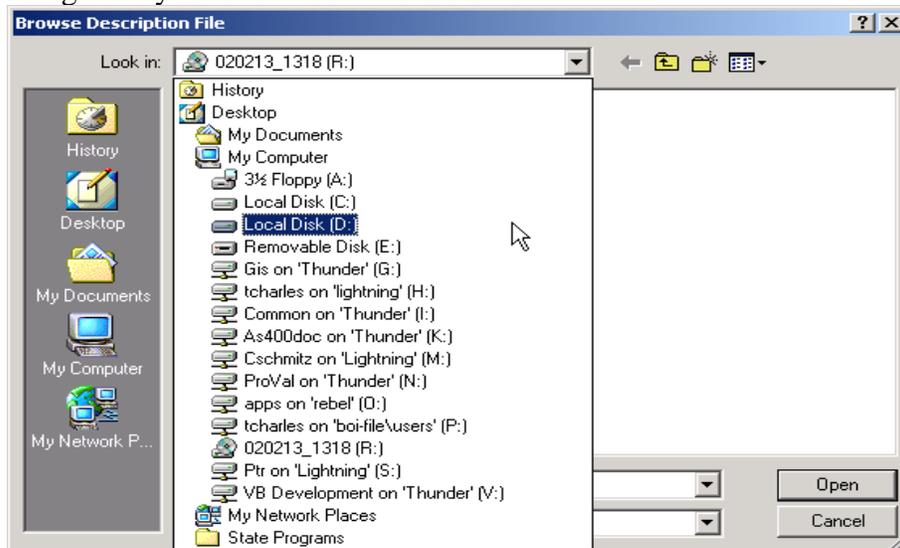
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9. Once you navigate to the Forest Protection folder, you should see the UAFPMF00.fdf file. If not, contact TSB for a current version of this file.

    Click on the FDF file: UAFPMF00.FDF
    Click on the Open button.
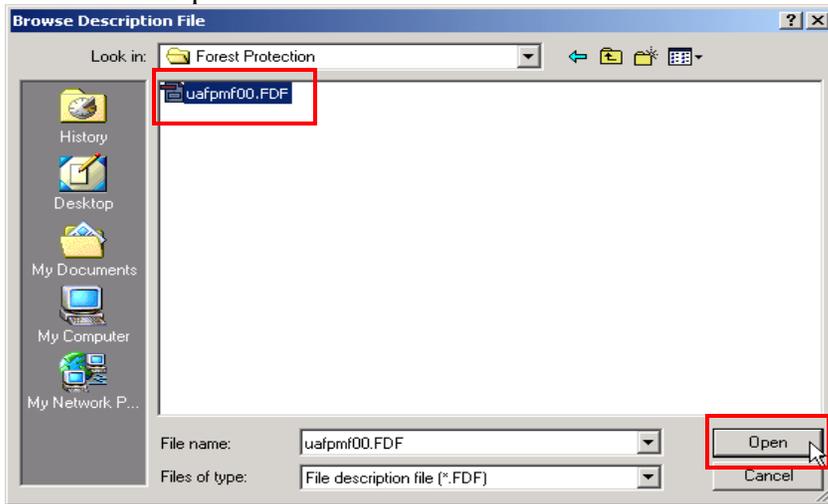
10. You should now have the correct FDF file listed.
    Click on the down arrow and select "No, replace member only"
    Then click the OK button.

