



# Staff User's Guide – Task Manager

Version 23

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# Table of Contents

<b>1</b>	<b>TASK MANAGER OVERVIEW.....</b>	<b>4</b>
1.1	Task Manager Function .....	4
1.2	Activating the Task Manager.....	4
<b>2</b>	<b>FILE LIST.....</b>	<b>5</b>
2.1	Viewing the List of Files.....	5
2.2	Viewing and/or Printing a File.....	5
2.3	Mailing a File.....	7
<b>3</b>	<b>BATCH LOG .....</b>	<b>7</b>
<b>4</b>	<b>BATCH QUEUE.....</b>	<b>7</b>
<b>5</b>	<b>PRINT DAEMON.....</b>	<b>8</b>
5.1	Print IDs .....	9
5.2	Print Daemon Setup .....	9
<b>6</b>	<b>UPLOAD/DOWNLOAD FILES .....</b>	<b>13</b>
<b>7</b>	<b>BATCH JOB REPORTING .....</b>	<b>14</b>

# 1 Task Manager Overview

## 1.1 Task Manager Function

The Task Manager function is present in the Admin tab of each of the ALEPH modules. It enables you to work with print files that have been produced by various ALEPH functions, view the batch queue and batch logs, and set up and activate printers.

You can copy files from the server to the local directory and then view, edit and print the local files.

You can set up the Print Daemon to periodically look for files of a particular library that have a particular Print ID and print them on the PC's default printer.

You can view the Batch Queue, which lists the batch processes that are waiting in line, ready to be run. You can delete entries and change their run times.

You can also view the Batch Log, which lists the batch processes which have run or are currently running and which provides information such as start and end time and log file text.

## 1.2 Activating the Task Manager

The Task Manager interface is found as a node in the Admin tab of all ALEPH GUI modules.

The screenshot displays the Task Manager interface. On the left is a navigation pane with the following items: [J] File List, [A] Batch Log (selected), [Q] Batch Queue, [D] Print Daemon, and [F] Upload/Download files. The main window is titled 'Batch Log' and contains a table with the following columns: Proc name, Library, Start time, End time, Param, Status, Log file, Job by, Print-i, User, Process-id, and Alert. Two rows are visible in the table:

Proc name	Library	Start time	End time	Param	Status	Log file	Job by	Print-i	User	Process-id	Alert
p_edi_11	USM50	23/08/12 10:07	23/0 8/12 10:07	USM 50,	Succ ess	ACQ			SYS TEM	4371	Y
p_ret_01	USM01	23/08/12 10:07	23/0 8/12 10:07	USM 01,,t	Succ ess	/exli bris/alep h/a2 1_1/ 01,00 201,, 00,00	CAT ALO G		MAS TER	4420	N

Below the table is a 'Sort By:' dropdown menu set to 'Date/Time Descending'. To the right of the table are buttons for 'Service Form', 'View Printouts', and 'Refresh'. Below the table is a section for 'Batch Job Details' and 'Log File'. The 'Log File' section shows the following text:

```
Load: /exlibris/aleph/a21_1/alephe/tab/tab100
Load: /exlibris/aleph/a21_1/usm50/tab/tab100
[] [2J] [H] [0m
ALEPH/LINUX x86_64, Copyright Ex Libris.
version 21 revision 01 copy 1, 02-Aug-2012
Load: /exlibris/aleph/a21_1/alephe/tab/tab100
Load: /exlibris/aleph/a21_1/usm01/tab/tab100
[] [2J] [H] [0m
ALEPH/LINUX x86_64, Copyright Ex Libris.
version 21 revision 01 copy 1, 02-Aug-2012
start USM01,,testret,000000001,000000201,,00,00000000,99999999,00000000,99999999,,AND,NOT,,,,
procedure=p_ret_01
Load: /exlibris/aleph/a21_1/alephe/unicode/unicode_case
```

The following nodes are found under the Task Manager

- File List - View and/or print files.
- Batch Log - View the Log of a batch procedure.
- Batch Queue - View the Batch Queue.
- Print Daemon - Set up and activate or deactivate the Print Daemon.
- Upload/Download Files – upload or download files from a remote server to the local station.

## 2 File List

### 2.1 Viewing the List of Files

To view a list of print files, choose a library from the "Library" drop-down list at the top of the right pane. The files in the library's print directory on the server are displayed in the lower pane; files that have been copied to the local workstation are displayed in the upper pane.

