

Quick(ish) Tip:

Daily Processes

by Angela Mott

Daily Processes

The screenshot displays the Atlas Systems Admin Library interface. At the top, there are search fields for 'Item ID', 'Course ID', and 'Username'. Below these are sections for 'Requests (1165 items)' and 'System'. The 'System' section contains a table of categories and counts. A 'Daily Processes' window is open in the bottom right corner, showing a list of processes and their run times.

Category	Count
Awaiting Copyright Processing	146
Failed Emails	360
Invalid Links	13
Pending Emails	0
Users to Clear	13

Process	Run Time
CCC Updater	11/28/2017 3:21 AM
Course and User Load	11/28/2017 4:00 AM
Item Activation	11/28/2017 3:12 PM
Item Cleanup	11/28/2017 9:24 AM
Orphan File Cleanup	11/28/2017 8:48 AM

Daily Processes

- Section on the lower right side of the Home screen
- Introduced in v4.6
- Shows the status of the System Manager jobs:
 - Green=process was successful
 - Yellow=completed with errors
 - Red=process failed
- Before this, you could only check the job status by searching the System Manager logs on the webserver.

What else can you see?

- Double-click any process and it opens a report showing each run and the results.
- You still may need to look at the System Manager logs for more details.
- Scrolling back, you can see all your daily process reports going back to your 4.6 update. There is no automated process to delete old entries. (So if you have a lot of history in there, it can take time to open up when you double-click it.)

How often does each job run?

- CCC Updater (1x a day)
- Course and User Load (1x a day)
- Item Activation (1x every hour)
- Item Cleanup (1x a day)
- Orphan File Cleanup (1x a day)

Note: You can change how often and what time they run via the Customization Manager.

CCC Updater

CCC Updater History - Ares Client

Home Process System Process History

User Course Item ID Course ID Username
Item Information Course Information Name
Course Information Instructor Information ID
New Search Items Search Courses Search Users

Home CCC Updater History X

Run Time	Description
9/19/2016 3:54 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/18/2016 3:54 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/17/2016 3:54 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/16/2016 3:54 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/15/2016 8:21 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/15/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/14/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/13/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/12/2016 4:24 PM	1 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/12/2016 4:20 PM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/12/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/11/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/10/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee.
9/9/2016 3:12 AM	0 orders were updated with new student enrollments. 2 orders were updated with a new status or fee.
9/8/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/7/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/6/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/5/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/4/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/3/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/2/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
9/1/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
8/31/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
8/30/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
8/29/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
8/28/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.
8/27/2016 3:12 AM	0 orders were updated with new student enrollments. 0 orders were updated with a new status or fee. 2 orders encountered an error while updating.

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CCC Updater: Customization Keys

- Customization Keys: There are several options to consider when setting up Copyright management via Ares.

CCC Updater: What does it do?

- It connects to the CCC's webservice daily to update the permissions costs for orders that are still open with the CCC based on the course enrollment in Ares (which may have changed since you first sought permission). The order is open with the CCC until 60 days after the Course's StartDate in Ares. Once those 60 days have passed, the CCC order is invoiced by the CCC and is no longer changed during this job.
- If permission requests were waiting on a special order placed via Ares, the status of the order is updated to either Permission Granted or Permission Denied and placed in the appropriate queue.
- If the fees for the CCC order have changed, the status of the order is changed to match and the item changes status to either the Copyright Permissions Denied flag status or the Copyright Fees Reduced flag status accordingly. The actual status of the item does not change. Just the flag status is added so that your staff can make the decision whether to continue and pay the new cost or modify the usage of the item as needed (remove from reserves, change to a hard copy reserve, reduce the amount to fair use, etc.).

Course and User Load

Course and User Load History - Ares Client

Home Process System Process History

User Course

Item ID
Item Information
Course Information

Search

Course ID
Course Information
Instructor Information

Search

Username
Name
ID

Search

New Search Items Search Courses Search Users

Home Course and User Load History X

Run Time	Description
11/28/2017 4:03 PM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/28/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/27/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/26/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/25/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/24/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/23/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/22/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/21/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/20/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/19/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/18/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.
11/17/2017 4:00 AM	Imported 33 user validation records, 36 course validation records, and 81 course user validation records. Created 0 users. Created 0 courses. Maintained 38 courses.

Course and User Load Report Summary: Imported 33 user validation records, 36 course validation records, and 81 course user validation records.

Validation Data Import

User Validation

Imported 33 user validation records with 0 errors.

Course Validation

Imported 36 course validation records with 0 errors.

Course User Validation

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Course and User Load: Customization Keys

- There are a LOT of options and keys involved.
- To set this up it typically requires an Atlas support person, a library IT person, your reserves person, and someone who can script the creation of the users.txt, courses.txt and courseusers.txt files from the registrar's data.

