


## Changing an existing Updated Fields Export to be sent via SFTP

1. Contact your Account Manager or Application Support and tell them that you would like to start receiving exports via SFTP (secure FTP). An SFTP folder will be created for you on our secure server (if you are not already importing data via SFTP) and SFTP exports enabled across your community. Login information to access your SFTP folder will be provided.
2. Once you have received your login information you can then change your existing Updated Fields Export. Log in to the community and click on [Forms](#)
3. Click on [Scheduled Reports](#) and select the report you want sent via SFTP.
4. Click on the envelope icon that says [Edit Email](#) when you hover over it.
5. Click on [Set File Retrieval via Secure FTP](#) at the bottom of the page.

### Export Member Data - Email Notification

 The Scheduled Export was successfully saved.

Set File Retrieval via email notification with embedded link.

To Be Included:  \*


Additional Emails:

From Name:  \*

From Email:

Subject:  \*

Body: \*



The Test scheduled export for Banner Model is ready to be retrieved. ##File Link## to retrieve the file.

Or alternately, paste the URL shown below into your internet browser's address to retrieve the file:  
##File URL##

Best regards,

iMODULES Support  
[support@imodules.com](mailto:support@imodules.com)

Set File Retrieval via Secure FTP



6. If you would like to select additional email addresses to receive the notification, you can enter those additional email addresses here. When you are done click on [Save Email notification](#).

- Set File Retrieval via email notification with embedded link.
- Set File Retrieval via Secure FTP**

**File Naming Convention**

The file naming convention for SFTP Export/Reports is [Export/Report Name]\_[Date\_Processed].

File Name for the first scheduled run: Business Ifo Report\_20081119

Subsequent scheduled occurrences will differ by date.

**Email Confirmation**

If you would like to receive an email confirming that the Export/Report has run successfully, enter your address(es) below.

Administrators that should receive the email:

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## Accessing your Export File(s)

- The export file(s) will be located in the folder called Scheduled\_Exports
  - This folder is created after the export report runs for the first time

Filename	Filetype	Last modified
..		
scheduled_exports	File folder	1/9/2015 1:58:00 AM
config	File folder	10/16/2014 4:06:00 PM

Last Updated: Jan 2015