There are various options available for sorting the lists. To change the sort, choose from the **Sort By:** drop-down list that is displayed at the bottom of the right pane.

In order to display and/or print a file, it must be copied from the server list (in the lower pane) to the local list (in the upper pane). To do this, follow these steps:

1. Select the line in the lower pane and double-click, or click the arrow button in the center of the right pane. The following form pops up:



2. Type a new file name for the copied file in the Local File Name field. This enables you to give the copied file a new name in the local directory.
3. Click **OK**. The file is displayed in the list of local files.

### 2.2 Viewing and/or Printing a File

Four options are available for viewing and/or printing files:

- Normal Printing - the file is sent to the workstation's printer.
- Preview - the file is displayed, after which it can be sent to printing. From Preview, it is possible to print (but not to send e-mail messages).
- Raw XML - displays the full XML data in raw form, in Notepad.
- Browse XML - - displays the full XML data in raw form, in a Browser window.

Choose the view/print mode from the drop-down Print Configuration list at the bottom of the window. Then, select the file from the local list (upper pane), and click **Print**.

### **Additional functions**

#### **Clear Filter**

This button is used to view all of the printouts in the directory, and remove a filter which was created by using the 'View Printouts' button on the Batch Log node.

#### **Delete**

The Delete button is functional only for local files. It enables you to delete one local file at a time. You will be prompted to confirm.

#### **Rename**

The Rename button is functional only for local files. It enables you to rename a file in the local directory.

#### **Refresh**

The Refresh button is functional only for remote files. It refreshes the list from the server.

## 2.3 Mailing a File

You can choose whether a file is to be printed, sent via e-mail, or both. To do this:

1. In Task Manager, select a file.
2. Set **Print Configuration** to Normal printing.
3. Choose one of the options in the **Setup type** combo box
4. Click **Print**.

### Note

In order for a file to be sent by e-mail, it must be addressed to a specific person (for example, overdue letter to the patron) with his e-mail address specified in this file. Otherwise, the file will be printed and not mailed.

## 3 Batch Log

The Batch Log lists the batch processes which have run or are currently running.

The screenshot shows the 'Batch Log' window. At the top, there are several filter fields: 'Library:' (USM50), 'Type:' (All), 'Status:' (All), 'Print ID:' (All), 'Date From:' (21/04/2007), and 'Date To:' (24/05/2007). Below these is a table with columns: Job ID, Proc name, Library, End time, Status, Job type, User, and Alert. The table contains several rows of data, including jobs with IDs 000000312, 000000311, 000000303, 000000302, and 000000301. To the right of the table are buttons for 'Service Form', 'View Printouts', and 'Refresh'. At the bottom right, there is a 'Sort By:' dropdown menu set to 'Date/Time Descending'.

Job ID	Proc name	Library	End time	Status	Job type	User	Alert
000000312	p_edi_11	USM50	16/05/07 12:17	Success	ACQ	SYSTEM	N
000000311	p_cir_07	USM50	15/05/07 16:50	Success	CIRC	MASTER	N
000000303	p_edi_10	USM50	15/05/07 14:23	Success	ACQ	SYSTEM	N
000000302	p_edi_09	USM50	15/05/07 14:23	Success	ACQ	SYSTEM	N
000000301	p_edi_08	USM50	15/05/07	Success	CIRC	MASTER	N

The upper pane of the Batch Log displays various information such as Start and End Time, Job Status, Job Type, Job Submitter etc'. The upper pane filters may be used to filter the batch jobs list by library, job type, job status, print ID and time of execution. In addition, various sorting options may be used to sort by date of execution, job type and job status.

