



ALEPH 500, VERSION 18

# Task Manager Overview

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**Ex Libris**

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## Table of Contents

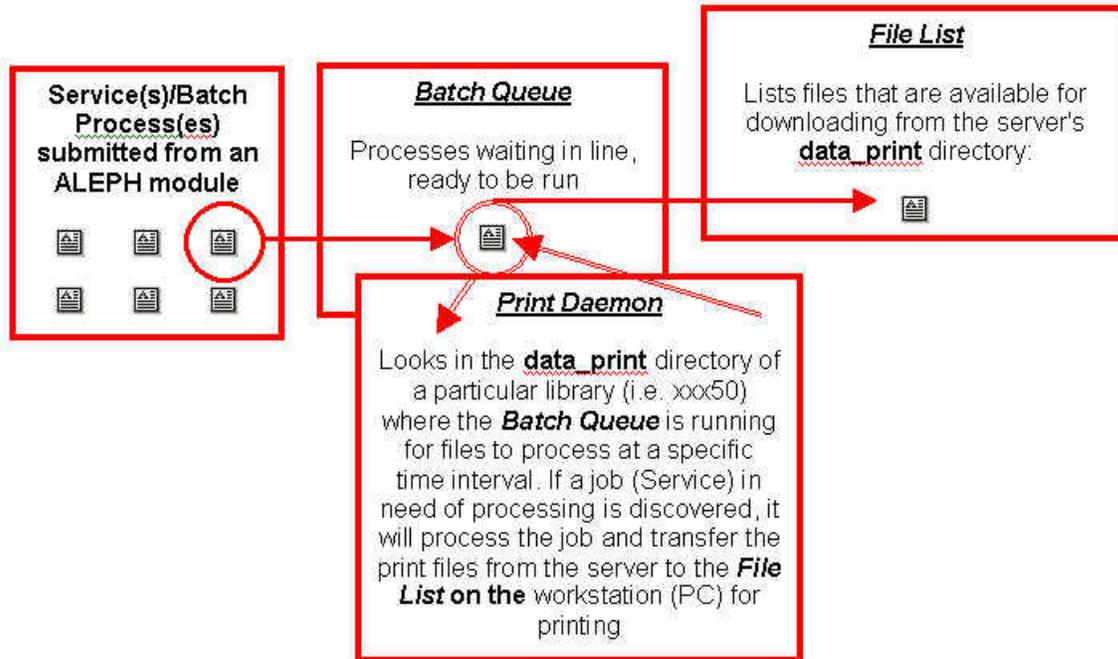
1. INTRODUCTION .....	3
2. CREATING A FILE FOR USE IN THE TASK MANAGER .....	4
3. ACTIVATING THE TASK MANAGER.....	4
4. JOB LIST/JOB DAEMON.....	6
4.1. Print.ini .....	6
5. FILE LIST.....	7
5.1. Viewing a List of Remote Files .....	9
5.2. Copying Remote Files to the Local Directory.....	9
5.2. Print Previewing and Printing Local and Remote Files .....	11
5.2.1. Viewing the Source .....	11
5.2.4. Deleting Files .....	12
5.2.5. Renaming Files .....	12
5.2.6. Sorting.....	12
6. BATCH LOG .....	13
6.1. Viewing the Batch Log.....	13
7. BATCH QUEUE .....	15
8. PRINT DAEMON .....	16
8.1. Print ID Setup .....	19

## 1. Introduction

The Task Manager function is present in each of the ALEPH Application Windows, accessed from the **ALEPH** menu. 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. The Task Manager allows you to:

- Copy files from the server to the local directory and then view, edit and print the local files
- View the **Batch Queue**, which lists the batch processes (submitted in Services) that are waiting in line, ready to be run
- View the **Batch Log**, which lists the batch processes that have run or are currently running and provides information such as start time, end time and log file text
- View the **File List**, copy files from the server to the local directory, and then view, edit and print the local files
- Setup the **Print Daemon** to periodically look in a particular library for files that have a particular Print ID, and print them on the PC's default printer

The following figure illustrates the relationships between the Application Window from with the Service is initiated, the **Print Daemon**, the **Batch Queue**, and the **File List**:



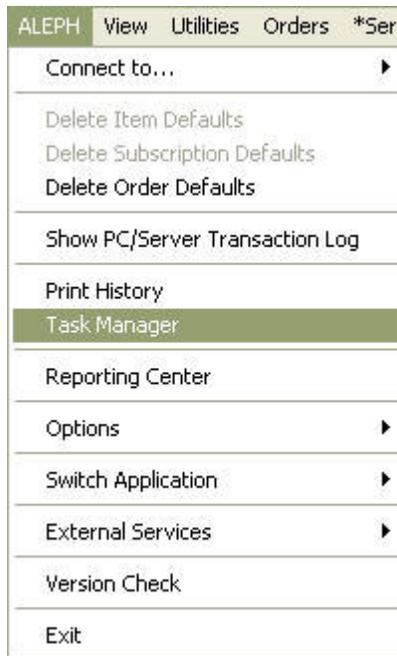
## 2. Creating a File for Use in the Task Manager

The Task Manager administers files generated from each Application Window's **Services** menu. It also administers files generated from other functions that assign *Print ID ID's* to the file, based upon the **print.ini** of that Application Window.

