

Save Time with Scheduler

Automating Record Loads, Discovery Service Exports, and Create List Queries in Sierra and Millennium

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Objectives

- What is Scheduler?
- What are we automating with Scheduler?
- The Scheduler interface
- Scheduling a job in Scheduler
 - Creating a weekly list of items that are available and have pending holds
 - Creating a daily updated list of new books in the WebPAC
 - Loading patron records
 - Exporting bibliographic records to a discovery service
- Confirming that jobs are running



Who We Are

- **Kraemer Family Library**—midsize academic library serving a community of approximately 12,000 users
- **Longtime Innovative user**—migrated from Millennium to Sierra in 2012
- **Small Staff**—We have a total of 25 employees. My department, Web Services & Emerging Technologies, only has three employees



The Problem: Not Enough Time, Not Enough People

- For libraries with a small staff, manually completing reoccurring tasks is time consuming and inefficient.
- Jobs that need to be completed on a strict time schedule (patron imports, discovery service exports, etc.) take away from other duties.
- Someone might be out sick, on vacation, and so on, and a task might not be completed on time.



What is Scheduler?

- An add-on for Sierra and Millennium for automating the importing and exporting of records from or to an FTP server
- Supports bibliographic, item, patron, and authority records
- Also lets you run saved Create List queries on a schedule and store the results in a Review File
- Includes logging capabilities so that you can confirm a scheduled task runs successfully



What are we automating with Scheduler?

- A daily updated list of new books and videos in our WebPAC
- Patron loads
- Discovery service bibliographic records exports
- Various Create Lists queries that need to be run on a regular basis
 - Patrons owing more than \$20
 - Items that are available and have an outstanding hold
 - Course reserves that are overdue

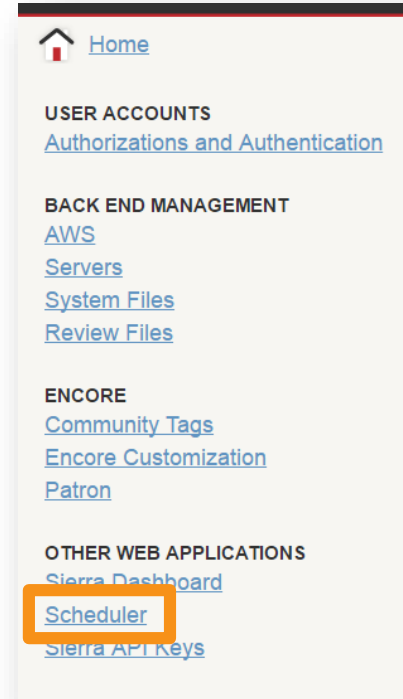


The Scheduler Interface



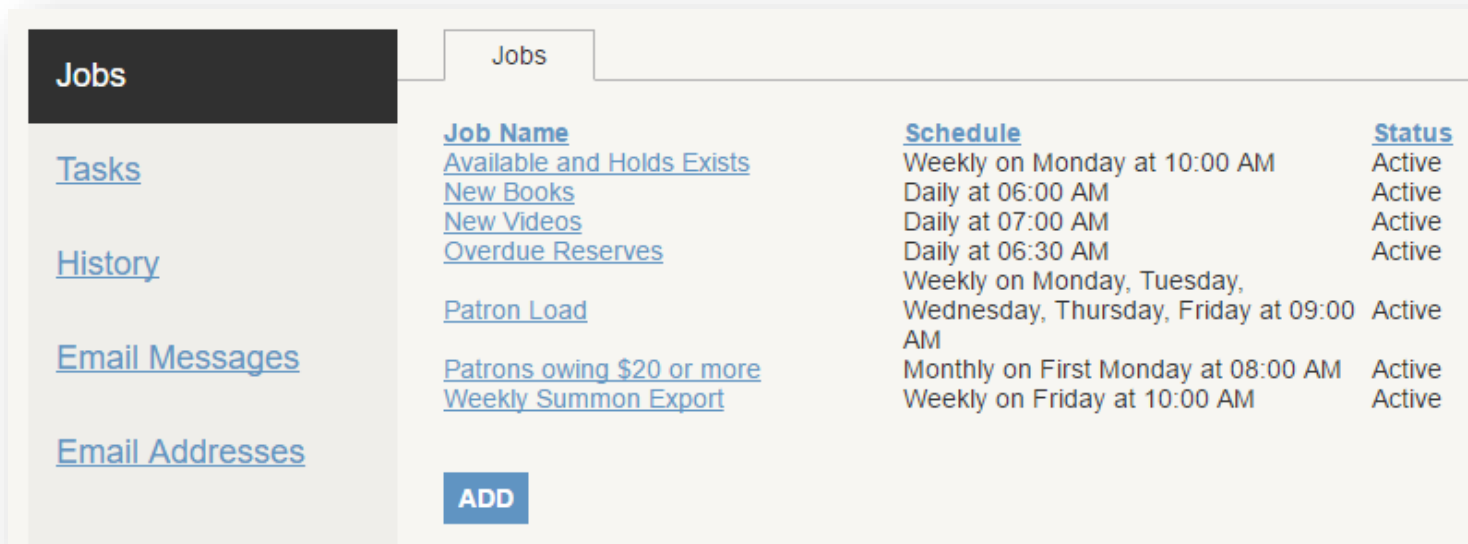
How Do I Access Scheduler?

