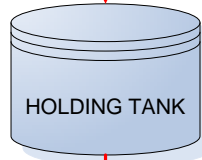


SFTP TRADING PARTNER FILES  
DOR VIA SFTP

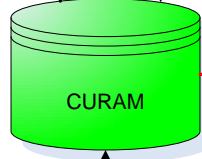
**DTS FIREWALL**

SFTP FILING INPUT AND VALIDATION PROCESS



HOLDING TANK

EAMS BATCH



CURAM

CURAM matches case number to District Office and WCJ

Are there slots available for the case?

NO

YES

Clerks open calendar dates in EAMS per existing process.



CLERK

Request sent to clerk for additional calendar dates or change of case owner



DPQ operator

If no slot is found by system after 14 calendar days, the DPQ operator will contact the district office to open slots or change case owner

If no slot is found by district office after 5 calendar days, the DOR will be deleted and a notice sent to submitter

DOR's  
DOR QUEUE BY WCJ

Once daily, at the first batch, DOR's are cycled back through the system in an attempt to find an available slot.

Request calendared and date provided to the SFTP trading partner

<b>DOR Queuing Process</b>	
V2	4/20/2010

**Business Rules**

BR-13: If the error message "No suitable slot available" is issued, the DOR and any attachments will be held in the DOR pending queue.

BR-13a: DORs will be placed in this queue when there are no available slots for the type of hearing requested.

BR-13b: DORs will be added to the queue chronologically and maintained in date submitted order.

BR-13c: DORs will be re-processed from the queue in date submitted order once per business day during the first batch process of the day only.

BR-13d: DORs will remain in the queue for up to fourteen (14) calendar days, being re-processed with the first batch each day the batch process runs. For those DORs still in the queue after fourteen (14) calendar days, the DWC primary and/or alternate SFTP administrator will contact the district office(s) to have them either open hearing slots and/or change the case owner (WCJ), following which the DORs will be re-processed in the next available batch.

BR-13e: The DWC primary and/or alternate SFTP administrator will continue to work with the district office(s) for up to five (5) calendar days to successfully re-process the still pending DORs. Should a DOR not successfully process in this time frame, the DOR will be deleted and the submitter notified with a recommendation that the filer submit an OCR walk through DOR.