Task Instructions

Task ID: 554
Task Name: *Participate in Connectivity Testing for Cycle 1 Interface Testing*
Task Start Date: *September 16, 2024*
Task Due Date: *October 4, 2024*
Project Impact: *Direct*

Task Description

Complete and submit results of Connectivity Testing for Cycle 1 – Interface Testing to confirm the ability to transmit data.

Task Overview

With each design segment, agencies have been gaining an understanding of Florida PALM functionality and determining which interfaces, if any, are needed to support their business functions (RW Tasks 505, 518, 530, 546). Agencies that have determined the need to exchange interface files with Florida PALM are required to participate in interface testing activities as described below.

- Cycle 1 – **Connectivity Testing** ensures that agencies can connect to the Florida PALM Managed File Transfer (MFT) Server to deliver inbound interface files and access outbound interface files.
- Cycle 2 – **Technical Interface Testing** ensures that:
  - Inbound interface files from Agency Business Systems can be processed by Florida PALM.
  - Outbound interface files from Florida PALM can be picked up and processed by Agency Business Systems.
- Cycle 3 – **Full Integration Testing** ensures that agencies can complete all processes from start to finish, including those upstream and downstream processes that rely on Agency Business Systems integration and interface data.

The testing cycles must be completed in order, as depicted in Figure 1. Agencies must successfully complete a testing cycle and related RW tasks before progressing to the next.
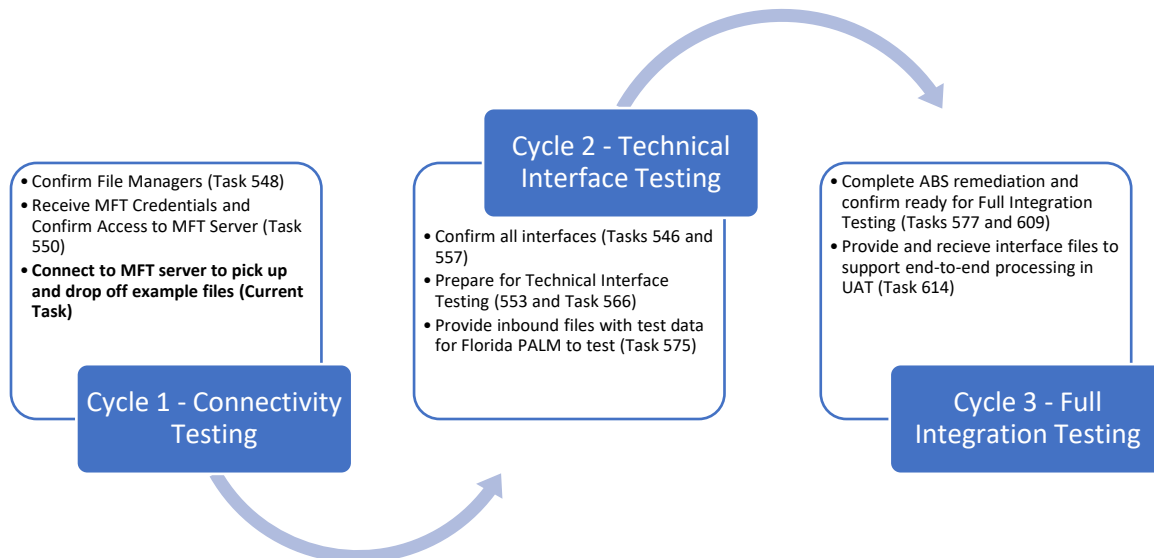
Figure 1: Interface Testing Cycles

The purpose of this task is to confirm connectivity by accessing the MFT server to pick up and drop off example files using the credentials given in RW Task 550. Once it is confirmed that files can be picked up and dropped off successfully, your agency will be complete with Cycle 1 – Connectivity Testing.

NOTE: By **Friday, September 27,** *agencies should attempt all testing activities as described below. Doing so will allow time for the Project team to review agency testing status' and assist agencies with any needed support prior to the task end date of* **Friday, October 4**.