- Scheduler is listed under **Other Web Applications** in the Administration Application
- To use Scheduler, you need permissions **610-620** assigned to your account



The Main Scheduler Interface: **Jobs**

Lists all scheduled tasks and their status



The screenshot displays the 'Jobs' section of a scheduler interface. On the left is a navigation sidebar with links for 'Jobs', 'Tasks', 'History', 'Email Messages', and 'Email Addresses'. The main content area shows a table of scheduled jobs with columns for 'Job Name', 'Schedule', and 'Status'. A blue 'ADD' button is located at the bottom left of the job list.

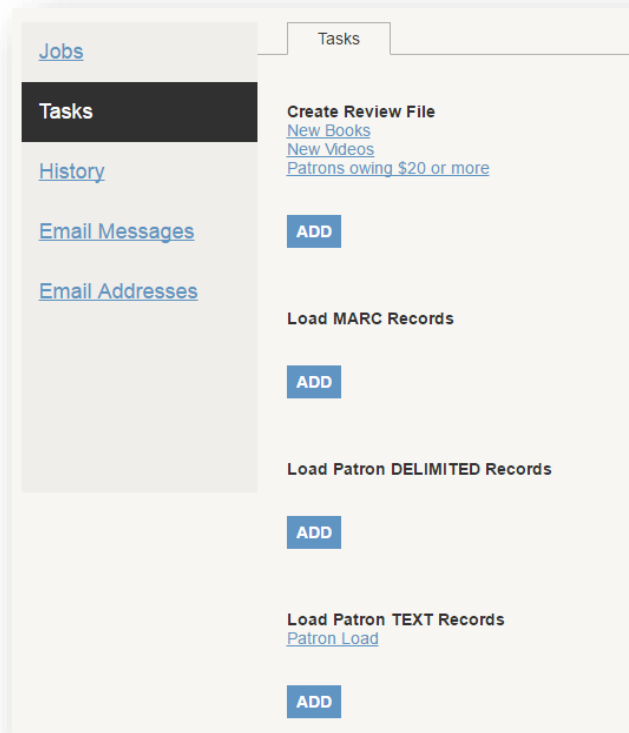
<u>Job Name</u>	<u>Schedule</u>	<u>Status</u>
Available and Holds Exists	Weekly on Monday at 10:00 AM	Active
New Books	Daily at 06:00 AM	Active
New Videos	Daily at 07:00 AM	Active
Overdue Reserves	Daily at 06:30 AM	Active
Patron Load	Weekly on Monday, Tuesday, Wednesday, Thursday, Friday at 09:00 AM	Active
Patrons owing \$20 or more	Monthly on First Monday at 08:00 AM	Active
Weekly Summon Export	Weekly on Friday at 10:00 AM	Active

ADD



The Main Scheduler Interface: **Tasks**

- **Available Tasks**
 - Create Review File
 - Load MARC Records
 - Load Patron Delimited Records
 - Load Patron Text Records
 - Load SUDOC Records
 - Load UNIMARC Authority Records
 - Output Delimited Records
 - Output MARC Records