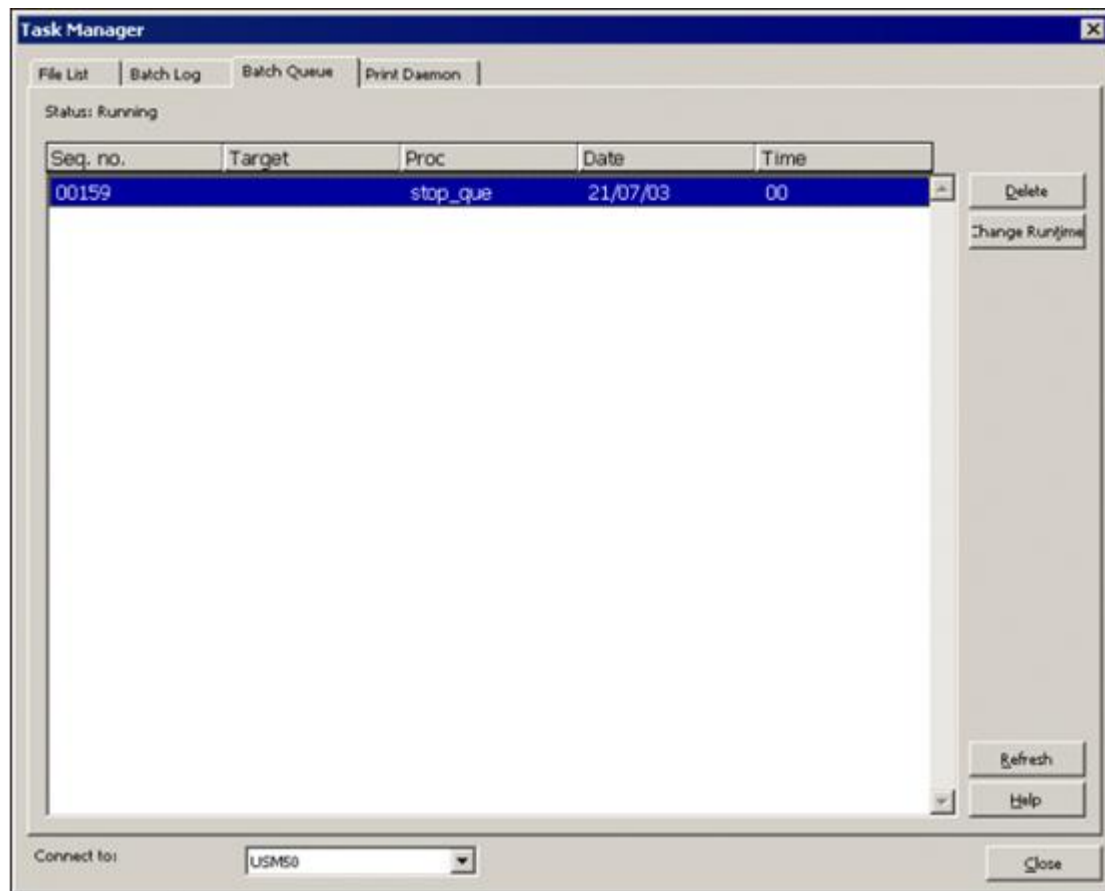
The lower pane displays additional information for the selected job, such as job statistics (for some jobs), printouts location etc'. In addition, the second tab of the lower pane displays the full batch job's log file, allowing to search the log file for required terms. Special buttons allow viewing the executed job's parameters in a readable form and jumping to the **File List** node, with the printouts list being filtered to view only the printouts of the selected batch job.

You can clean batch logs records (Z100) from the data by activating Util X/12.

## 4 Batch Queue

The Batch Queue lists the batch processes that are waiting in line ready to be run. To view the Batch Queue, go to the Batch Queue tab. The Batch Queue window is

displayed:



The Status line at the top of the window indicates whether or not the queue is running.

To delete an entry from the queue, highlight the entry and click **Delete**. You receive a prompt asking if you are sure you want to delete the entry.

To change an entry's run time, highlight the entry and click **Change Runtime**. You receive a form for entering the new date and hour for running the procedure.

In order to stop or start the batch queue, you need to use UTIL C on the server.

The status of the queue (Running or Not Running), and the list of entries in a running queue is dynamic on the server. However, when the Task Manager window is open, the content of the Batch Queue tab does not automatically change. You can use the Refresh button to show the current status.

## 5 Print Daemon

The purpose of the Print Daemon is to transfer print files from the server to the workstation for printing. When the daemon is activated on the PC, it periodically looks for files in the print directory of a particular library that have a specific Print ID, transfers the files to the PC, and prints them on the PC's default printer. The Print Daemon tab contains the tools for setup and activation of the Print Daemon.

## 5.1 Print IDs

Print files created on the server can have a "Print ID" extension. This extension is determined by the operator in a service or in the print.ini file of a GUI module. Print IDs can be used to identify the file as belonging to a particular person (for example, Sue) or department (for example, Circulation), or type of printout (for example, "Itemlabel") or to identify the printer on which the file should be printed (for example, dec3500).

