APPWORX V.8

Job Submission for OSU

June, 2010
**APPWORX V.8 Job Submission for OSU** is a collection of training and reference materials for OSU Faculty and Staff who require access to submitting jobs in the Banner System at Oregon State University. This document provides specific information and tips for accessing and using the Appworx product.

### Table of Contents

**Appworx Job Submission Overview** ................................. 13
- What is Appworx Job Submission?
- Appworx Support
- Security and Access

**Getting Started with Appworx Job Submission**
- Three pathways into Appworx ........................................ 14
- Opening the Software and Logging On .............................. 15

**Submitting a Job in Appworx Job Submission**
- The Request Page .......................................................... 16
- Search for a Job .............................................................. 16
- The Submit Page ............................................................ 17
- The Explorer Page & History Pane ................................. 17
- The Task Details Page .................................................... 18
- Releasing an Aborted Task .............................................. 19

**Resubmitting a Jobs with Appworx Job Submission**
- Setting up the Process .................................................... 20
- The History Query Page ................................................. 20
- The Process Flow Search Page ....................................... 21
- The Final Steps .............................................................. 22

**Other Things to Know about Appworx Job Submission** .... 23
- Viewing the Job Queue
- Acrobat reader warning
- Associate output file types
- Email with job id numbers
- A new Banner form: GYALOAD - file upload
- Associating Files with .LIS extensions

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Appworx Job Submission Overview

Appworx Job Submission for OSU refers to an application named Applications Manager, which is web based software developed and maintained by Automation by Design as a component of the UC4 Workload Automation Suite. The software is used to schedule and run jobs against the Banner database.

Appworx Job Submission is a collection of web based pages providing:

• An indexed and searchable list of Banner jobs an individual has permission to run.
• A web page designed to track jobs that are running, and jobs run in the past ½ hour.
• A searchable history of all jobs runs by an individual, displaying the outcome of the run and any report created by the run.
• Each historical run can be recalled to re-run the job with the same or different parameters.

Appworx Job Submission Support:

• The Integration Analysts providing user support for the Appworx Job Submission system are: Patty Ross (541-737-0616) and Carla Cogburn (541-737-2671).
• The Administrative Systems Trainer, providing user training and assistance in Appworx Job Submission software navigation is: Ross Jackson (541-737-8767).
• The Appworx Systems Analysts administering the Appworx Job Submission system are: Reed Byers (541-737-4479) and Shari Tanguay (541-737-3303).

Security and Access to Appworx Job Submission

Access to Appworx Job Submission is based on your access to Banner, as established by your Dean or Department Head. Each of the Banner systems has jobs that can be run against the data, and the custodial responsibility for the data is as follows:

• Human Resources data - The Department of Human Resources
• Financial data - The Office of Business Affairs
• Student data - The Registrar’s Office

Appworx Job Submission users are granted access using their Banner username and password. The Appworx Job Submission password will be synchronized to Banner so that changing the Banner password will result in changing the Appworx Job Submission password.

Appworx Job Submission access is automatically granted with Banner access. No specific training is required, though review of the Appworx Tutorial is recommended:

http://oregonstate.edu/dept/computing/train/cbt/appworx/
Getting Started with Appworx Job Submission

There are three pathways into Appworx:

To enter directly from a browser, use the URL:

http://appworx.oregonstate.edu/

To enter through the Oregon State University Banner Homepage, click the Appworx – PROD link.

To enter from within Banner forms, use the Appworx Job Submission link.
Opening the Software and Logging On:

Once you click on a link, you may see a Digital Signature window which requires you to click Run.

A Java window will open up as the software loads.

You will be prompted for a User Name and Password, which is synchronized with your ONID Username and Password.

The online Help message is displayed, which can be disabled and also requires you to click OK.

The Explorer page opens.

Click on the Backlog selection in the left Navigation bar, and are ready to go. The Backlog page will be your primary work page in Appworx.
Submitting Job in Appworx Job Submission

The Request Page

The Green arrow button will open the Request page.

The list of Jobs that you see to the right are listed under the Application selection of (All).

The Application selections provide categories of jobs to submit, and each job can be found in either one of the categories, or under (All).

You are limited to see only the jobs that you have permission to run.

SEARCH for a Job: The jobs list can also be searched by typing the first characters of a job name into the Search field. The available list of jobs will be limited to the characters typed.

NOTE: For a more detailed experience with this process, be sure to click on the tutorial Exercise for “Searching for a Job”.

Select a job by simply clicking on it.

Once you have selected the job you want to run, click on the Request button.
The Submit Page

The Prompts area is where you can select the parameters you want to use in this particular job run.

The prompt Select button will open a window with possible choices – in this case a calander.

The Submit & Close button will close this window and run the job.

The Submit & Close button is preferred because it is important when you submit a job that you close both the Submit and the Request pages and return to the Explorer page while the job is running. Note: If you modify any of the Prompts after clicking on the Submit button, the new prompt value will affect the job that is currently running, so the results will be unpredictable.

The Explorer Page & History Pane

Once you return to the Explorer page, you will be able to monitor the job as it runs.

This job is still running – the Process Flow record (the record with no Parent label) is still indicating Initiated.

This job has completed, and all of the parts (Process Flow and Task records) are in the History pane.

The job will remain in the History pane for ½ hour.

To view the results of the job, double click on the Task Name of the Parent record.
The Job Details Page

Double clicking on the Process Flow Task Name will open the Task Details page, where you can find a tab to access the Task’s Output Files.

The Output Files tab lists all of the reports that were created by the Task in the job.

The standard output from Appworx Job Submission are log files and a PDF report.

You can locate the PDF report by looking for “output.pdf”.

