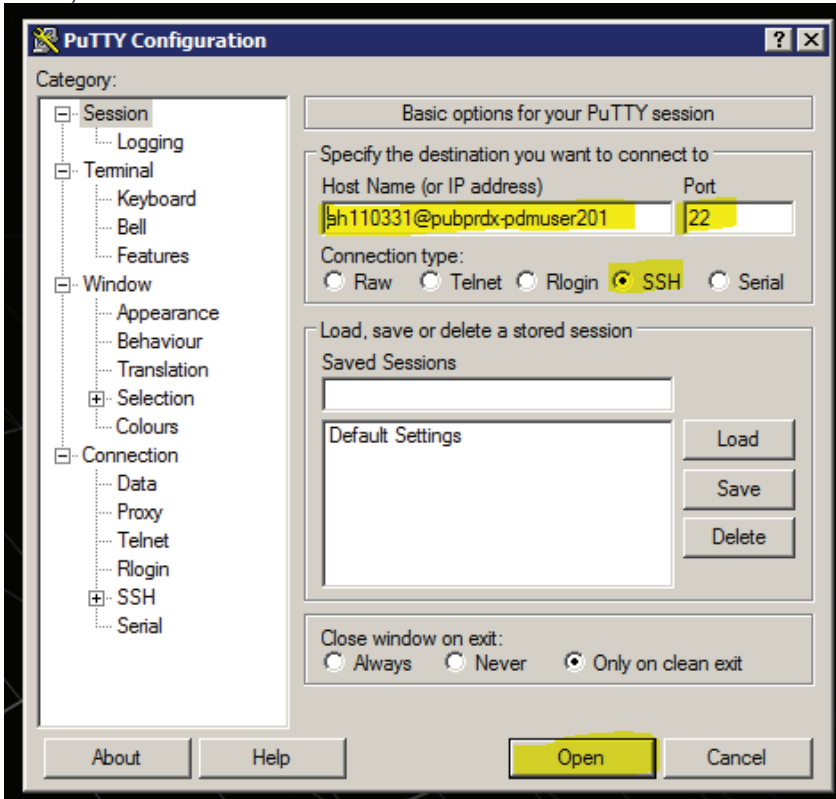


# How To Create EPDMX Legislative History Files and Upload to BDMS

1. create a delivery folder in your directory in order to copy legislative history files from webq --tmlegdone-tmprod . To make this process easier name the folders "delivery\_#date#"
2. sign in to Putty (note that the 201 in the hostname can change to 101....if 201 doesn't seem to work, ask Paul Peters for the correct number) (putty is case sensitive so make sure everything is correct.)