When printing Photocopy Requests using cir-22, the print ID that you give is suffixed to the output filename. When the Print Daemon is set up in the Task Manager, it is set to recognize the suffix and to print the file automatically on the PC's default printer.

Print IDs are also used in the PRINT.INI file of the GUI clients to reroute online printouts to the Task Manager for automatic printing by the Print Daemon (usually on a printer other than the GUI client's printer.)

There are several features related to the Print ID which must be taken into account:

- **Assigning a Print ID**

The print daemon will only print reports that have a specific, non-blank print ID assigned to them. If you are using an ALEPH procedure, assign a print ID to its output by filling in a value in column 4 of `$alephe_tab/job_list`.

For everything to work properly, the print ID must contain only lowercase letters, digits, and hyphens and underscores.

- **Printing Output**

If you want the output of one of your own scripts to be printed by the print daemon, you must take note of the following points:

1. the output file must be placed in the `$data_print` directory of the appropriate ALEPH library.
2. the name of the file should follow the accepted format:

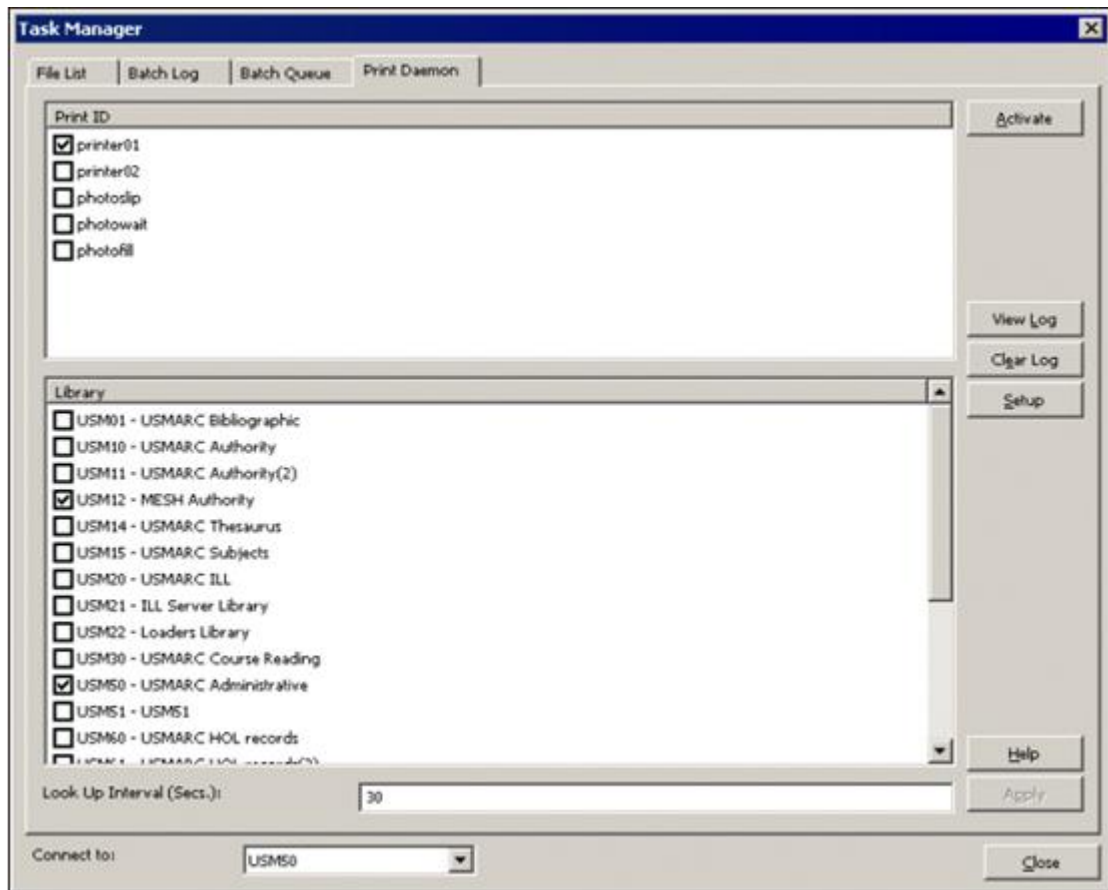
`<base_file_name>.<print ID>`.

For example: `yoursite_custom_report.your-id`

The base file name should not contain any periods.