You can view the report by selecting the “output.pdf” record and then clicking on the View button.

The PDF report will also be automatically e-mailed to you as an attachment:

root@appworx1.ucsadm.oregon... [PROD] FAR0120 FINISHED (Jo...
Releasing an Aborted Job

When a job aborts, you will be notified by email. Enterprise Computing Services (ECS) will also be notified by email. There are a few things to know:

- You can look in the Log file to see why the job aborted.
- An Aborted job in the run queue prevents submitting another job of the same name.
- For simple reports, you will probably want to delete the job.
- For more complex jobs, you may want ECS to repair the job if possible so that it can continue running.
- You will also be seeing a great deal of RED in the Appworx Que/History page.

To see what aborted, the first place to look is in the aborted Task’s “o.log” file.

Double click on the Task record to get to the Task Details page, click on the Output Files tab, and then View the aborted record.

Scroll down the o.log file to find the “TROUBLE” information to see if the Task is recoverable. If you have questions about what you are seeing, contact ECS.

To release the aborted Task:

- RIGHT click in the aborted Process Flow record, and
- Then choose Delete 1*.
Resubmitting Jobs with Appworx Job Submission

Setting up the process

Every job that you run in Appworx is stored for 410 days. Resubmitting a job is a process of finding the job that you previously ran, whether the prompts are the same ones that you want to use or not. A feature of Appworks that makes it easier to identify a job with some specific prompts that you will want to re-run, is the Task Name Suffix.

In the Submit page, where you are setting up the prompts for a job, you will see an area for a Task Name Suffix.

Entering any data into this area will append that data to the end of the Job Name. For example, if you entered the words FALL_4TH, the resulting Job Name would be:

GPR1110_FALL_4TH.

The History Query Page

To locate a previously run job, you will need to filter your job history, so from the Explorer page:
- Click on Filter, and
- Click on History Query …

The History Query filter is quite versatile. You can filter by any combination of:

- Groups of Process Flow names,
- Jobs run in the same day,
  Note: The Current Day checkbox defaults to checked, or “yes”.
- Jobs run since a specific day,
- and Job Name (ID).

Once you have established a filter combination that works for you, it can be saved by assigning it a Filter Name before clicking on the OK button to run the filter.

The Process Flow Search button is used to search for a (or groups of) Process Flows.
The Process Flow Search Page

The search function in this page works the same as before – as you type characters into the Search field, the Unassigned list is reduced to Jobs that begin with those characters.

Once a list of Process Flow names has been obtained, you can assign either all or a single Process Flow, using the Move buttons in the center.

The result may look like this:

In this example, we have used “gpr” as the search criteria, and the resulting list of Process Flows will include GPR1100 through GPR1250.

Click on OK to assign the one(s) selected in the right pane.

The Process Flow area is now populated with the list, and remember to uncheck the Current Day checkbox to include Job runs prior to today.

Click on OK to run the filter and return to the Explorer page.
The Final Steps

Upon returning to the Explorer page, the History pane has some things to note:

- The Heading line is orange,
- The Apply Query checkbox is checked,
- And the Process Flow records are sorted to the top of the list (remember they have no Parent name).

You can also see an example of using the Task Name Suffix field.

When you identify the Job that you want to re-submit:

- **Right click** on the Process Flow record,
- And in the drop-down menu, select Request…

You will be taken back into the Submit page (page 5 of this document), where you can change the prompts or leave them the same before you re-submit the Job.
Other Things to Know about Appworx Job Submission

Below are some **CAUTIONS** and **PROCEDURES** to assist with some of the issues in dealing with file handling. The ones with links will take you to an instruction sheet that will lead you through the process. These documents were developed for the initial release of version 7.1.

- This link will take you to an instruction sheet on how to create an Appworx Desktop Shortcut: [http://oregonstate.edu/dept/computing/train/cbt/appworx/Desktop_Shortcut.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/Desktop_Shortcut.pdf)

- There is a report in Appworx you can run to see all of the active scheduled jobs, the next time they are scheduled to run, and the prompts they will be using. This link will take you to an instruction sheet: [http://oregonstate.edu/dept/computing/train/cbt/appworx/View_Jobs.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/View_Jobs.pdf)

- Some Appworx jobs have Multi Select Prompts that allow you to enter more than one value. This link will take you to an instruction sheet on selecting multiple values to use in one prompt: [http://oregonstate.edu/dept/computing/train/cbt/appworx/Multi_Select_Prompts.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/Multi_Select_Prompts.pdf)

- If you already have Acrobat reader open and you try to open a PDF in Appworx, you will get an error. You must close the file you already have open before you can open a new file.

- This link will take you to an instruction sheet on how to associate output file types with Appworx: [http://oregonstate.edu/dept/computing/train/cbt/appworx/File_Associations.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/File_Associations.pdf)

- When you receive an email with job id numbers that are not the same it sometimes gets confusing. This link will sort it out for you: [http://oregonstate.edu/dept/computing/train/cbt/appworx/email_Job_numbers.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/email_Job_numbers.pdf)

- If you have used Job Submission to upload files, a new Banner form, GYALOAD, has been developed to assist that process. This link will take you to an instruction sheet: [http://oregonstate.edu/dept/computing/train/cbt/appworx/GYALOAD.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/GYALOAD.pdf)

- If you receive the alternate file type .LIS (example: *test_file.lis*), you can view the file in e-mail through Wordpad. This link will take you to an instruction sheet on how to associate .LIS files with Wordpad: [http://oregonstate.edu/dept/computing/train/cbt/appworx/LIS_Files.pdf](http://oregonstate.edu/dept/computing/train/cbt/appworx/LIS_Files.pdf)