Task Elements

A new *Connectivity Testing* worksheet has been created within the Testing folder of your agency-specific workbook in Smartsheet. This worksheet has four rows containing information about example files (two inbound and two outbound) and require agency input to confirm connectivity success.

Figure 2: <Agency> Connectivity Testing Worksheet in Smartsheet

The *Connectivity Testing* worksheet contains the columns as described in Table 1 below.

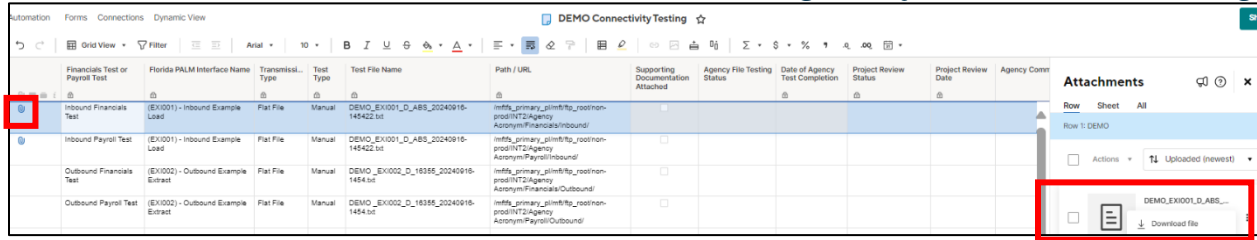*Table 1: <Agency> Connectivity Testing Worksheet Columns*

Column Name	Column Description	Field Value Input
Financials Test or Payroll Test	Pre-populated column which contains the type of test: Inbound Financials Test, Outbound Financials Test, Inbound Payroll Test, or Outbound Payroll Test. *Agencies are required to complete a manual inbound and outbound test for both Financials and Payroll interfaces.*	Project Provided
Florida PALM Interface Name	Pre-populated column which contains the name of the example interface. *Example interfaces are being used for the purpose of connectivity testing. Actual Florida PALM interfaces will be used in Cycles 2 & 3.*	Project Provided
Transmission Type	Pre-populated column that contains the format of the file to be transmitted. *In accordance with Florida PALM Interface Standards for Agencies, all agencies will be using Flat Files.*	Project Provided
Test Type	Pre-populated column that contains the type of test to be conducted (i.e., Manual or Automated). *Cycle 1 will only require manual testing by agencies. Automated testing of interfaces being transmitted by agency business systems will occur in Cycles 2 & 3.*	Project Provided
Test File Name	Pre-populated column that contains the name of the example file being tested. *Example file names have been created for Cycle 1, based on the Florida PALM Interface Standards for Agencies. Actual file names will be required during Cycles 2 & 3.*	Project Provided
Path / URL	Pre-populated column that contains the navigation path, as identified in the Florida PALM Interface Standards for Agencies, where agencies will pick up or drop off the example files.	Project Provided
Supporting Documentation Attached	Confirmation that the required documentation is attached.	Agency Indicated – Required
Agency File Testing Status	For each interface, track the status of your connectivity test. Status options include: • Test Complete – Ready for Project Review	Agency Indicated – Required

Column Name	Column Description	Field Value Input
	You have successfully uploaded the file to the Florida PALM MFT server and attached a screenshot of the file as confirmation. Your test is ready for the Project Team to review. • Error Occurred – Project Support Requested *You were unable to successfully upload the file to the Florida PALM MFT server and need additional support. This will alert the Florida PALM Technical Readiness team to assist you.*	
Date of Agency Test Completion	The date of when the agency has indicated the test is complete and ready for Project review. This date will auto populate based on agency File Testing Status selection.	Project Provided
Project Review Status	Status of the Project's review of the Agency's test. Status options include: • File Transmission Successful • File Transmission Unsuccessful – Retest Required	Project Indicated
Project Review Date	The date of the Project's review of the Agency's test. The date is auto populated based on the Project Review Status.	Project Provided
Agency Comments	Insert agency comments, if desired.	Agency Provided – Optional