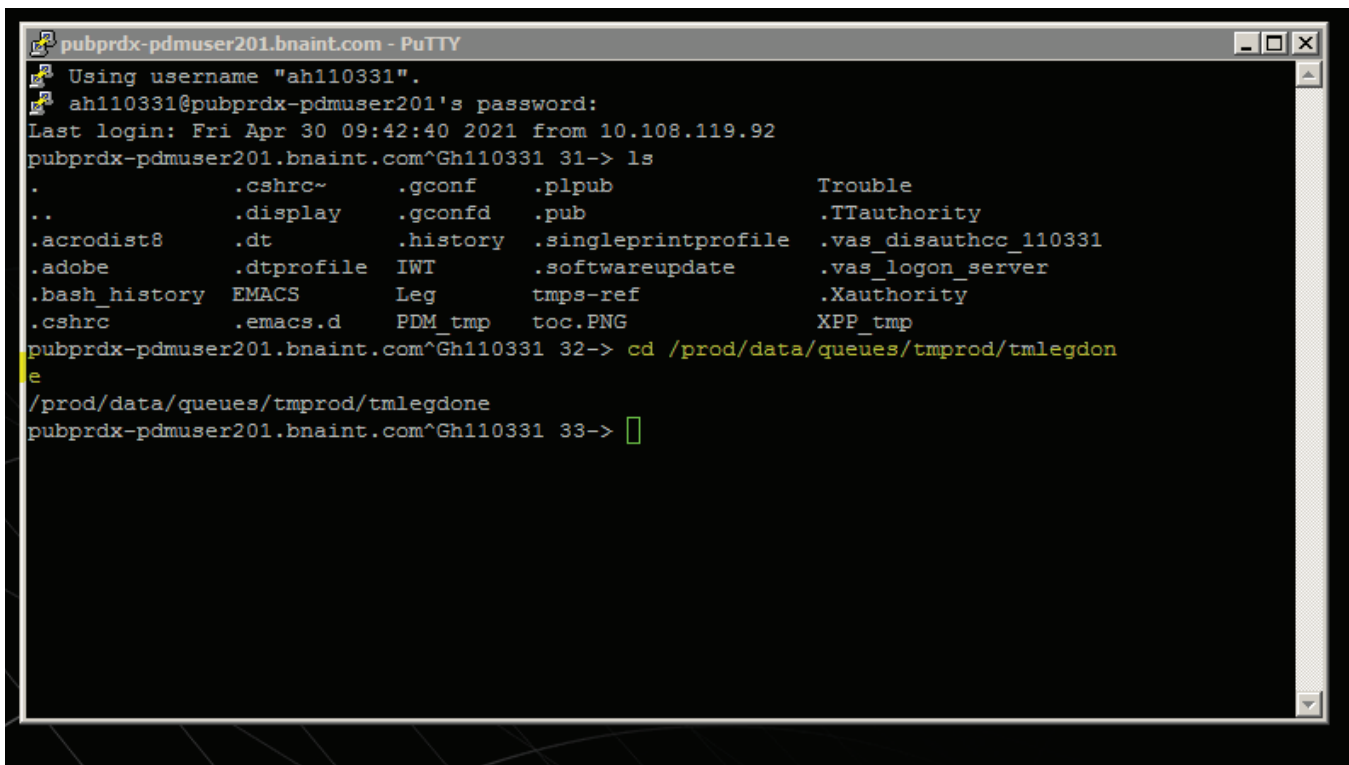


3. After clicking open a new window will appear, type in your Master Password (same password used to log in to laptop)



you know you logged in once you read the last login prompt with the date and time.

4. after logging into putty go to the "tmlegdone-tmprod" directory to copy the legislative files. To access the directory type in the command – `cd /prod/data/queues/tmprod/tmlegdone`



5. once in tmlegdone-tmprod copy the files to the folder created in step 1. to copy the files type in the command – `cp *.1 /home/ID` beginning with initials /name of the folder

if the folder id inside another folder use "/" to go inside the folders

6. after copying the files to the folder add the metadata script inside the folder, if new to this workflow contact me and I will provide the script.
7. now that the files are in the folder with the metadata script run the following commands in the following order as shown in the image below.

