



# FTP Print Queue (CI-FPQ)



## Quick Reference Card

### Function CI-FPQ

The FTP Print Queue (CI-FPQ) utility lets you send any file in your ADP system print queue as an electronic file.

For example, use CI-FPQ to send files to an outside printing vendor, an auditor, or a third-party data-processing location with FTP access.

Function CI-FPQ runs from your AC application account.

### Creating an FTP Print Queue Setup

```
AC CI-FPQ          CI-FPQ-SETUP          csr 6011
UNIQUE ID : ██████████

1. FTP SERVER.....
2. FTP DIRECTORY..
3. FTP USERNAME...
4. FTP PASSWORD...
5. ENCRYPTION KEY..

Enter unique id (suffix to append to filenames) or press <ENTER> to exit.
```

#### Example

```
AC CI-FPQ          CI-FPQ-SETUP          csr 6011
UNIQUE ID : 100 ██████████

1. FTP SERVER.....: 207.44.19.132
2. FTP DIRECTORY..: /host/f tpdrop
3. FTP USERNAME...: open345
4. FTP PASSWORD...: *****
5. ENCRYPTION KEY..
```

**Note.** The values that go in the five setup fields in this screen (server, directory, username, password, and optional encryption key) are provided by the third-party vendor or service where you are sending the data file (not by ADP or CarInk)

Each setup you define has a unique identifier and a set of FTP parameters.

1. At the AC logon, enter CI-FPQ.
2. At the Function menu, select **Setup**.
3. Enter a unique ID code (up to 20 characters) for the new setup.  
*Note.* CI-FPQ IDs are case-sensitive.
4. Enter the address of the FTP server, either as four IP numbers or, if your network configuration supports it, as a DNS name. (It is not necessary to include *ftp://* as a prefix.) The address is limited to 20 characters.
5. Enter the directory path on the server where the print queue file should be placed.
6. Enter the username and password required for access to the specified server. You can use *anonymous* as the username, and an email address as the password, only if the ftp host (the server) supports anonymous logins.
7. **Optional.** Enter an encryption key to use on the file you are sending. (The recipient must also use this key to decrypt the file.)
8. At the command line, enter **FI** to save the new setup. (To cancel instead, enter **EX**.)
9. The program returns to the Unique ID prompt. Press **Enter** to return to the Function menu. From there, you can either start an FTP download, or press **F3** to quit.

To maintain an existing setup, simply enter its ID at the first prompt, and then enter a number (1–5) for the line you want to modify.

# Sending a Print Queue via FTP

```
AC CI-FPQ          CI-FPQ          csr 6011

Enter Form Queue to Select... HOLD
Enter Job Number(s) to Select or ALL... ALL
Enter unique id (from setup)... 100
Delete Original Print Files? █
```

```
Checking Print Job # 850...
Successful ftp to 139.126.205.12 adp/3party/car/ink/erik/cifpq.dat.nopass.850
*****
```

The downloaded file name consists of **cifpq.dat** followed by the ID of the CI-FPQ setup (lowercase), and the print queue job number

To send a print queue, you must know the name of the queue. If you want only one (or several) specific print jobs within the queue, you must also know the job number(s).

1. At the AC logon, enter CI-FPQ.
2. At the Function menu, select **Download**.
3. Enter the name of the Form Queue. This field is case-sensitive. *The program validates your entry after step 6, below.*
4. Enter the job number (or numbers, separated by spaces). To send all jobs in the print queue, enter **ALL**.
5. Enter the name of the CI-FPQ setup (as described on the previous page).  
**Note.** *If you need to cancel the Download command before actually sending the selected file by FTP, type a period ( . ) and press **Enter** at any of the four prompts in this screen. The program returns you to the CI-FPQ Function menu.*
6. At the Delete Original Print Files prompt, enter **Y** if you want to purge the selected form queue, or **N** if you want to save it after sending it. (Generally, you should choose **N** here.)
7. The program cycles through all the selected jobs in the print queue and sends them to the FTP location defined in the setup.  
The program reports errors at this point on any unrecognized form queue name, job numbers, or setup ID.
8. When the FTP process is complete, press any key to return to the Function menu. From there, press **F3** to return to the Function Code prompt.

**Tip!** For information on your print queue (spooler) names and jobs, see the SPS function on the MAINT account on your ADP system.