Inbound Files Connectivity Test

An inbound file is a file that your agency delivers to the MFT server. To test that your agency is able to complete the inbound files connectivity testing, two example files have been attached to your *Connectivity Testing* worksheet in Rows 1 and 2. Complete the following steps to test inbound file connectivity.
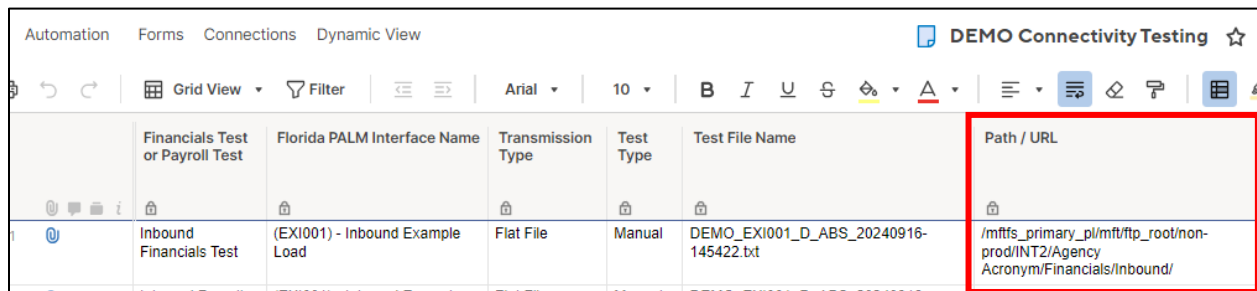
1. Click on the attachment (paperclip) icon on the first row and download the file to your computer. The file name assigned is DEMO_EXI001_D_ABS_20240916-145422.txt. **Do not change the name of the file**.

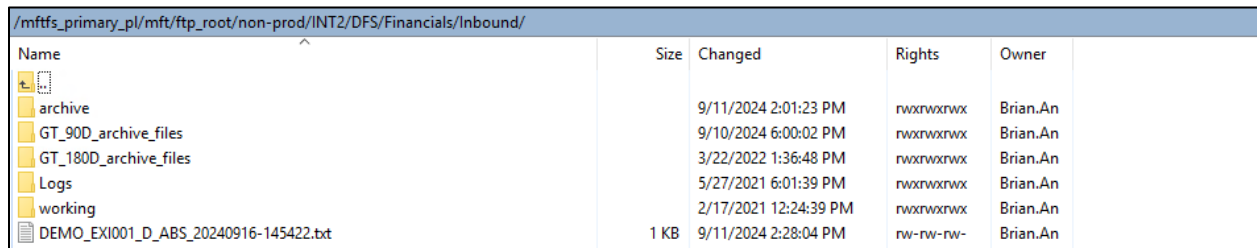*Figure 3: Download Attached File on Row 1*

2. Log in to Florida PALM's MFT server using the credentials given in Task 550.
3. After logging in, navigate to the folder location provided in the Path/URL column for that file.

Figure 4: Path/URL for Row 1

4. Upload the file in the folder identified in the Path/URL location.
5. Take a screenshot of the file on the Florida PALM MFT server that shows the name of the file with the address of the file (see Figure 5 below as an example of an appropriate screenshot).