- `chmod 777 *.1`
- `./meta-infounit.prl *.1 sgml`
- `ls *.1 sgml >listname`

```

pubprdx-pdmuser201.bnaint.com - PuTTY
pubprdx-pdmuser201.bnaint.com*Gh110331 39-> cd tmps-ref
/home/ah110331/tmps-ref
pubprdx-pdmuser201.bnaint.com*Gh110331 40-> ls
.. delivery_20200218 delivery_20200228 delivery_20200511 delivery_20201028 delivery_6122020
.. delivery_20200224 delivery_20200415 delivery_20200722 delivery_20212804 test
pubprdx-pdmuser201.bnaint.com*Gh110331 41-> cd delivery_20212804
/home/ah110331/tmps-ref/delivery_20212804
pubprdx-pdmuser201.bnaint.com*Gh110331 42-> ls
.
..
21-PL117-2.1 35-PL117-2.1 469-PL117-2.1 7213-PL116-260.1
221-PL116-260.1 36B-PL117-2.1 48-PL116-260.1 74-PL116-260.1
108-PL116-260.1 221-PL117-2.1 401-PL116-260.1 5001-PL116-260.1 74-PL117-2.1
108-PL117-2.1 222-PL116-260.1 40-PL116-260.1 5041-PL116-260.1 7527A-PL117-2.1
127-PL116-260.1 222-PL117-2.1 4121-PL116-260.1 5051-PL116-260.1 7530-PL117-2.1
129-PL117-2.1 223-PL116-260.1 420-PL116-260.1 5067-PL116-260.1 7652-PL116-260.1
135-PL116-260.1 24-PL117-2.1 42-PL116-260.1 51-PL116-260.1 7702-PL116-260.1
135-PL117-2.1 25A-PL116-260.1 430-PL113-295.1 5212-PL116-260.1 7872-PL105-34.1
1366-PL108-357.1 25C-PL116-260.1 430-PL115-141.1 5414-PL116-260.1 85-PL117-2.1
137-PL116-260.1 25D-PL116-260.1 430-PL11597.1 5555-PL116-260.1 864-PL117-2.1
137-PL117-2.1 263A-PL116-260.1 430-PL116-94.1 6038E-PL116-260.1 86-PL116-260.1
1391-PL116-260.1 26-PL117-2.1 430-PL117-2.1 6050W-PL117-2.1 86-PL117-2.1
1397A-PL116-260.1 274-PL116-260.1 431-PL117-2.1 6103-PL116-260.1 927-PL99-514.1
1397B-PL116-260.1 30B-PL116-260.1 432-PL115-141.1 6211-PL116-260.1 9505-PL116-260.1
139B-PL116-260.1 30C-PL116-260.1 432-PL117-2.1 6211-PL117-2.1 954-PL116-260.1
139I-PL117-2.1 30D-PL116-260.1 45A-PL116-260.1 6213-PL116-260.1 9812-PL116-260.1
1441-PL108-357.1 3131-PL117-2.1 45D-PL116-260.1 62-PL116-260.1 9816-PL116-260.1
162-PL11597.1 3132-PL117-2.1 45G-PL116-260.1 63-PL116-260.1 9817-PL116-260.1
162-PL117-2.1 3133-PL117-2.1 45L-PL116-260.1 6426-PL116-260.1 9818-PL116-260.1
163-PL116-260.1 3134-PL117-2.1 45N-PL116-260.1 6427-PL116-260.1 9819-PL116-260.1
168-PL116-260.1 32-PL115-141.1 45-PL116-260.1 6428A-PL116-260.1 9820-PL116-260.1
170-PL116-260.1 32-PL11597.1 45Q-PL116-260.1 6428B-PL117-2.1 9822-PL116-260.1
179D-PL116-260.1 32-PL117-2.1 45S-PL116-260.1 6428-PL116-260.1 9823-PL116-260.1
181-PL116-260.1 3306-PL101-140.1 4611-PL116-260.1 6432-PL117-2.1 9824-PL116-260.1
213-PL116-260.1 3402-PL117-2.1 461-PL116-136.1 6662-PL116-260.1 9825-PL116-260.1
219-PL116-260.1 35-PL116-260.1 461-PL117-2.1 6720C-PL117-2.1
219-PL117-2.1 35-PL116-94.1 469-PL116-260.1 6751-PL116-260.1
pubprdx-pdmuser201.bnaint.com*Gh110331 43-> chmod 777 *.1
pubprdx-pdmuser201.bnaint.com*Gh110331 44-> ./meta-infounit.prl *.1 sgml
pubprdx-pdmuser201.bnaint.com*Gh110331 45-> ls *.1 sgml >listname
pubprdx-pdmuser201.bnaint.com*Gh110331 46-> chmod 777 listname
pubprdx-pdmuser201.bnaint.com*Gh110331 47-> ./listname
pubprdx-pdmuser201.bnaint.com*Gh110331 48->

```

8. after the tree commands in putty, return to the folder. Inside the folder, there should now be an "sgml" and "listname" file

listname	5/5/2021 10:35 AM	File	6 KB
meta-infounit.prl	2/14/2020 9:36 AM	PRL File	1 KB
sgml	5/5/2021 10:29 AM	File	0 KB