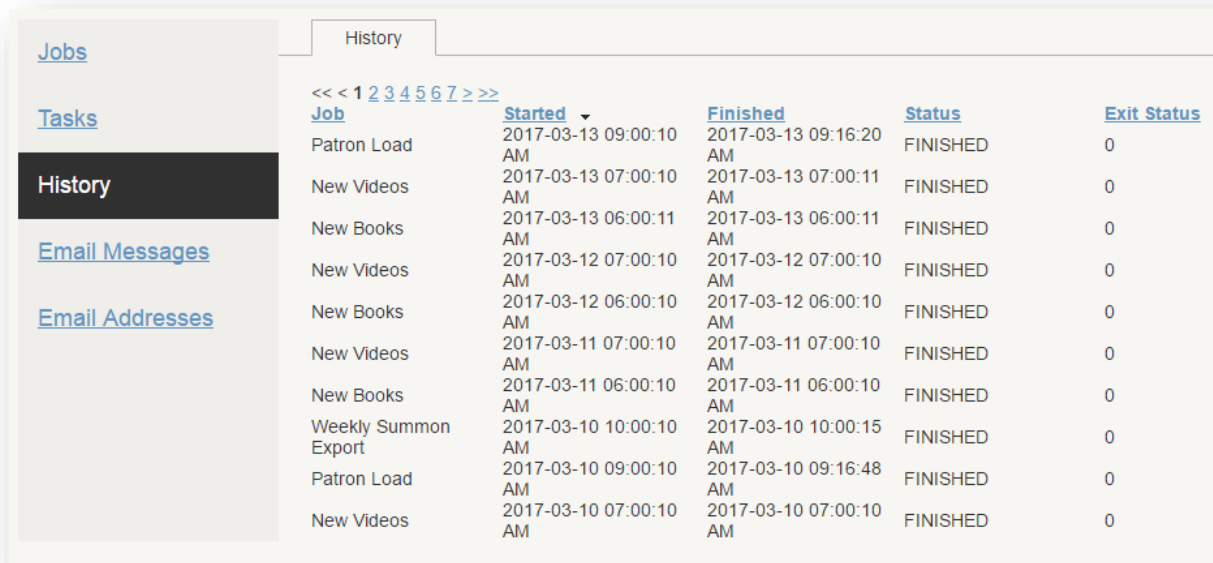
The screenshot displays a web interface for scheduling tasks. On the left is a vertical navigation menu with the following items: [Jobs](#), **Tasks** (highlighted in black), [History](#), [Email Messages](#), and [Email Addresses](#). The main content area is titled 'Tasks' and contains three task entries, each with an 'ADD' button:

- Create Review File**
 - [New Books](#)
 - [New Videos](#)
 - [Patrons owing \\$20 or more](#)
- Load MARC Records**
- Load Patron DELIMITED Records**
- Load Patron TEXT Records**
 - [Patron Load](#)



The Main Scheduler Interface: History

Lists completed jobs, including start and stop time, and status

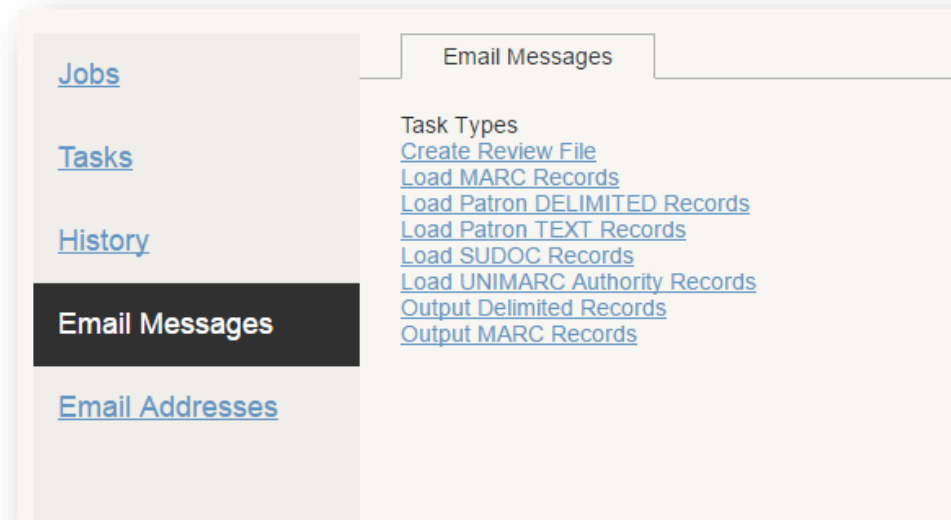


Jobs	History
Tasks	<<< 1 2 3 4 5 6 7 >>>
History	Job Started Finished Status Exit Status
Email Messages	Patron Load 2017-03-13 09:00:10 AM 2017-03-13 09:16:20 AM FINISHED 0
Email Addresses	New Videos 2017-03-13 07:00:10 AM 2017-03-13 07:00:11 AM FINISHED 0
	New Books 2017-03-13 06:00:11 AM 2017-03-13 06:00:11 AM FINISHED 0
	New Videos 2017-03-12 07:00:10 AM 2017-03-12 07:00:10 AM FINISHED 0
	New Books 2017-03-12 06:00:10 AM 2017-03-12 06:00:10 AM FINISHED 0
	New Videos 2017-03-11 07:00:10 AM 2017-03-11 07:00:10 AM FINISHED 0
	New Books 2017-03-11 06:00:10 AM 2017-03-11 06:00:10 AM FINISHED 0
	Weekly Summon Export 2017-03-10 10:00:10 AM 2017-03-10 10:00:15 AM FINISHED 0
	Patron Load 2017-03-10 09:00:10 AM 2017-03-10 09:16:48 AM FINISHED 0
	New Videos 2017-03-10 07:00:10 AM 2017-03-10 07:00:10 AM FINISHED 0