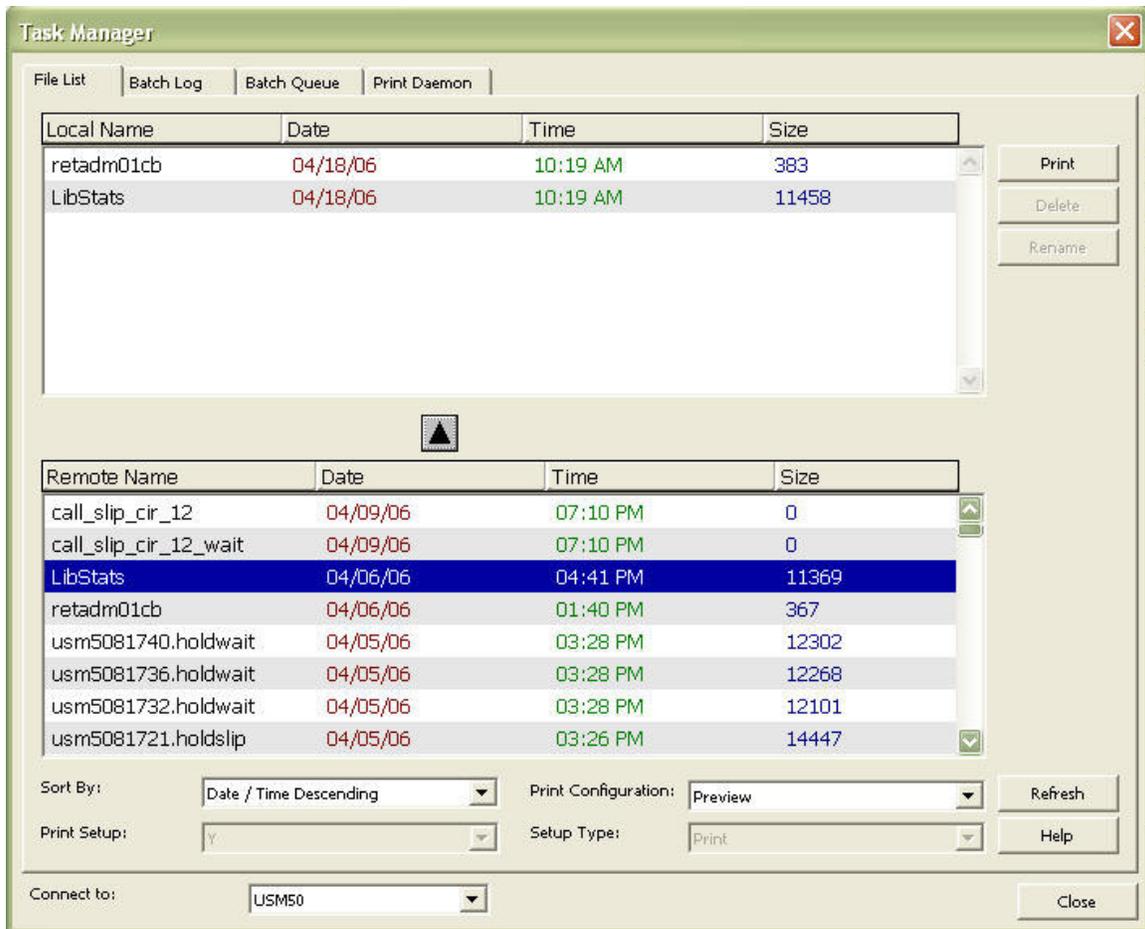
In order to create a job, it is necessary to access the **Services** menu of the Application Window from which you wish to run a service. For a complete list of Services by Application Window and instructions on how to submit a batch Service, refer to the "*Services, Notices, and Reports*" document.

## 3. Activating the Task Manager

To activate the **Task Manager** window, select **ALEPH/Task Manager** from the Main Menu Toolbar of the Application Window you wish to generate the Service within:



Click on the **Task Manager** option to display the ***Task Manager*** window:



The **Task Manager** window includes the **File List**, **Batch Log**, **Batch Queue**, and the **Print Daemon** tabs.

## 4. Job List/Job Daemon

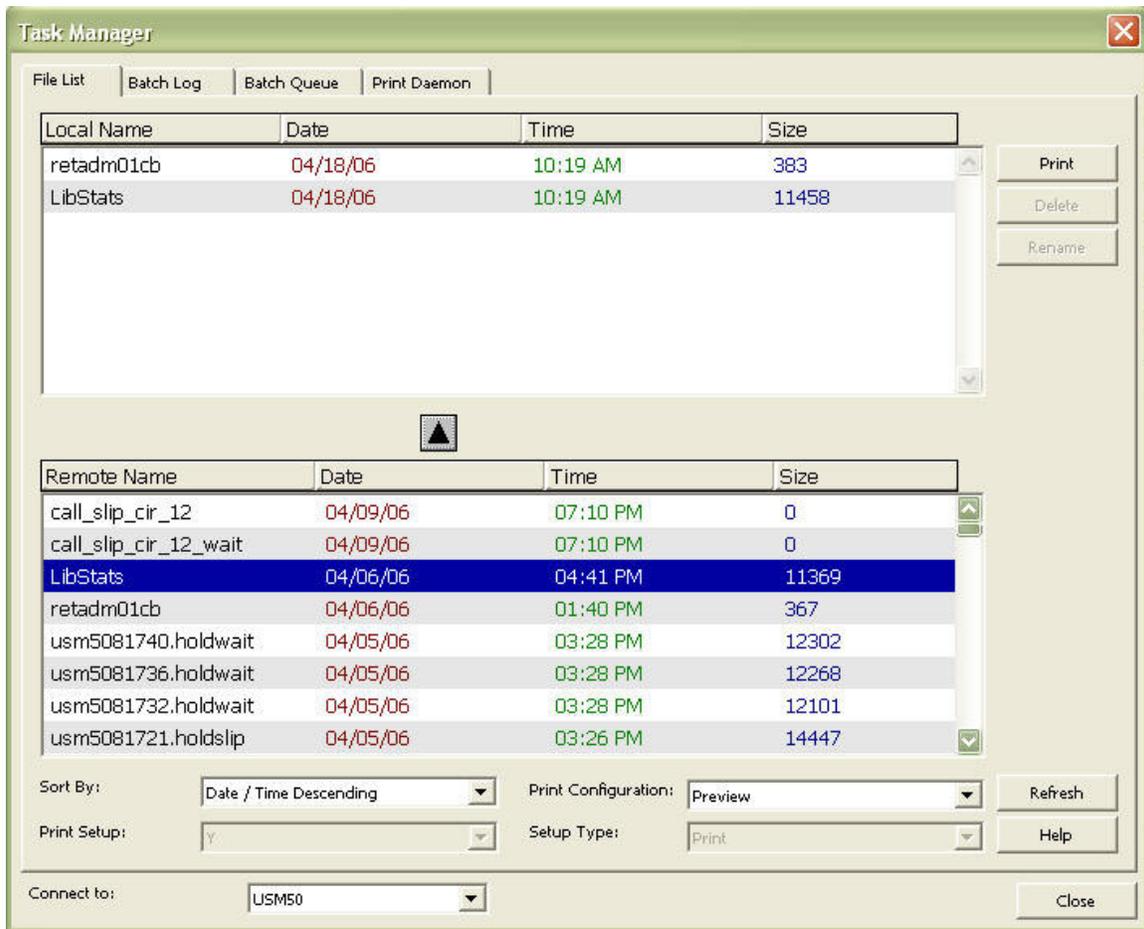
For reports and processes that need to be run regularly, the System Librarian can set up a job list and job daemon to do this automatically.