- Open the "listname" file in Notepad ++
- once opened, there should be the names of all the files copied from webp
- edit the list of file names by adding `"/linuxprod/bin/sgml2epdm "` before the list of names, once finished the files should look like the image below.

```

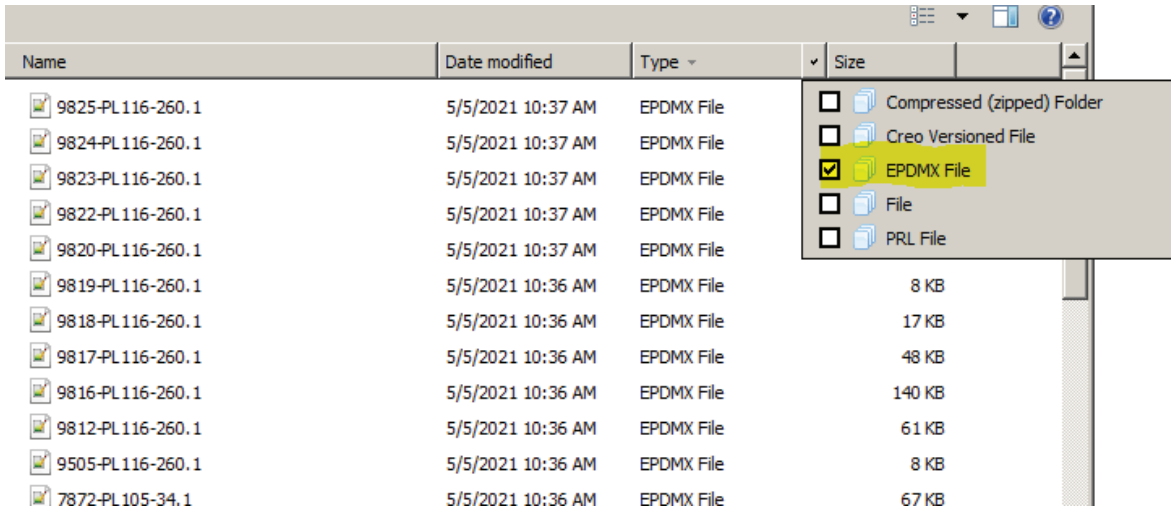
3 /linuxprod/bin/sgml2epdm 127-PL116-260.1
4 /linuxprod/bin/sgml2epdm 129-PL117-2.1
5 /linuxprod/bin/sgml2epdm 135-PL116-260.1
6 /linuxprod/bin/sgml2epdm 135-PL117-2.1
7 /linuxprod/bin/sgml2epdm 1366-PL108-357.1
8 /linuxprod/bin/sgml2epdm 137-PL116-260.1
9 /linuxprod/bin/sgml2epdm 137-PL117-2.1
0 /linuxprod/bin/sgml2epdm 1391-PL116-260.1
1 /linuxprod/bin/sgml2epdm 1397A-PL116-260.1
2 /linuxprod/bin/sgml2epdm 1397B-PL116-260.1
3 /linuxprod/bin/sgml2epdm 139B-PL116-260.1
4 /linuxprod/bin/sgml2epdm 139I-PL117-2.1
5 /linuxprod/bin/sgml2epdm 1441-PL108-357.1
6 /linuxprod/bin/sgml2epdm 162-PL11597.1
7 /linuxprod/bin/sgml2epdm 162-PL117-2.1
8 /linuxprod/bin/sgml2epdm 163-PL116-260.1
9 /linuxprod/bin/sgml2epdm 168-PL116-260.1
0 /linuxprod/bin/sgml2epdm 170-PL116-260.1
1 /linuxprod/bin/sgml2epdm 179D-PL116-260.1
2 /linuxprod/bin/sgml2epdm 181-PL116-260.1

```

9. After editing the listname, save the file and return to putty to in put the following two commands.

- `chmod 777 listname`
- `./listname`

10. after running these commands successfully, there should now be an EPDMX file type for each of the files we initially copied into our directory.