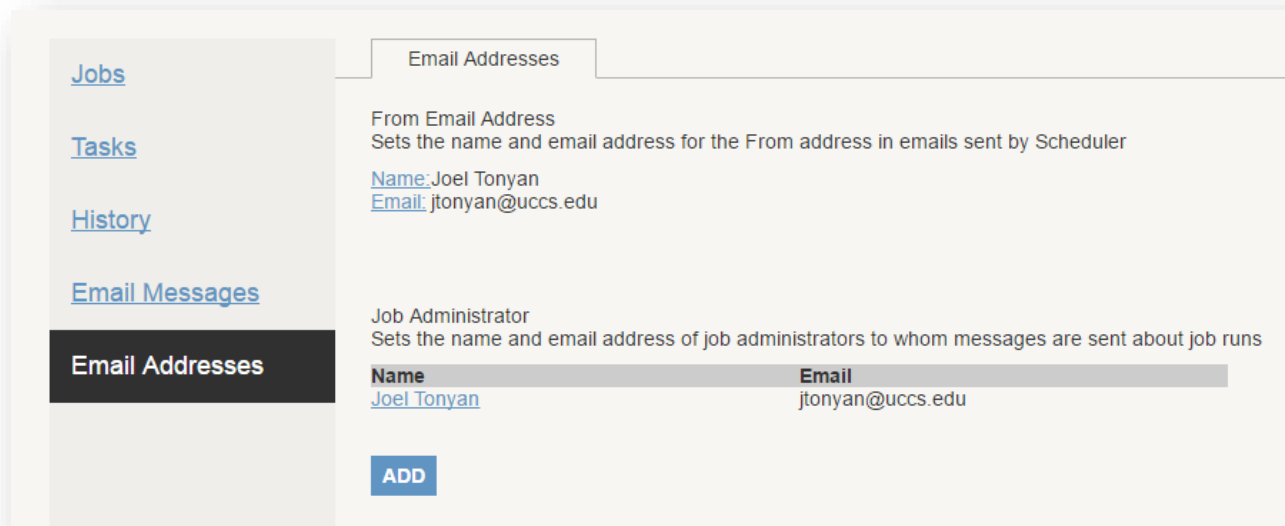
The Main Scheduler Interface: **Email Messages**

Lets you define custom email messages for each task type



The Main Scheduler Interface: Email Addresses

Lets you set the “from” email address for Scheduler emails and identify job administrators who will receive notifications about job runs



The screenshot shows a web interface with a sidebar on the left containing navigation links: [Jobs](#), [Tasks](#), [History](#), [Email Messages](#), and [Email Addresses](#) (which is highlighted). The main content area is titled "Email Addresses" and contains two sections:

- From Email Address**: Sets the name and email address for the From address in emails sent by Scheduler.
Name: Joel Tonyan
Email: jtonyan@uccs.edu
- Job Administrator**: Sets the name and email address of job administrators to whom messages are sent about job runs.

Name	Email
Joel Tonyan	jtonyan@uccs.edu

At the bottom of the Job Administrator section is a blue button labeled "ADD".



Scheduling a New Job

1. Create the task.
2. Schedule the job.
3. Define the email message for that task type.
4. Test!



Scheduling a Create List Query: Available Items with Holds on Them



What was Needed and How Scheduler Could Help

- A weekly updated list of items that have a **hold** on them and are listed as **Available**.
- Without Scheduler, our Circulation staff had to manually run this list and would sometimes forget, leading to upset patrons.
- Scheduler would let us automate creation of this list and email the Circulation employee responsible for holds.



Creating a Saved Search

Create a Saved Searches that look for item records that have a status equal to “- : Available” and that have an existing hold.

Classic						
Term	Operator		Type	Field	Condition	Value A
1			ITEM	STATUS	equal to	-
2	AND		ITEM	HOLD	exist	
ITEM STATUS equal to "-" AND ITEM HOLD exist						



Creating the Task in Scheduler

1. Add a new **Create a Review File** task in Scheduler
2. Name the task **Available and Holds Exists** and set it to save the results to a designated review file (#23)
3. Configure the task to search on a item record number range ending in a wildcard (b*)
4. Configure the task to use the previously created Saved Search