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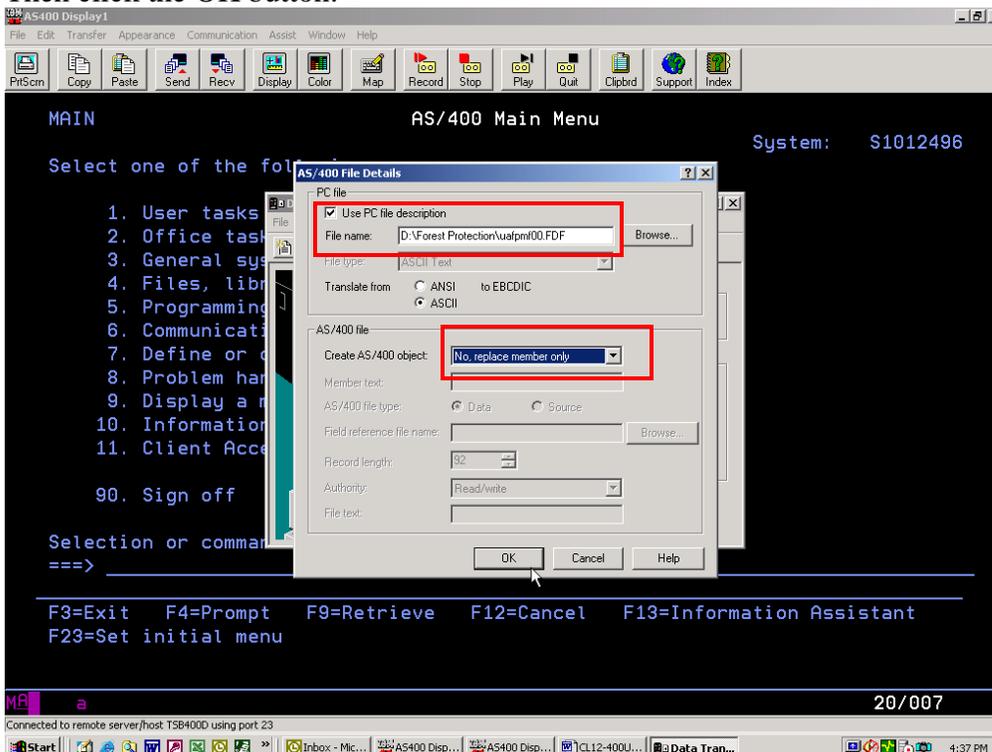
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11. Click on Transfer data to AS/400.
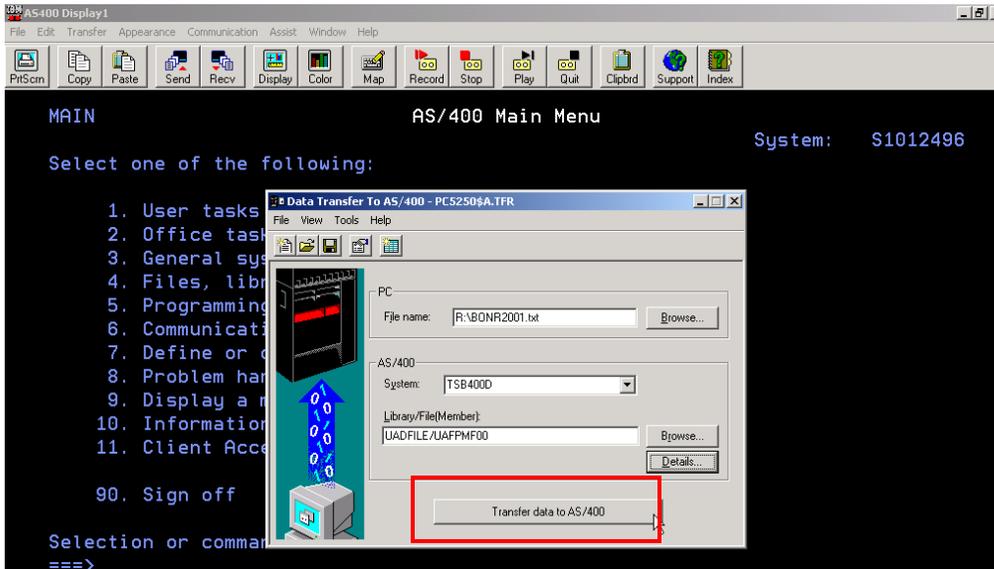
12. When the data has been successfully transferred to the AS/400, you will see this window. It shows the number of records transferred. Click the OK button to return to the Data Transfer window.