### 4.1. Print.ini

The **print.ini** file, located in the **C:\AL500\MODULE NAME\TAB\** directory folder for each Application Window, manages the online output for each Application Window. Your system librarian will set up the **print.ini** to either print a file on a specific device (using a device ID) or send a file to the Task Manager (using a *Print ID*).

## 5. File List

The **File List** is a 'snapshot' of what files are available for downloading from the server's **data\_print** directory at a given moment. The **File List** also allows you to view and copy and save these files to the local directory of your workstation in order that you may view, edit and print the local files. It is recommended that you consult with your system Librarian to find out at what interval the **data\_print** directory is purged.



The **File List** tab is comprised of an upper and lower pane. The upper pane displays the local (*Local Name*) files while the remote files (*Remote Name*) reside in the lower pane. Both the local and remote files can be previewed, sorted, and printed; but only the local files can be renamed and deleted.

**Sort By:** sort both the local list and the remote list according to the option chosen from the drop-down list.

**Print Configuration:** select one of the following options from the drop-down list:

- **Normal Printing:** print the file.
- **Preview:** preview the printout. You can then click Print to print the file.

- *View Raw XML*: view the file in raw XML format in an editor window. This mode can be used for debugging.
- *Browse XML*: View the file in raw XML format in the Browser window. This mode can be used for debugging.

*Print Setup*: This option only available if “Normal Printing” has been selected in the *Print Configuration* option discussed above, otherwise it will be grayed out. Select Y to have the Print Setup window appear before printing. Otherwise select “No.”

*Setup Type*: This option only available if “Normal Printing” has been selected in the *Print Configuration* option discussed above, otherwise it will be grayed out. Select “Print” if you wish to preview and/or print out the report, “Mail” if you wish to have the report emailed, or “Both” to simultaneously do both.

*Connect to*: choose a library using the Connect to drop-down list at the bottom of the window.



Click the “Print” button to print the file or view it according to the option chosen in the *Print Configuration* field.



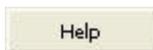
Click the “Delete” button to remove local files from the local disk (workstation). You may only delete one local file at a time and will be prompted to confirm. You may not delete remote files from the server.



Click the “Rename” button to rename a file in the local directory. You may only rename remote files *after* you have moved them to your local directory.



Click the “Refresh” button to refresh the file list as new files may have been created on the server since this screen was initially evoked (evoking this screen merely takes a ‘snapshot’ of the server directory, it is not an open connection)



Click “Help” to view the online help file for this tab.

## 5.1. Viewing a List of Remote Files

In order to view a list of files, do the following:

1. Verify that you are connected to the appropriate library by referring to the *Connect to* field at the bottom of the **File List** tab.
2. Look in the lower pane of the **File List** tab where the remote files (*Remote Name*) reside.

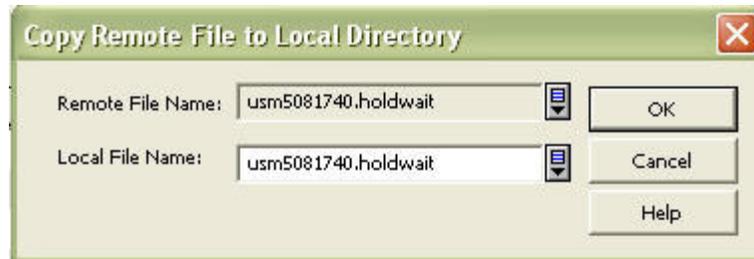
Remote Name	Date	Time	Size
call_slip_cir_12	04/09/06	07:10 PM	0
call_slip_cir_12_wait	04/09/06	07:10 PM	0
LibStats	04/06/06	04:41 PM	11369
retadm01cb	04/06/06	01:40 PM	367
usm5081740.holdwait	04/05/06	03:28 PM	12302
usm5081736.holdwait	04/05/06	03:28 PM	12268
usm5081732.holdwait	04/05/06	03:28 PM	12101
usm5081721.holdslip	04/05/06	03:26 PM	14447

3. If there are several entries, you may want to use the *Sort By* option to sort the list of remote files by: *Date/Time Descending*, *File Name Ascending*, *File Name Descending*, *Date/Time Ascending*, *Date/Time Descending*, (file) *Size Ascending*, or (file) *Size Descending*.
  1. Once the **File List** tab has been open for a period of time your ‘snapshot’ of the **data\_print** directory may have already become obsolete as files may have been created and added to the **data\_print** directory while you were viewing the **File List**. To ensure you are viewing the most current **File List**, click the “Refresh” button in the lower right corner of the **File List** tab.