Course and User Load: What does it do?

- Loads data already uploaded to your Ares webserver as Users.txt, Courses.txt and CourseUsers.txt into the Ares UserValidation, CourseValidation, and CourseUserValidation tables.
- It will also create Users and Courses table entries if UserCreation or CourseCreation are enabled.
- It will update course enrollment based on the CourseUserValidation table if that is turned on. (Keeping track of student enrollment.)

Course and User Load: Order of operations

1. Import validation data from the three text files into the three Validation tables; overwriting what was there.
2. Create Users from UserValidation if UserCreation is enabled.
3. Create Courses from CourseValidation if CourseCreation is enabled. It assigns the instructor as dictated by CourseUserValidation IF the instructor exists in the Users table already. If not, then the instructor is set to ValidationUser for now.
4. It updates the CourseUsers table to drop/add users for courses that are in the Courses table to match the new CourseUserValidation table.
5. If you have the CourseUserLoadReportEmailAddress set in the Customization Manager, it will also send an email with the results of the CourseUser Load to that email address and you can see it when you click on the row of that particular run.

Item Activation

Item Activation History - Ares Client

Home Process System Process History

User Course Search

Item ID Item Information Course Information Search Items

Course ID Course Information Instructor Information Search Courses

Username Name ID Search Users

Home Item Activation History X

Run Time	Description
4/30/2017 11:36 PM	Processed 0 items pending activation.
4/30/2017 11:46 PM	Processed 0 items pending activation.
4/30/2017 11:56 PM	Processed 0 items pending activation.
5/1/2017 12:06 AM	Processed 29 items pending activation.
5/1/2017 12:16 AM	Processed 0 items pending activation.
5/1/2017 12:26 AM	Processed 0 items pending activation.
5/1/2017 12:36 AM	Processed 0 items pending activation.
5/1/2017 12:46 AM	Processed 0 items pending activation.
5/1/2017 12:56 AM	Processed 0 items pending activation.
5/1/2017 1:06 AM	Processed 0 items pending activation.
5/1/2017 1:16 AM	Processed 0 items pending activation.
5/1/2017 1:26 AM	Processed 0 items pending activation.
5/1/2017 1:36 AM	Processed 0 items pending activation.
5/1/2017 1:46 AM	Processed 0 items pending activation.
5/1/2017 1:56 AM	Processed 0 items pending activation.
5/1/2017 2:06 AM	Processed 0 items pending activation.
5/1/2017 2:16 AM	Processed 0 items pending activation.
5/1/2017 2:26 AM	Processed 0 items pending activation.
5/1/2017 2:36 AM	Processed 0 items pending activation.
5/1/2017 2:46 AM	Processed 0 items pending activation.
5/1/2017 2:56 AM	Processed 0 items pending activation.
5/1/2017 3:06 AM	Processed 0 items pending activation.
5/1/2017 3:16 AM	Processed 0 items pending activation.
5/1/2017 3:26 AM	Processed 0 items pending activation.
5/1/2017 3:36 AM	Processed 0 items pending activation.
5/1/2017 3:46 AM	Processed 0 items pending activation.
5/1/2017 3:56 AM	Processed 0 items pending activation.

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Item Activation: Customization Keys

- `ItemActivationPendingProcessingInterval`- how many minutes the System Manager will wait before running the Item Activation job again to move items from the Pending status to an Available status.

Item Activation: What does it do?

- This job moves items from “Item Activation Pending” status to Item Available on Electronic Reserves or Item Available at Reserve Desk as appropriate if the ActiveDate of the item has now passed.
- The ItemActivationPendingProcessingInterval key determines how often this job runs. By default it runs every 60 minutes.

Note: This job runs very frequently and ALL the entries in this History table are retained, so when you open this Daily Process report it does take extra time to open.

Item Cleanup

The screenshot shows the 'Item Cleanup History' application window. The title bar reads 'Item Cleanup History - Ares Client'. The interface includes a navigation menu with 'Home', 'Process', 'System', and 'Process History'. Below the menu are search fields for 'User', 'Course', 'Course ID', 'Course Information', 'Instructor Information', 'Username', 'Name', and 'ID'. The main area displays a table with the following data:

Run Time	Description
4/17/2016 5:00 AM	0 items were removed from reserves.
4/18/2016 5:00 AM	0 items were removed from reserves.
4/19/2016 5:00 AM	0 items were removed from reserves.
4/20/2016 5:00 AM	0 items were removed from reserves.
4/21/2016 5:00 AM	0 items were removed from reserves.
4/22/2016 5:00 AM	0 items were removed from reserves.
4/23/2016 5:00 AM	0 items were removed from reserves.
4/24/2016 5:00 AM	0 items were removed from reserves.
4/25/2016 5:00 AM	0 items were removed from reserves.
4/26/2016 5:00 AM	0 items were removed from reserves.
4/27/2016 5:00 AM	0 items were removed from reserves.
4/28/2016 5:00 AM	0 items were removed from reserves.
4/29/2016 5:00 AM	0 items were removed from reserves.
4/30/2016 5:00 AM	0 items were removed from reserves.
5/1/2016 5:00 AM	141 items were removed from reserves.
5/2/2016 5:00 AM	0 items were removed from reserves.
5/3/2016 5:00 AM	0 items were removed from reserves.
5/4/2016 5:00 AM	0 items were removed from reserves.
5/5/2016 5:00 AM	0 items were removed from reserves.
5/6/2016 5:00 AM	0 items were removed from reserves.
5/7/2016 5:00 AM	0 items were removed from reserves.
5/8/2016 5:00 AM	0 items were removed from reserves.
5/9/2016 5:00 AM	0 items were removed from reserves.
5/10/2016 5:00 AM	0 items were removed from reserves.
5/10/2016 9:13 AM	0 items were removed from reserves.
5/11/2016 5:00 AM	0 items were removed from reserves.
5/12/2016 5:00 AM	0 items were removed from reserves.

The status bar at the bottom left indicates 'atlas (Admin Library)'.

Item Cleanup: Customization Keys

- ItemCleanupEnabled- Whether you want the job to run
- ItemCleanupRunTime- When you want the job to run
- ItemCleanupRunNow- Use to run the job immediately
- ItemFileCleanupDelete- Whether you want the job to actually DELETE the files
- ItemFileCleanupGraceDays- How many days past the item's inactivatedate before deleting the files (if you choose to have it delete the files)

Item Cleanup: What does it do?

- This process allows the System Manager to make old items inaccessible to students.
- It moves items from Available to the Item Removed from Reserves status if the InactiveDate for the item has passed. (This is why really everyone wants to have this job running.)
- If you have the ItemFileCleanupDelete key set to NO, this is all that the job does.

Item Cleanup:

But what if you set it to delete?

- If the ItemFileCleanupDelete key is set to YES, then it will also clear out the Location field's value for all Items that have an InactiveDate past the number of days indicated in the ItemFileCleanupGraceDays key. This ignores items that are in a Cancelled Status, so only those in the Item Removed From Reserves are modified. It also adds a ItemHistory entry of "Item Cleanup: Cleared location", and removes the entry from the ItemSize table.
- This process does NOT remove the actual computer files from the Webserver. They are still there and the entry in the ElectronicFiles table is still there. But with the Location field's value gone, the link between that Ares item and the actual file on the server is effectively broken. (Then when you next run the ItemOrphanFileCleanup job it will delete the ElectronicFiles table entry and the file IF AND ONLY IF that was the only Ares item using that particular file.)

ItemFileCleanupDelete set to YES: Item Details view

11154 - Item

Home Miscellaneous

Find on Shelves In Transit Make Available Electronically Make Available at Desk Email Submit via OpenURL Cancel Scan Item Upload Add Flag Remove Flag Route View Course Clone Import Details Delete View List

Process Routing Options Shared Lists

Details History 239.50 Copyright WorldCat Search VuFind

General Information

Item ID	11154	<input checked="" type="checkbox"/> Visible to Students	<input type="checkbox"/> Instructor Provided	<input type="checkbox"/> Web Proxy
Processing Location	Admin Library	Current Status Date	8/15/2015 5:00 AM	
Pickup Location	Admin Library	Reason for Cancellation		
Item Type	Monograph	Document Type	PDF	
Call Number		Location		
Shelf Location		File Size		
ISxN		Barcode		
Cited In		OCLC Number		
Reference Number		DOI		
Instructor Tags		Item Format	Book Chapter	
Course ID	1	Copyright Info		

Availability Information

Needed By	
Loan Period	Not a loan
Active Date	6/1/2013
Inactive Date	7/31/2013

Copyright Information

Page Count	
Entire Work Pages	
% of Work	
Nature of Work	
<input checked="" type="checkbox"/> Copyright Obtained	<input type="checkbox"/> Copyright Required

Citation

Title	Hands off the Flowers	Additional Title	and you can pick your flowers but you can't pick your friend's flowers!				
Author	Seymore Dirt	Editor					
Publisher		Publication Place		Publication Date	2009	Month/Year	
Edition		Volume		Issue		Pages	
Description							

Notes

Added By	Note Type	Note Date	Note

Item Removed From Reserves

ItemFileCleanupDelete set to YES: Item History view

11154 - Item

Home Miscellaneous

Find on Shelves In Transit Make Available Electronically Make Available at Desk Email Submit via OpenURL Cancel Scan Item Upload Add Flag Remove Flag Route View Course Clone Import Details Delete View List