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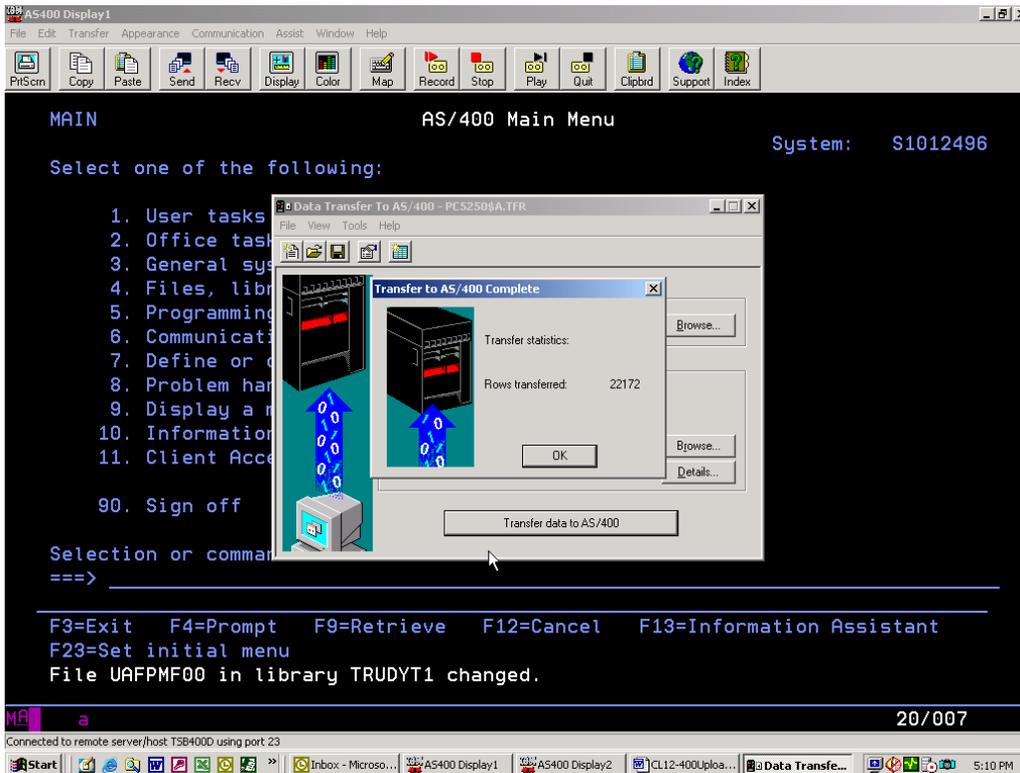
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13. Click the "X" in the upper right hand corner to close this window.
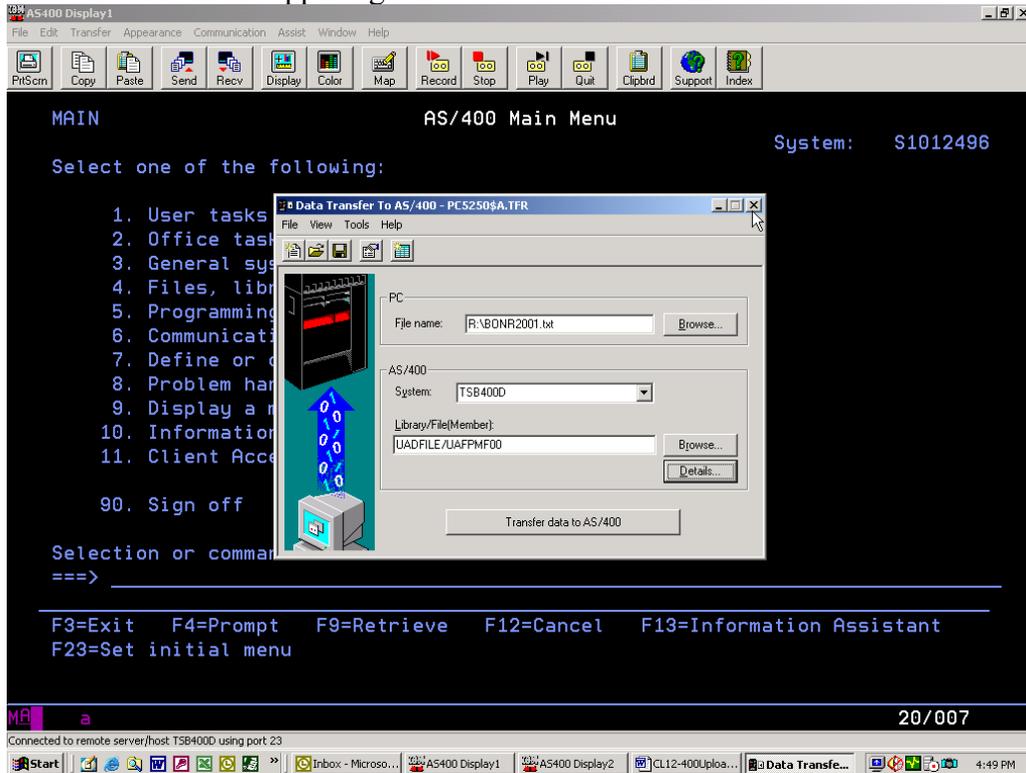