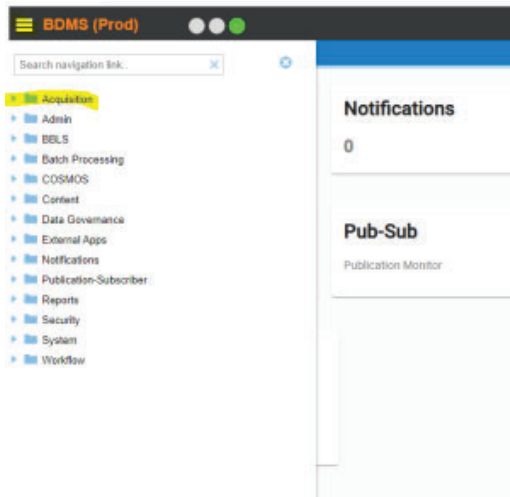


Name	Date modified	Type	Size
9825-PL116-260.1	5/5/2021 10:37 AM	EPDMX File	
9824-PL116-260.1	5/5/2021 10:37 AM	EPDMX File	
9823-PL116-260.1	5/5/2021 10:37 AM	EPDMX File	
9822-PL116-260.1	5/5/2021 10:37 AM	EPDMX File	
9820-PL116-260.1	5/5/2021 10:37 AM	EPDMX File	
9819-PL116-260.1	5/5/2021 10:36 AM	EPDMX File	8 KB
9818-PL116-260.1	5/5/2021 10:36 AM	EPDMX File	17 KB
9817-PL116-260.1	5/5/2021 10:36 AM	EPDMX File	48 KB
9816-PL116-260.1	5/5/2021 10:36 AM	EPDMX File	140 KB
9812-PL116-260.1	5/5/2021 10:36 AM	EPDMX File	61 KB
9505-PL116-260.1	5/5/2021 10:36 AM	EPDMX File	8 KB
7872-PL105-34.1	5/5/2021 10:36 AM	EPDMX File	67 KB

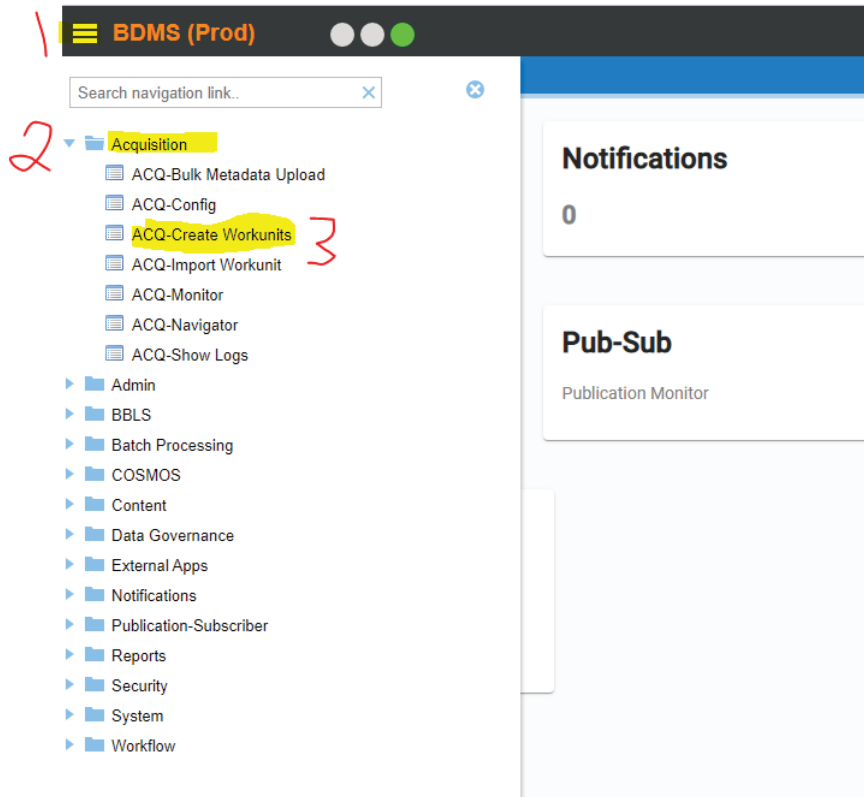
Now we are ready to upload the EPDMX files into BDMS, to do that select "type" inside the folder and select "EPDMX", then zipped the files and email it to yourself so the files would be available in the corp. pc virtual desktop.