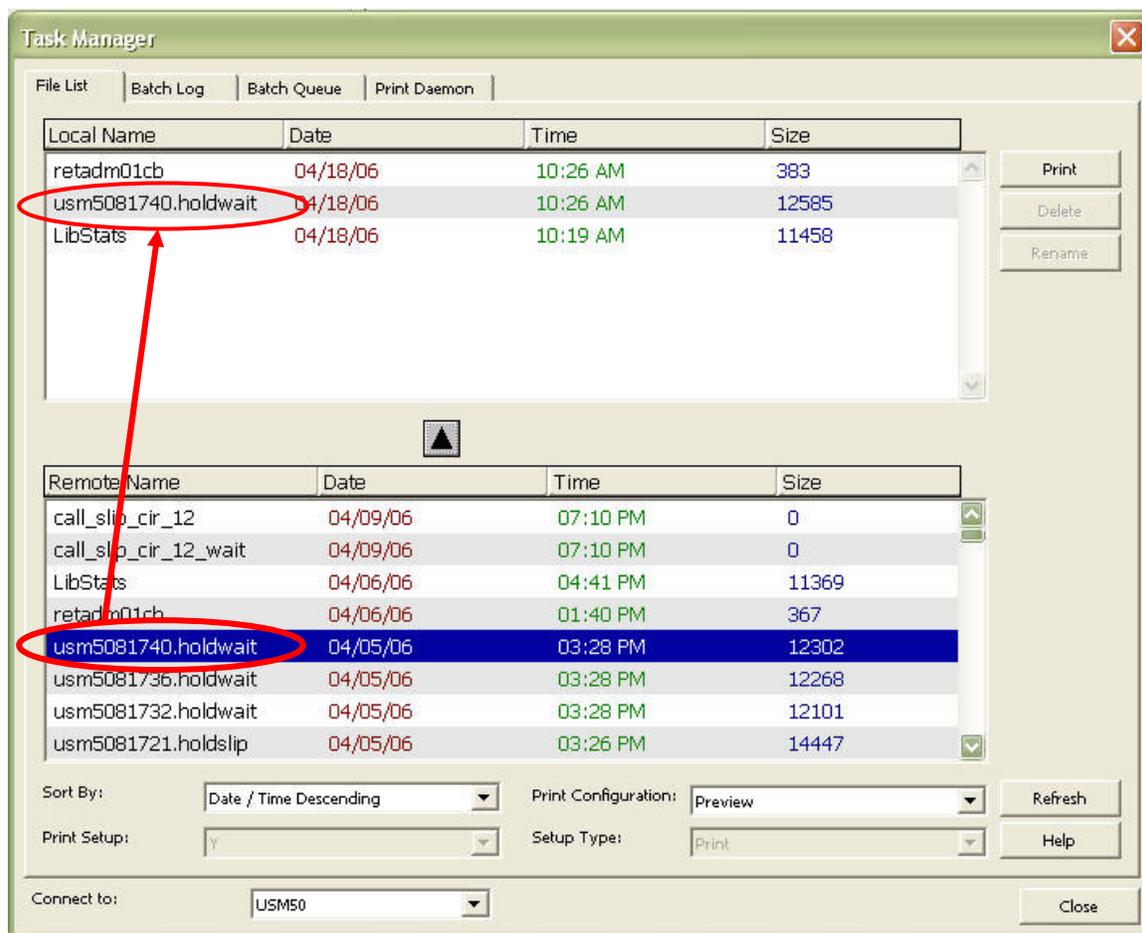
## 5.2. Copying Remote Files to the Local Directory

If you wish to copy a remote file from the server to the local directory (so that you can view, update or print it), do the following:

1. Highlight the remote file and click on the up-pointing arrow , or double click on the remote file name; the **Copy Remote File to Local Directory** window displays that enables you to rename the file in the local directory and includes the contents of the local directory in the lower pane to assist in re-naming:



- Once you have renamed the file (or not) click "OK" to move the remote file in the lower pane to the local file list in the upper pane:



If you see a **?** displaying in the upper pane of the **File List** tab after you have created a copy on your local machine, this means that the system cannot identify the printout type (i.e. *plain*, *paragraph* or *columnar*).

## 5.2. Print Previewing and Printing Local and Remote Files

You can print both remote and local files by highlighting the file (in either the upper or lower panes) and clicking the “Print” button. When printing a remote file (lower pane), the system will automatically copy the file to the local directory (upper pane). However, if you prefer to preview a local file before printing it, be sure to select “Preview” from the *Print Configuration* pull-down menu.

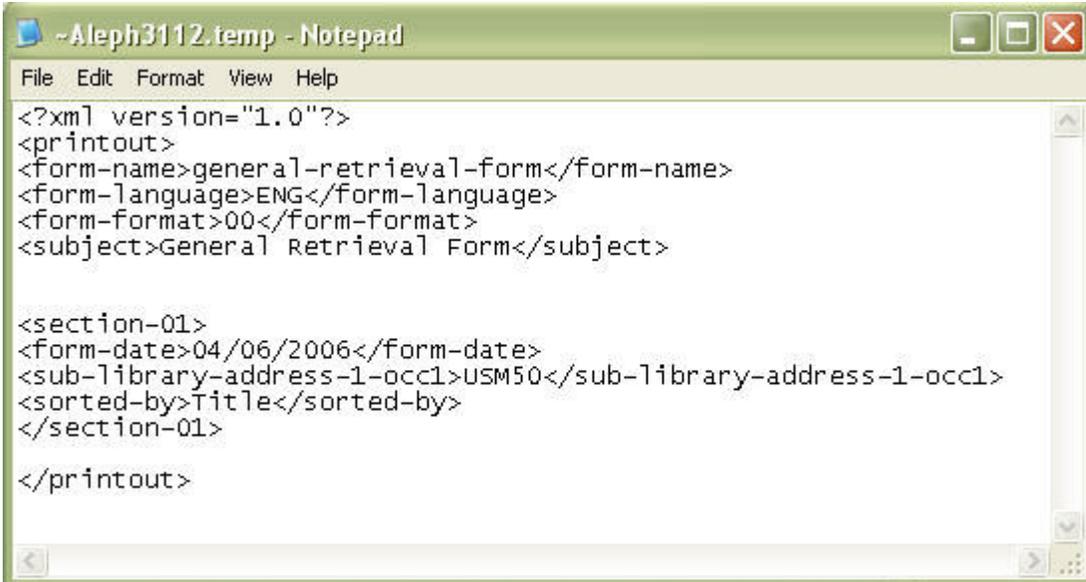
You can choose whether a file is to be printed, sent via e-mail, or both by doing the following:

1. Select a file from the Task Manager window
2. Set the Print Configuration to Normal printing
3. Choose one of the options in the Setup type Combo box
4. Click “Print”

In order to send a file via email, it must be addressed to a specific person (e.g. overdue letter to the patron) with his email address specified in this file otherwise the file will be printed nor mailed.