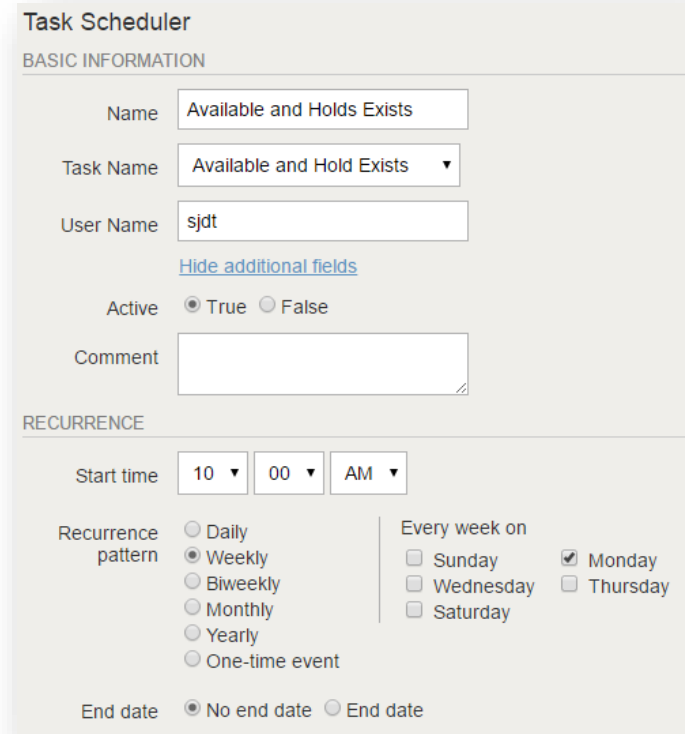
The screenshot shows the 'Edit Task' configuration page for a task named 'Available and Hold Exists'. The interface includes several sections:

- Edit Task Name:** Available and Hold Exists
- Email Addresses:** kmurray7@uccs.edu
- Task Parameters:**
 - Review File:** 23 Available and Hold Exists (Don't Delete) (51/5000 Records)
 - Rename as:** Available and Hold Exists (Don't Delete)
 - Store Record Type:** ITEM i
 - Retain each box separately in review file:** Yes No
 - Search on:** Range Type: Range
 - Start: i10000008
 - Stop: i*
 - Login:** skhm
 - Saved Search:** available and hold exists - skhm



New Books List: Scheduling the Daily Job

1. Create a new job in Scheduler called **Available and Hold Exists**
2. Configure it to use the previously created **Available and Hold Exists** task
3. Set the job to run every Monday, with no end date, at 10:00 a.m.
4. Set the job to **Active**



The screenshot displays the 'Task Scheduler' configuration window, divided into two main sections: 'BASIC INFORMATION' and 'RECURRENCE'.

BASIC INFORMATION

- Name:** Available and Holds Exists
- Task Name:** Available and Hold Exists (dropdown menu)
- User Name:** sjdt
- Active:** True False
- Comment:** (empty text area)
- [Hide additional fields](#)

RECURRENCE

- Start time:** 10:00 AM (dropdown menus)
- Recurrence pattern:** Daily, Weekly, Biweekly, Monthly, Yearly, One-time event
- Every week on:** Sunday, Monday, Wednesday, Thursday, Saturday
- End date:** No end date End date



Scheduling a Create List Query: New Books and New Videos Lists



What was Needed and How Scheduler Could Help

- A daily updated list of new books and videos in our WebPAC.
- The lists would need to display any item records with a status of **NEW BOOK SHELVES** or **NEW VIDEOS SHELVES**.
- Without Scheduler, offering this feature was impractical. Someone would have to manually run the saved queries every day.
- Scheduler would let us offer this feature.



Creating Daily Updated New Books List

The screenshot displays the library's website interface. At the top left is the UCCS logo and the text "Kraemer Family Library UNIVERSITY OF COLORADO COLORADO SPRINGS". At the top right is a "Get Help" box with contact information: "Call: 719-255-3296", "Text: 719-344-2381", and "Email | Chat Online". Below the header is a navigation bar with "Home", "My Library Account", and "Prospector".

The main content area is divided into two columns. The left column, titled "Search Options", contains a vertical list of buttons: "Advanced Search", "Author", "Title", "Subject", "Number", "Reserves", "Journal Title", "What's New?", "New Books", and "New Videos". The "What's New?" button is highlighted with an orange border.

The right column is titled "Advanced Search - Type the keywords you want to find." and contains several search fields. Each field is a dropdown menu labeled "Any Field:" followed by an input box and a dropdown arrow. There are four such fields. Below these fields is a checkbox labeled "Limit search to available items" and two buttons: "Submit" and "Clear Form".

Below the advanced search fields is a section titled "Add Limits (Optional)" with three dropdown menus: "Material Type" (with options: ANY, VIDEO, THESES, ELECTRONIC, RECORDED MUSIC), "Location" (with options: ANY, Main Collection, Main Oversize, ONLINE, Reference), and "Language" (with options: ANY, English, French, German, Spanish).