Process Routing Options Shared Lists

Details History 239.50 Copyright WorldCat Search VuFind

Tracking

Tracking Date Ti...	Status
8/15/2015 5:00 AM	Item Removed From Reserves
8/14/2015 9:26 AM	Item Submitted via Item Cloning

History

Date Time	Entry
8/14/2015 9:26 AM	Item cloned from Item ID 4027
8/14/2015 9:26 AM	Status changed to Item Submitted via Item Cloning
8/15/2015 5:00 AM	Status changed to Item Removed From Reserves
8/24/2015 3:20 PM	[Item Cloned] Cloned Item ID 11189
8/3/2016 2:48 PM	WebAccess
9/6/2016 12:41 PM	[Item Cloned] Cloned Item ID 18411
10/27/2017 2:38 PM	Item Cleanup: Cleared location

Linked Items

Course Id	Course Name	Instructor	Pickup Loc...	Loan Period	I
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Item Removed From Reserves

Orphan File Cleanup

Orphan File Cleanup History - Ares Client

Home Process System Process History

User Course

Item ID
Item Information
Course Information

Search

Course ID
Course Information
Instructor Information

Search

Username
Name
ID

Search

New Search Items Search Courses Search Users

Home Orphan File Cleanup History X

Run Time	Description
11/28/2017 8:48 AM	1 orphaned files were removed.
11/28/2017 8:27 AM	0 orphaned files were removed.
11/28/2017 4:00 AM	0 orphaned files were removed.
11/27/2017 4:16 PM	0 orphaned files were removed.
11/27/2017 4:00 AM	0 orphaned files were removed.
11/26/2017 4:00 AM	0 orphaned files were removed.
11/25/2017 4:00 AM	0 orphaned files were removed.
11/24/2017 4:00 AM	0 orphaned files were removed.
11/23/2017 4:00 AM	0 orphaned files were removed.
11/22/2017 4:00 AM	0 orphaned files were removed.
11/21/2017 4:00 AM	0 orphaned files were removed.
11/20/2017 4:00 AM	0 orphaned files were removed.
11/19/2017 4:00 AM	0 orphaned files were removed.
11/18/2017 4:00 AM	0 orphaned files were removed.
11/17/2017 4:00 AM	0 orphaned files were removed.
11/16/2017 4:00 AM	0 orphaned files were removed.
11/15/2017 4:00 AM	0 orphaned files were removed.
11/14/2017 4:00 AM	0 orphaned files were removed.
11/13/2017 4:00 AM	0 orphaned files were removed.
11/12/2017 4:00 AM	0 orphaned files were removed.
11/11/2017 4:00 AM	0 orphaned files were removed.
11/10/2017 4:00 AM	0 orphaned files were removed.
11/9/2017 4:00 AM	0 orphaned files were removed.
11/8/2017 4:00 AM	0 orphaned files were removed.
11/7/2017 4:00 AM	0 orphaned files were removed.
11/6/2017 4:00 AM	0 orphaned files were removed.
11/5/2017 4:00 AM	0 orphaned files were removed.

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Orphan File Cleanup: Customization Keys

- `ItemOrphanFileCleanupEnabled`- Whether you want the job to run
- `ItemOrphanFileCleanupRunTime`- When you want the job to run
- `ItemOrphanFileCleanupRunNow`- Use to run the job immediately

Orphan File Cleanup: What does it do?

- This process allows the System Manager to cleanup orphaned files. If this is enabled the System Manager will clean up orphaned files every day at the specified time in the ItemOrphanFileCleanupRunTime key.
- Orphaned files are files that have been removed from the Items table (so they aren't in the Location field in any entries in the Items table anymore) but still have an entry in the ElectronicFiles table.

Orphan File Cleanup:

How do Orphan Files get created?

- When an item's location field is manually edited, like from a pdf document to a weblink for example.
- When the Item Cleanup job runs and removes old files because you have the ItemFileCleanupDelete key set to YES. That job left the ElectronicFiles table entry and the physical file alone. Only the Orphan File Cleanup job will REALLY delete the file.

Orphan File Cleanup: What does it do EXACTLY?

- It deletes the entry from the ElectronicFiles table IF AND ONLY IF there are no items left with that value in the Location field.
- It deletes that same file from the Webserver. (If you just stick some random file in the PublicDocs folder but it doesn't have a corresponding ElectronicFiles entry, it will not be deleted.)
- There is no ItemHistory entry for the Orphan File Cleanup job.

Questions?

If you want help setting up any of these System Manager jobs, or you see red or yellow stop signs showing issues with these Daily Processes, let us know and we can help:

support@atlas-sys.com

800-567-7401 x1