14. Click "No". You do not need to save this transfer request.
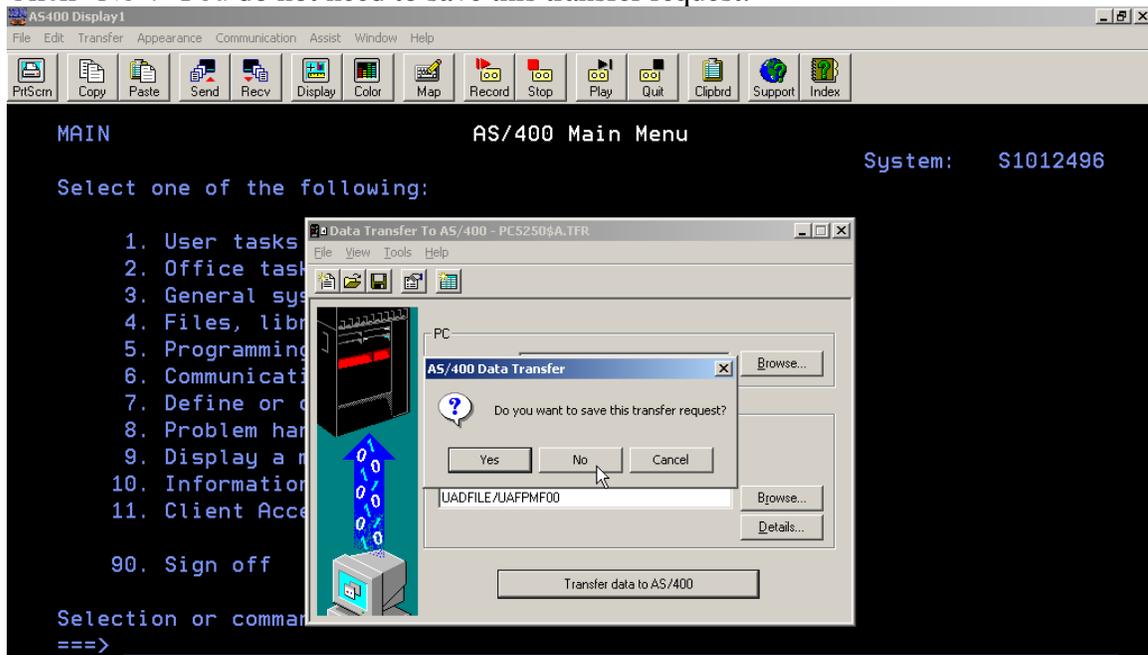
The Forest Fire Protection Master File is now on the AS/400.   You can continue with Step 4 of the <u>Forest Protection Checklist (CL12).</u>