To the right of the "Add Limits" section is a "Search Tips" section. It includes "Phrase Searches" (Search for complete phrases by enclosing them in quotation marks. Example: "solar energy") and "Boolean Operators" (Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words. Examples: stocks and bonds; (alaska or canada) and (adventure and not vacation)).



New Books List: Creating a Saved Search

Create a Saved Searches that look for item records that have a status equal to “y: New Book Shelves” or “h: New Video Shelves”

The screenshot shows a library catalog interface. At the top, there is a 'Review file:' field. Below it, a section titled 'Classic' contains a table with search criteria. The table has columns for Term, Operator, Type, Field, Condition, and Value A. The first row contains the value '1' in the Term column, 'ITEM' in the Type column, 'STATUS' in the Field column, 'equal to' in the Condition column, and 'y' in the Value A column. Below the table, the text 'ITEM STATUS equal to "y"' is visible. A 'Select Me' dialog box is open over the table, displaying a grid of buttons for various status options. The button for 'NEW BOOK SHELVES' (with a 'y' icon) is highlighted. Other buttons include 'AVAILABLE', 'ONLINE', 'FLOOD', 'BILLED', 'IN TRANSIT', 'LOST AND PAID', 'PROSPECT PAGED', 'PROSPECT RETD', 'NEW VIDEO SHELVES', 'IN CATALOGING', 'BINDERY', 'LOST', 'LIB USE ONLY', 'ON HOLD SHELF', 'PROSPEC CANCEL', and 'REQUESTED'. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

Term	Operator	Type	Field	Condition	Value A
1		ITEM	STATUS	equal to	y

ITEM STATUS equal to "y"



New Books List: Creating the Task in Scheduler

1. Add a new **Create a Review File** task in Scheduler
2. Name the task **New Books** and set it to save the results to a designated review file (#39)
3. Configure the task to search on a bib record number range ending in a wildcard (b*)
4. Configure the task to use the previously created Saved Search

Edit Task

Name: New Books

Email Addresses: jtonyan@uccs.edu

Task Parameters

Review File: 39 New Books (8/5000 Records)

Rename as: New Books

Store Record Type: BIBLIOGRAPHIC b

Retain each box separately in review file: Yes No

Search on: Range Type: Range

Start: b10000008

Stop: b*

Login: sjdt

Saved Search: jdt - New Books



New Books List: Scheduling the Daily Job

1. Create a new job in Scheduler called **New Books**
2. Configure it to use the previously created **New Books** task
3. Set the job to run daily, with no end date, at 6:00 a.m. each morning
4. Set the job to **Active**

Task Scheduler

BASIC INFORMATION

Name

Task Name

User Name

[Hide additional fields](#)

Active True False

Comment

RECURRENT

Start time

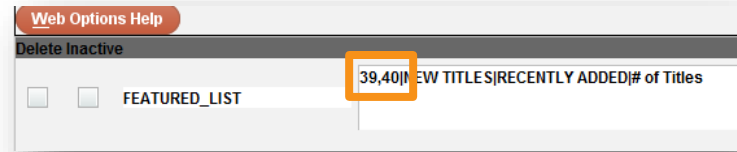
Recurrence pattern Daily Weekly Biweekly Monthly Yearly One-time event

End date No end date End date

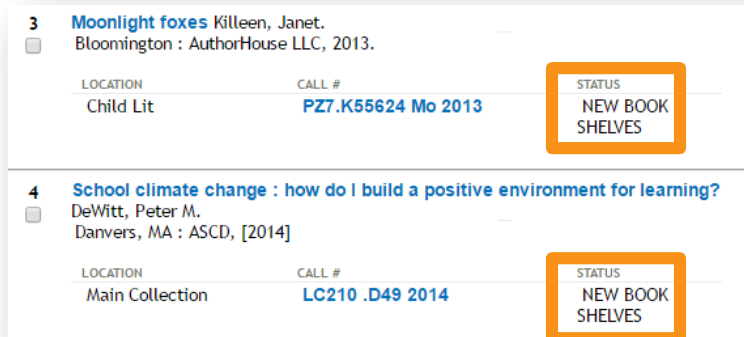


New Books List: Updating the Web Options

Update the **Featured_List** Web Option, adding the Review File number used by the New Books Scheduler Job



Now patrons can browse a daily updated list of what is on our new books shelves.



Importing Patron Records



What was Needed and How Scheduler Could Help

- A way to automate our patron imports.
- Manually importing patron records was taking an average of 20 minutes each time.
- Consequently, we were only loading new patrons on a weekly basis.
- Scheduler would let us automate this process and schedule it to occur more frequently.