### 5.2.1. Viewing the Source

You have the ability to view the source (e.g. XML-coding) for a selected file in either the upper or lower panes by selecting wither the “View Raw XML” or “Browse XML” options from the *Print Configuration* pull-down menu. While the XML-coding will display in the *Print Preview* window, it will *not* display in the actual printout:

A screenshot of a Notepad window titled "-Aleph3112.temp - Notepad". The window contains XML code for a printout. The code is as follows:

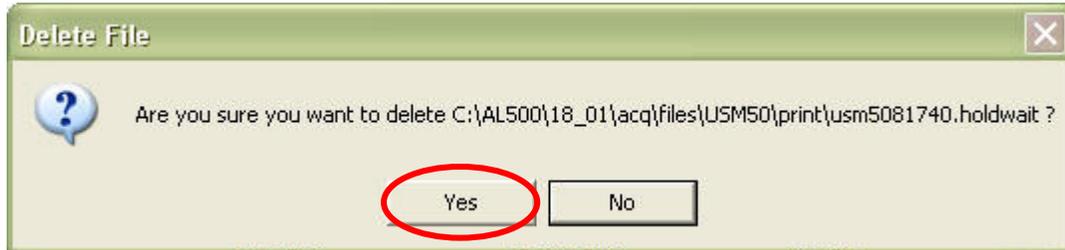
```
<?xml version="1.0"?>
<printout>
<form-name>general-retrieval-form</form-name>
<form-language>ENG</form-language>
<form-format>00</form-format>
<subject>General Retrieval Form</subject>

<section-01>
<form-date>04/06/2006</form-date>
<sub-library-address-1-occ1>USM50</sub-library-address-1-occ1>
<sorted-by>Title</sorted-by>
</section-01>

</printout>
```

### 5.2.4. Deleting Files

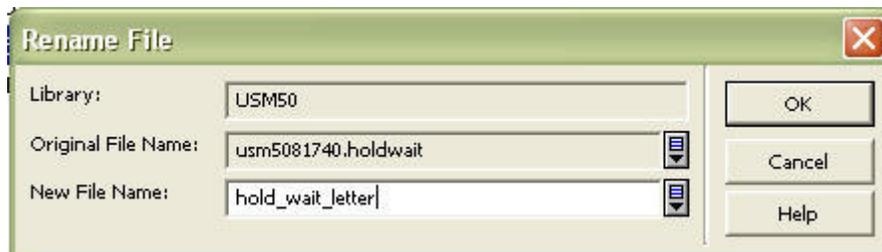
You may delete files from your local directory by highlighting the file in the upper pane of the **File List** tab and clicking the “Delete File” button or by pressing the [“Delete”] key on your keyboard. You will be prompted by a message similar to the following:



### 5.2.5. Renaming Files

You have now seen how to rename files when copying them from the remote list to the local list. You can also rename files after they have been moved to the local list:

1. Highlight a file in the local list, and click the “Rename” the following form appears:



2. Enter the new file name in the *New Filename* field and click “OK” to make the change.

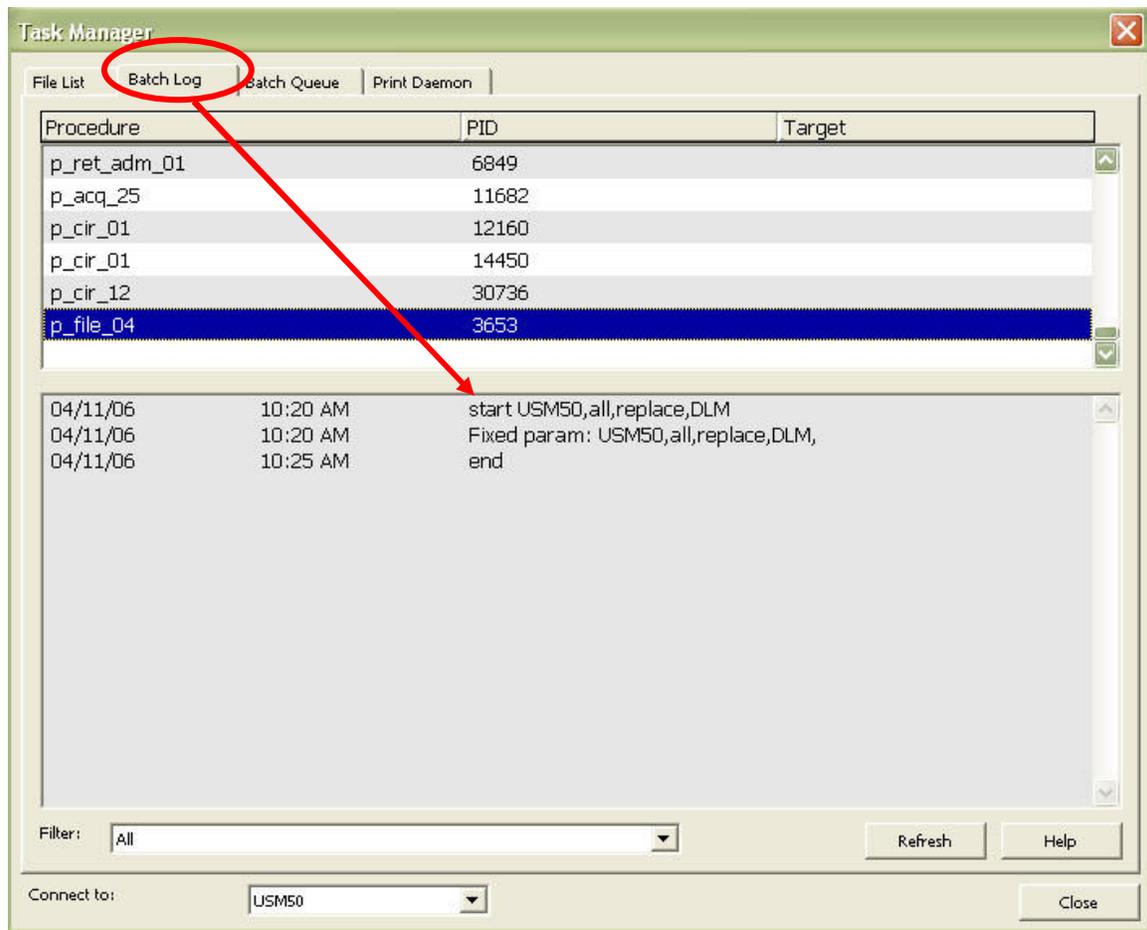
### 5.2.6. Sorting

To change the sort arrangement of either the local or remote file lists, highlight the desired file in the appropriate pane and choose the *Sort By* option to sort the list by: *Date/Time Descending*, *File Name Ascending*, *File Name Descending*, *Date/Time Ascending*, *Date/Time Descending*, (file) *Size Ascending*, or (file) *Size Descending*:



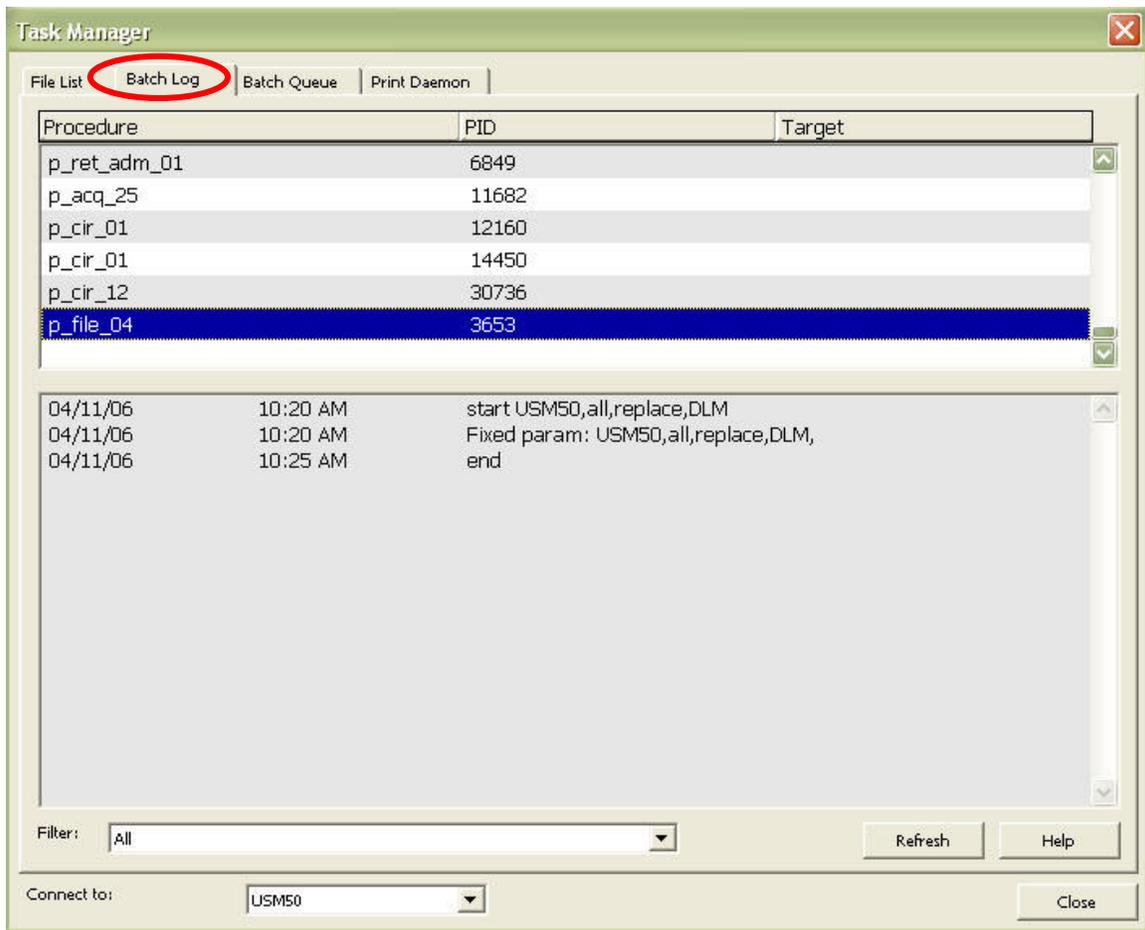
## 6. Batch Log

The **Batch Log** is a 'snapshot' of the server's **data\_print** directory activity at a given moment for those batch processes that have run. To view only those batch processes whose printouts have a particular *Print ID*, select an option from the drop-down list in the *Filter* field at the bottom of the **Batch Log** tab:



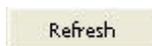
### 6.1. Viewing the Batch Log

The upper pane of the **Batch Log** tab lists the name of the *Procedure*, the *PID* (Process ID, a unique ID assigned by the system), and the *Target* (Print ID). For each entry highlighted in the upper pane of the **Batch Log** tab, the lower pane displays information such as *Start* and *End* time and Batch Log text:



*Filter:* to view only those batch processes whose printouts have a particular *Print ID*, select an option from the drop-down list in the *Filter* field at the bottom of the **Batch Log** tab.