## Uploading Files to BDMS

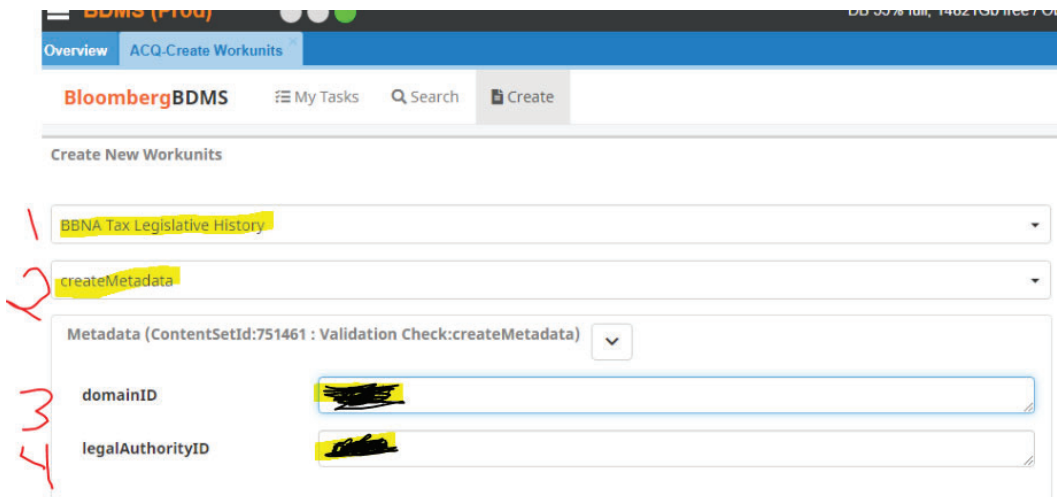
1. login to corp. PC and go to internal BDMS and open the zipped files inside Corp. PC (do not upload zipped files and upload only the files)
2. once in internal BDMS go to "Acquisition" by clicking the 3 dashes on the top left corner.



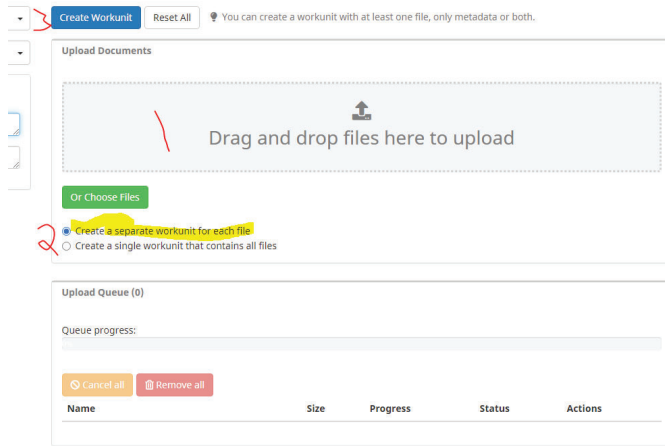
3. Under Acquisition go to "ACQ-Create Workunits



4. in the new page, select the content set name "BBNA Tax Legislative History" in the first box and choose "create metadata" in the second, and continue adding the "domain ID" and "legalAuthorityID".



5. After inputting these metadata fields, select all the files and drag them to the bdms dropbox. Make sure you select "create a separate workunit for each file" and click on "create workunit"



6. once BDMS complete processing the files it will provide separate workunit ids via a popup box, copy those ids and click "yes", which will lead you to the BDMS search tab. under the search tab check the metadata of the uploaded files and make sure they are all published and removed dupes if the files loaded contains any.