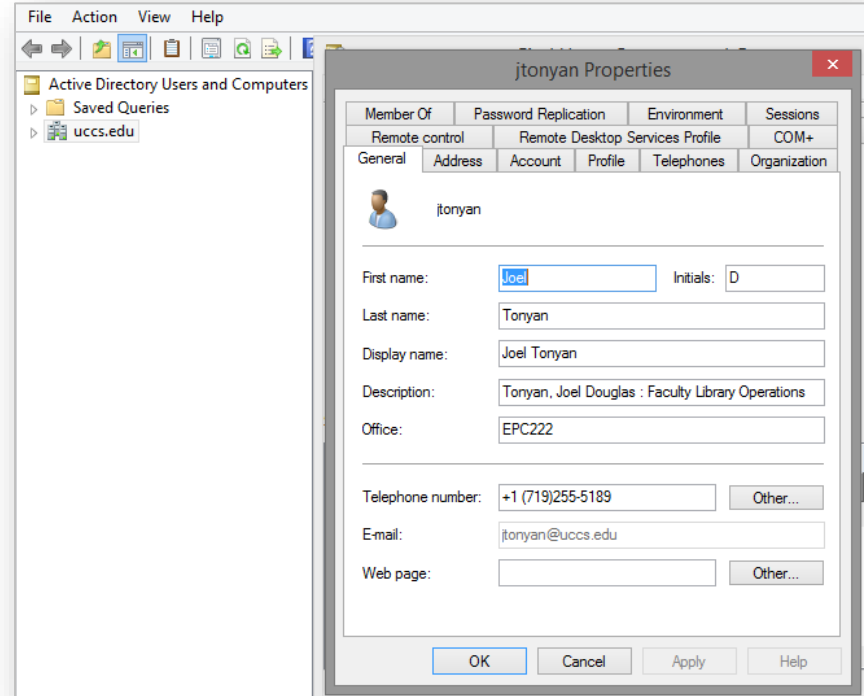
Automating Patron Record Imports

- Identify Active Directory as a source for Patron Load data
- Work with campus IT department to harvest data from AD
- Configure load profile to use for patron record imports
- Configure Scheduler to import patron records



Identifying a Source for Patron Data

- Discovered that a number of campus systems contained patron data, including registrar, HR database, university ID system, etc.
- Decided on Active Directory because most of these data systems were fed into AD
- IT had to add a field to AD to store library barcodes from university ID system



Preparing a Patron Data for Import into Sierra

- Worked closely with IT department to determine data available in AD
- Worked closely with Circulation department to determine what fields needed to be populated in patron records
- IT wrote a Perl script to export the data from AD to a text file in a format that matches our patron load profile's formatting requirements

```
0003--000circ --  
nDoe, John James  
a5644 Glad Street, Colorado Springs, CO 80906 US  
t719-555-3890  
u111111  
zjdoe@uccs.edu  
b23280001729999  
0020--000circ --  
nTonyan, Joel Douglas  
a2277 Somewhere Ln, Colorado Springs, CO 80917 US  
t479-555-3388  
u265888  
zjtonyan@uccs.edu  
b23280001722222  
hLibrary Operations, EPC222  
px5189
```



Customizing our Patron Load Profile

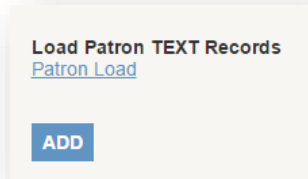
- Edited patron load profile to set unique identifier field (“u”) as match point for overlay
- Also, had to protect a number of fixed and variable length fields from overlay, including the P Message, Mblock, Message, Note fields, and so on.

```
||0|0| | |0|n|G|0|@main="p"  
||0|0| | |0|n|G|0|@marc=""  
||0|0| | |0|n|G|0|@msg="Patron records will be created"  
999|z|0|10| | |0|n|G|0|#com="recs"@recs="p"  
999|x|0|1| | |0|n|G|0|#com="clsi"@clsi="n"  
999|w|0|1| | |0|n|N|0|#com="test"@test="n"  
999|v|0|1| | |0|n|N|0|#com="init"@init="n"  
999|u|0|1| | |0|n|N|0|#com="disp"@disp="n"  
/999|l|0|20| | |0|n|G|0|#com="dflc"@dflc="patron"  
999|t|0|10| | |0|n|G|0|#com="ov"@ov_tag="u"  
||0|0| | |0|n|G|0|@ov_action="o"  
||0|0| | |0|n|G|0|  
@ov_protect="p=F44,48-50,54-56,95,96,102-103,122,123,124-125,163,263,268Vmx01  
3456789="
```