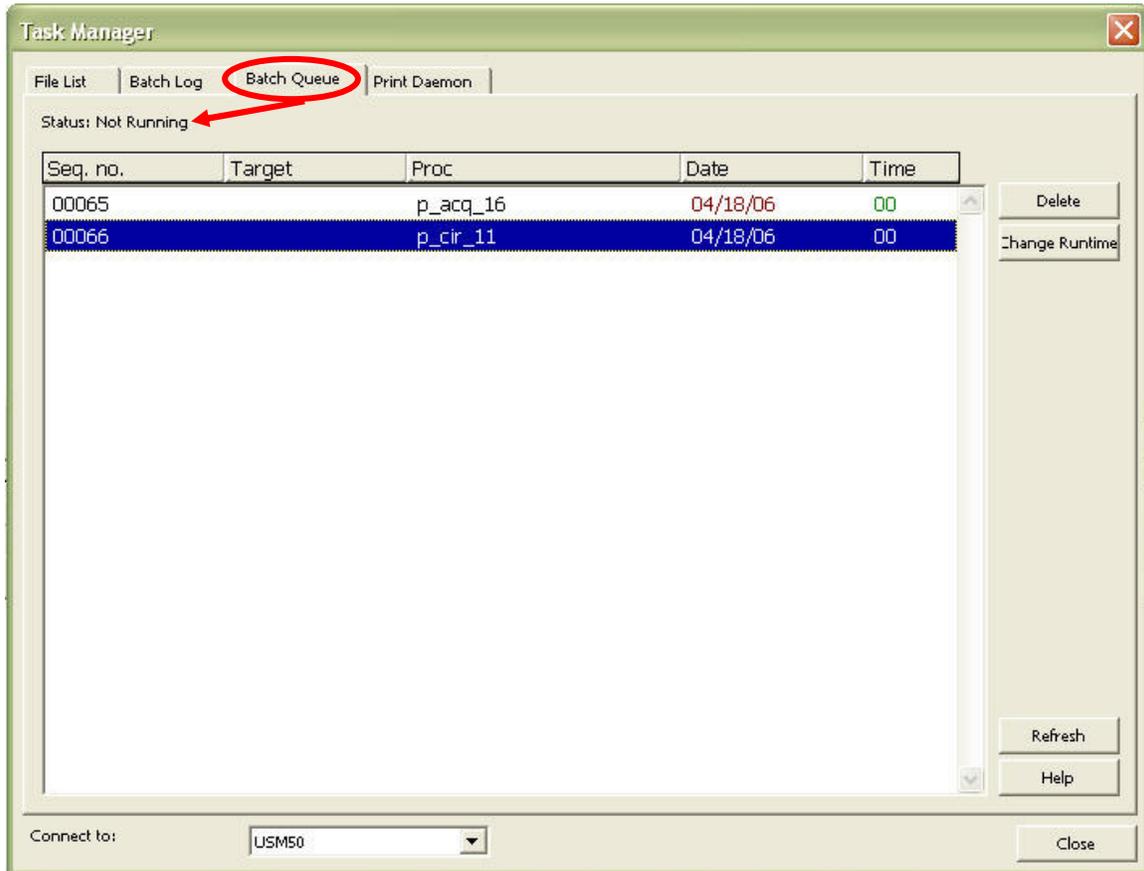
*Connect To:* Before viewing the content of the **Batch Log** tab, you must first verify that you are still connected to the same library from which you ran the Service. If the default value in the *Connect To* field is incorrect (i.e., not the same library that you were connected to when you generated the Service), click on the pull-down menu to select the appropriate library to connect to.



Click “Refresh” to get the most up-to-date **Batch Log** status from the server.

## 7. Batch Queue

The **Batch Queue** tab represents a ‘snapshot’ of what batch processes are waiting in line, ready to be run at a given moment. To view the **Batch Queue**, click on the **Batch Queue** tab from within the **Task Manager** window. The title bar of the **Batch Queue** tab indicates whether or not the Queue is running:

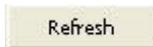


Delete

Click “Delete” after highlighting the entry to delete it from the queue. You will be prompted to confirm the deletion.

Change Runtime

Click “Change Runtime” after highlighting the entry to change its runtime. Complete the **Change Entry’s Runtime** form with the new date and hour for running the procedure and click “OK”:

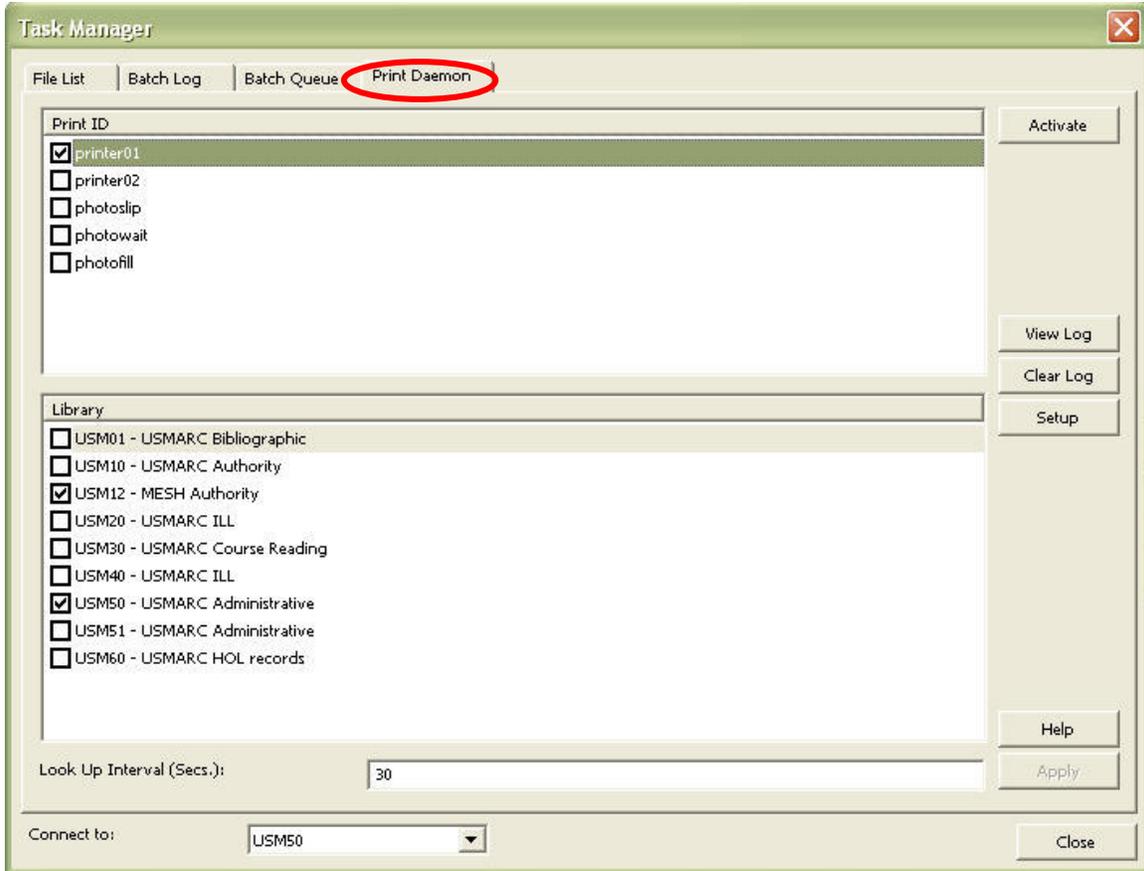


Click “Refresh” to determine whether or not the queue is still running; as it is possible that someone may have stopped or re-started the **Batch Queue** while you are viewing the **Batch Queue** tab in the ***Task Manager*** window. The current status will re-display in the upper left area of the tab to indicate the latest status.

