

Automated Data Loading (Processed Data)

The automated data loading process is accomplished in five simple steps, outlined below, and described in detail on the subsequent pages of this document.





To ensure your processed data is uploaded correctly, map the fields you are delivering (Delivery Field) to the fields on the site (Destination Field) in an Excel spreadsheet. Send this spreadsheet to your project consultant, who will inform you when it is in place.

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Prepare Your Documents File

Ensure your documents file adheres to the following specifications:

- Compress document files into a .zip or .rar file. We do not accept multi-part .zip or .rar files.
- Loose files must be zipped.
- Must be less than 10GB.
- File names should not contain spaces, special characters, periods, or extra dot extensions. Use lower case. Example: vol001.zip

Prepare Your Load File

Ensure your load file adheres to the following specifications:

- The load file must be an Access Database (.mdb or .accdb) or .dat file.
- Each upload is limited to 100,000 records.
- Name the load file the same as the documents file discussed in step 2 and send it separately.
- File names should not contain spaces, special characters, periods, or extra dot extensions. Use lower case.

Example: vol001.mdb

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opentext[™] + [→]Catalyst

Send Files Via FTP

- OpenText supplies the password and login information.
- Locate the correct site name and drag the files into the **incoming** folder with today's date.



Q: What are the other FTP folders used for? A: The other FTP folders are described below.



FTP Folder	Intended Purpose	Deliverables
Overlay	Overlay files: Metadata or image/text file overlays.	 Overlay mapping must be in place to upload: .mdb (metadata overlays) .mdb with path to image/text files (file overlays) .zip files containing images and text associated with .mdb files (file overlays)
P2 Dropbox	Processing specifications instructions and raw data for Catalyst to process.	Use this folder to upload items such as: • The Processing Specifications Workbook • Container files for all "loose" documents • .pst files, which can be uploaded as is Note: • Do not upload files in encrypted formats • Upload .ost files to the Outgoing folder
Outgoing	Data and/or documents that should not go through automation.	Use this folder to upload any other types of data. Note: Tickets are not generated when data is uploaded to this folder, so inform your PC of the upload via email.





The person listed as the Account Manager for the site will receive the confirmation via email.

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	Catalyst Insight Automation Update:				
	Volume name 009.accdb				
	We received the above volume and have uploaded 6 documents to your site. You may confirm the upload by running the following search: TICKETNUMBER=470				
	Not all files are appropriate for indexing. Administrators can view non-indexed documents in the Monitors section. We recommend yo further attention.	u check these files (if any) to determine whether they need			
	Thank you for choosing Catalyst.				
	Catalyst Support support@catalystsecure.com				