Figure 5: Sample Screenshot of File Uploaded to Florida PALM MFT Server

6. In the *Connectivity Testing* worksheet in Smartsheet, attach the screenshot in Row 1.

Figure 6: Attach a File to Row 1

7. In the *Connectivity Testing* worksheet, complete the following cells in Row 1:
   a. Supporting Documentation Attached – Select this box once the screenshot has been attached to Row 1 of the *Connectivity Testing* worksheet.
   b. Agency File Testing Status – Indicate your status from the following:
      i. Test Complete – Ready for Project Review
      ii. Error Occurred – Project Support Requested

Figure 7: Complete Required Cells for Row 1

8. Repeat steps 1 thru 7 to complete inbound connectivity testing for Row 2.

Outbound Files Connectivity Test

An outbound file is a file that you pick up or download from the Florida PALM MFT server. Two example outbound files have already been uploaded to your agency's folders in the Florida PALM MFT server. The names and paths of the example outbound files can be found on Rows 3 and 4 of your *Connectivity Testing* worksheet. Complete the following steps to test outbound file connectivity.

1. Log in to Florida PALM'S MFT server using the credentials given in Task 550.
2. After logging in, navigate to the folder location identified in the Path/URL column of the Test File Name.

Figure 8: Path/URL for Row 3

3. Locate the outbound example file in the Florida PALM MFT server folder location identified in the Path/URL.

Figure 9: Example of an Outbound File in the Florida PALM MFT Server

4. Download the example file from the Florida PALM MFT server to your desktop.
5. In the *Connectivity Testing* worksheet, attach the example file to Row 3.

Figure 10: Attach a File to Row 3

6. In the *Connectivity Testing* worksheet, complete the following cells in Row 3:

a. Supporting Documentation Attached – Select this box once the example outbound file has been attached to Row 3 of the *Connectivity Testing* worksheet.

b. Agency File Testing Status – Indicate your status from the following:
   i. Test Complete – Ready for Project Review
   ii. Error Occurred – Project Support Requested

Figure 11: Complete Required Cells for Row 3

7. Repeat steps 1 thru 6 to complete outbound connectivity testing for Row 4.

How will agencies use this information?

Agencies will use their MFT access for future interface testing activities (see Figure 1). This task must be successfully completed before starting Cycle 2 – Interface Testing (Task 575).

What will the Florida PALM Team do with this information?

This task has a direct impact on Florida PALM as the Project team will use this information to confirm that your agency can view, upload files to, and download files from the Florida PALM MFT server in preparation for future interface testing activities.

The Project team will also review your task submission based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

Task Completion Rubric
For Rows 1 & 2, a screenshot of the agency's file upload to the Florida PALM MFT server with the correct files are attached. - For Row 1, the screenshot shows the file is located in: /mftfs_primary_pl/mft/ftp_root/non-prod/INT2/Agency Acronym/Financials/Inbound/ - For Row 1, the screenshot shows the file name is: DEMO_EXI001_D_ABS_20240916-145422.txt - For Row 2, the screenshot shows the file is located in: /mftfs_primary_pl/mft/ftp_root/non-prod/INT2/Agency Acronym/Payroll/Inbound/ - For Row 2, the screenshot shows the file name is: DEMO_EXI001_D_ABS_20240916-145422.txt
For Rows 3 & 4, the correct files are attached. - For Row 3, the following file is attached: DEMO _EXI002_D_16355_20240916-1454.txt - For Row 4 the following file is attached: DEMO _EXI002_D_16355_20240916-1454.txt

The Supporting Documentation Attached column is checked for all rows.
The Agency File Testing Status is Test Complete – Ready for Project Review for all rows.

Task Instructions

Your File Managers should complete connectivity testing by **September 27, 2024**. The week of September 30 is reserved for the Technical Readiness Team to provide additional support to agencies, if needed.

Smartsheet Navigation:
> *Florida PALM Workbook for (Agency) > Testing > Connectivity Testing*

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 2.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *File Managers test connectivity to the Florida PALM Managed File Transfer (MFT) Server.*
2) *Complete all required fields in the Connectivity Testing Worksheet by September 27, 2024.*
3) *If needed, work with the Project to troubleshoot testing errors.*
4) *Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.*
5) *Complete task by October 4, 2024.*
6) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
7) *If you have questions regarding this task, participate in Thursday Task Talks or contact your Readiness Coordinator.*

Supporting Materials & Resources:

[Interface Standards for Agencies](#)