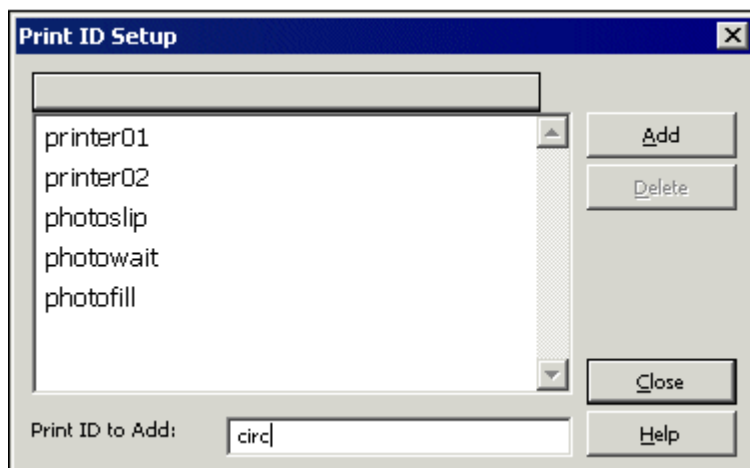
## 5.2 Print Daemon Setup

To set up the Print Daemon, go to the Print Daemon tab. The Print Daemon window is displayed:



**To set up and activate the Print Daemon, follow these steps:**

1. Define the PC workstation's default printer, using the standard Windows procedure for this task.
2. Add the Print IDs that you want to be recognized by the workstation. To do this, click **Setup**. The following dialog box is displayed:



- To add a print ID, place the cursor in the field at the bottom of the window labeled "Name of print ID to add" and enter a Print ID. Then click **Add**. If you do not want to make any additional changes to the list, click **Close**.

Remember that the print ID is the extension of the report name.

- To remove a Print ID from the list, highlight the Print ID and click **Delete**. If you do not want to make any additional changes to the list, click **Close**.
3. Choose the libraries and print IDs that will be directed to the workstation's printer. To do this, select the relevant options in the upper and lower panes of the Print Daemon tab. After you have made changes, click **Apply**.

You can choose any combination of print IDs and libraries. You can also choose more than one print ID and library. In this manner, you can direct all files from a particular library to the default printer.

4. Activate the Print Daemon by clicking the Activate button on the Print Daemon tab. When the Print Daemon is active, the system will look periodically for files of a particular library that have a particular Print ID and will print them on the PC's default printer.

Note that when the Print Daemon is inactive, you can still print a file by viewing a list of files and selecting **Print File**.

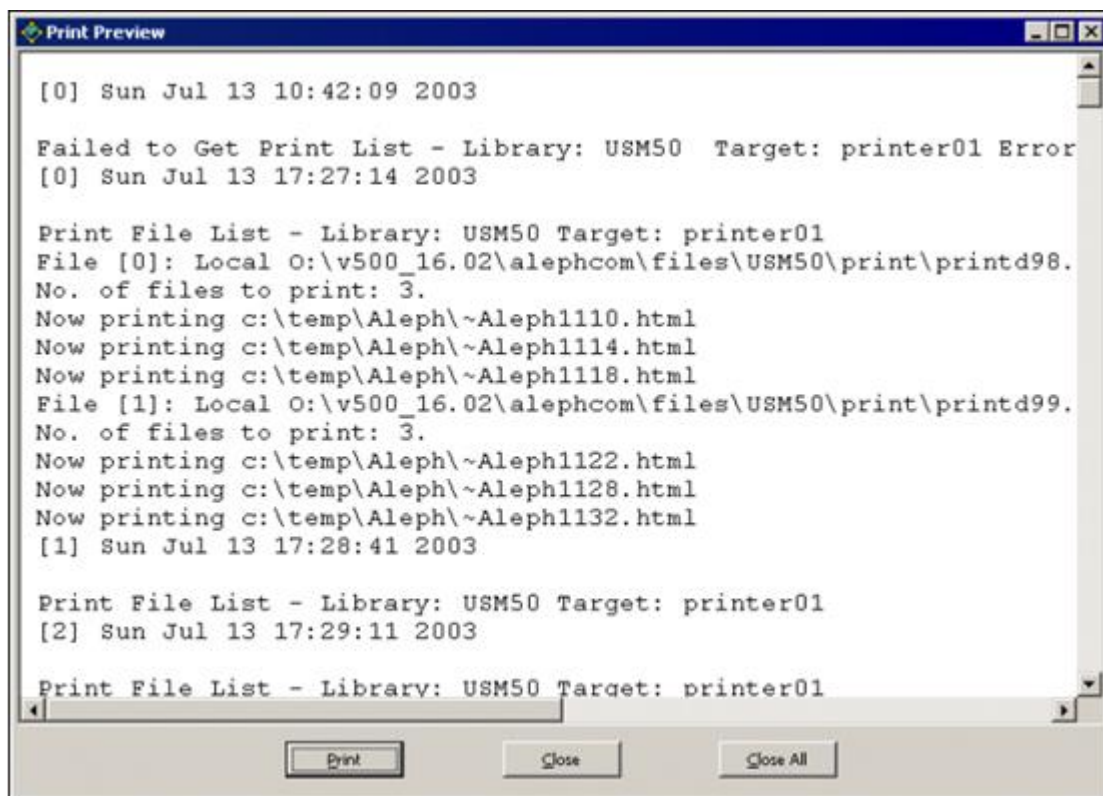
Following is an explanation of other options on the Print Daemon tab of the Task Manager window:

### **Lookup Interval**

The Lookup Interval tells the system how often it should look for files that need to be printed by the Print Daemon. Enter a number between 001 and 300 (seconds). For example, if you enter 120, the system will check for files every 120 seconds. Values under 100 need leading zeroes (030 for a 30 second interval).

### **View Log**

Click **View Log** to read the log of print jobs that have been processed by the Print Daemon or errors that have occurred. For example:



### Clear Log

Click **Clear Log** to clear the log display.

## 6 Upload/Download Files



The Upload/Download Files tab is used for downloading files from the server to your local workstation and uploading files from your local station to the server.

The tab is divided into two main parts: Remote Files and Local Files. Both sides contain file lists that can be sorted and a Refresh button to refresh the lists.

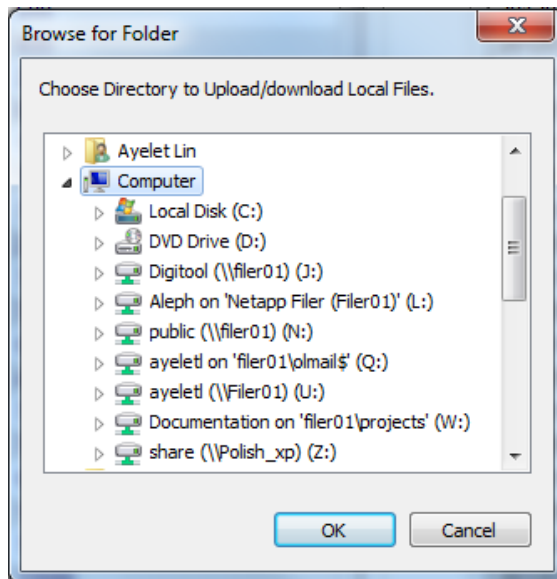
### Remote Files

Select the required library and directory from the drop-down lists. The Directory drop-down list is defined for three directories: Data\_file, data\_print, and data\_scratch. The directories are defined under the required library /tab/pc\_tab\_exp\_field.lng as follows:

UPLOAD-DOWNLOAD	L Print	PRINT
UPLOAD-DOWNLOAD	L Files	FILES
UPLOAD-DOWNLOAD	L Scratch	SCRATCH

### Local Files

To select the required directory on the local side, click the **Browse** button. The following dialog box opens:



After selecting a directory, click **OK** and the files are displayed.

When uploading a file from local to remote, note that filenames may be any combination of the following types of characters:

- Upper and lower case letters (A-Z, a-z)
- Numbers (0-9)
- Periods, underscores, hyphens (.\_-)

Spaces are not allowed in filenames. Do not use the following characters in filenames:  
| ; , ! @ # \$ ( ) < > / \ " ' ` ~ { } [ ] = + & ^ <space> <tab> \* ?

File names are case sensitive and can be up to 256 characters long.

Use the arrows to upload or download the files. Note that the download and the upload operations are managed separately in the staff privileges.

Note that when uploading a file the system uses ASCII mode, therefore uploading binary files (for example, Excel files) is not supported.

## 7 Batch Job Reporting

The **Batch Jobs Summary Report (sys-90)** batch job is used to report batch jobs that ran in the system in a given range of time, using various filters such as batch job type, batch job status, and the library in which the batch job was executed. The output report includes different information on each job, such as the job's time of execution, the batch job's statistics, and other information.