## 8. Print Daemon

The **Print Daemon** tab periodically looks in the print directory of a particular library (i.e. xxx50) for files that have a specific *Print ID* based upon a time interval configured by the system Librarian. If a job (Service) in need of processing is discovered, the **Print Daemon** will transfer the print files from the server to the workstation (PC) for printing or to the default device configured for that *Print ID* in the Task Manager’s **print.ini**. The **Print Daemon** tab also includes the tools for setup and activation.

If you are initiating an ALEPH Service, you can assign a *Print ID* to its output either by completing the field in the services form or by having your System Librarian add it to the job list or **print.ini**. Check with your System Librarian for the proper procedure, as it may vary from institution to institution.



#### Activate

Click “Activate” to evoke the ***Print Daemon***. When the ***Print Daemon*** is active, the system will periodically look for files from a particular library, with a particular *Print ID*, and it will send them to the PC's default printer. The ***Print Daemon*** will work only if the PC Server is running (use UTIL/W to start the PC Server). The button will change to “Deactivate” once the ***Print Daemon*** is running.

#### Deactivate

Click “Deactivate” to stop the ***Print Daemon***. When the ***Print Daemon*** is not running, the system will not look for files from a particular library with a particular *Print ID*, in order to print them on the PC's default printer. To print a file click the “Print” button on the **File List** tab. The button will change to “Activate” if the **Print Daemon** is not running.

#### View Log

Click “View Log” to read the log of print jobs that have been processed by the ***Print Daemon***.

**Clear Log**

Click “Clear Log” to erase the log of print jobs that have been processed by the **Print Daemon**.

**Setup**

Click “Setup” to determine the *Print IDs* whose files will be directed to the PC's default printer.

**Look Up Interval (Secs.):**

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 checks for files every 120 seconds. Values under 100 need leading zeroes (030 for a 30 second interval).

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

2. Define the PC workstation's default printer, using the standard Windows procedure for this task
3. Add the Print IDs that you want to be recognized by the workstation. To do this, click the “Setup” button to evoke the **Print ID Setup** window
4. 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 followed by clicking the “Add” button. If you do not want to make any additional changes to the list, click “Close”.
5. 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”.
6. 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 therefore you can direct all files from a particular library to the default printer.

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

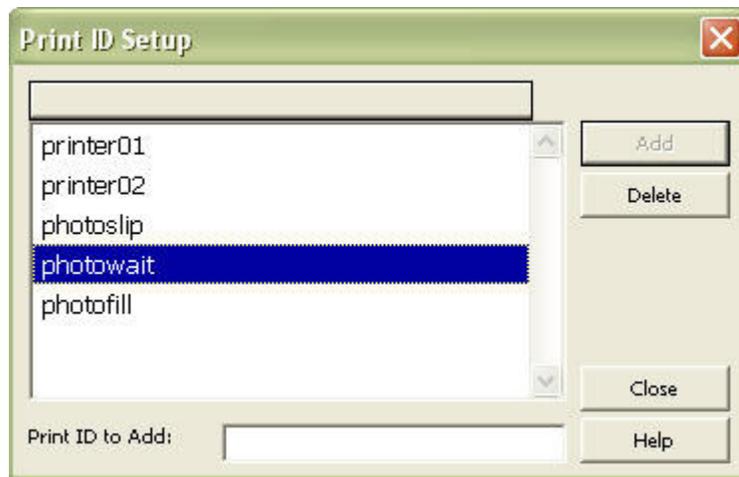
When the Print Daemon is inactive, you may still print a file by viewing a list of files and selecting “Print File”.

### Lookup Interval

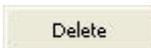
The Lookup Interval tells the system how often it should look for files that need to be printed by the Print Daemon. Enter a number between 001 and 300 (seconds). For example, if you enter 120, the system will check for files every 120 seconds. Values under 100 need leading zeroes (030 for a 30 second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

### 8.1. Print ID Setup

The **Print ID Setup** window enables you to list the available *Print IDs* that are being used by the system. *Print IDs* are used to identify the file as belonging to a particular person (e.g., Sue) or department (e.g., Circulation), or to identify the printer on which the file should be printed (e.g., dec3500):



Click “Add” to add a *Print ID* by placing the cursor in the *Print ID to Add* field and entering a unique *Print ID*. If you do not want to make any additional changes to the list, click “Close”.



Click “Delete” after highlighting the *Print ID* to remove a *Print ID* from the list. If you do not want to make any additional changes to the list, click “Close”.

For example, when printing Photocopy Requests using the **Services** menu, the *Print ID* that you determine will be the suffix for the output filename. If the **Print**

**Daemon** is set up in the **Task Manager** window, it will recognize the suffix and print the file automatically on the PC's default printer.

The Print ID 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 (e.g. Sue) or department (e.g. Circulation), or type of printout (e.g. "Itemlabel") or to identify the printer on which the file should be printed (e.g. dec3500).

When printing Photocopy Requests using cir-22, the print ID that you provide 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 automatically send the print output to 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 adding a value to column 4 of \$alephe\_tab/job\_list.

For proper functioning the print ID must contain only lowercase letters, digits, 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 file name should follow the accepted format:

<base\_file\_name>.<print ID> [yoursite\_custom\_report.your-id]

3. The base file name should not contain any periods