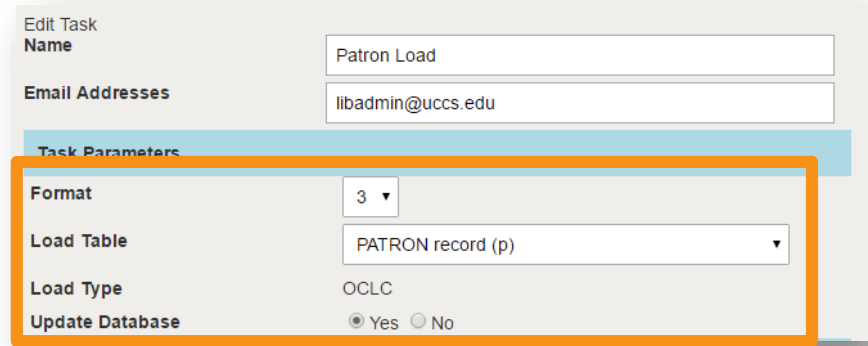
Creating the Task in Scheduler

- Add a new task using the Load Patron TEXT Records option



- Chose format 3, which matches the format of our patron load text file

Other formats are described in the Millennium manual:
http://csdirect.iii.com/manual/Default.php#i_addsysfun_c_load_patron_rec.html



Edit Task
Name: Patron Load
Email Addresses: libadmin@uccs.edu

Task Parameters

Format: 3
Load Table: PATRON record (p)
Load Type: OCLC
Update Database: Yes No

Format 3: Text File Image

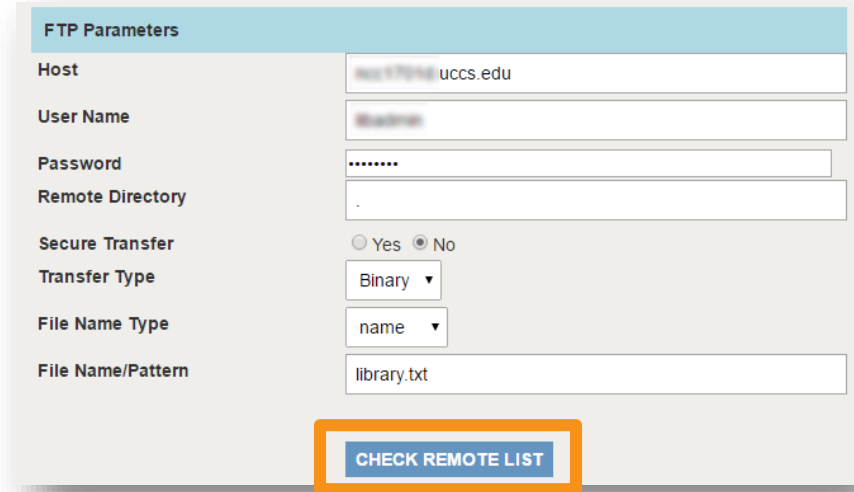
This format is similar to Format 2, except that each field does not need to be padded with blanks to fill an 80-column line (A). The zero field still begins each record.

```
0001ab001main --12-31-99
nSmith, Jane
aP.O. Box 177#305B East Hall
t(510) 555-1305
h123 Hill St.#Oakland, CA 95155
p(510)444-1010
u123-45-6789
b2117102003159
zjanesmith@campus.edu
```



Creating the Task in Scheduler, continued

- A new patron load file is output daily to an FTP server hosted by our campus IT department
- The file is named “library.txt”
- We configured Scheduler to access this FTP server and download the “library.txt” file
- After entering the FTP info, it’s important to “Check Remote List” to ensure Sierra/Millennium can access the FTP server successfully



The screenshot shows the 'FTP Parameters' configuration form in a software interface. The form includes the following fields and options:

- Host:** uccs.edu
- User Name:** [Redacted]
- Password:** [Redacted]
- Remote Directory:** .
- Secure Transfer:** Radio buttons for Yes and No, with 'No' selected.
- Transfer Type:** Binary (dropdown menu)
- File Name Type:** name (dropdown menu)
- File Name/Pattern:** library.txt

A blue button labeled 'CHECK REMOTE LIST' is highlighted with an orange border at the bottom of the form.



Scheduling the Patron Load Task to Run

- I scheduled the patron load task to run on a Monday through Friday basis
- The task runs Monday through Friday, at 9:00am
- Our patron load file contains approximately 17,000 patron records, and it takes approximately 20 minutes for the job to run

Task Scheduler

BASIC INFORMATION

Name

Task Name

User Name

[Show additional fields](#)

RECURRENCE

Start time

Recurrence pattern Daily
 Weekly
 Biweekly
 Monthly
 Yearly
 One-time event

Every week on
 Sunday Monday Tuesday
 Wednesday Thursday Friday
 Saturday

End date No end date End date

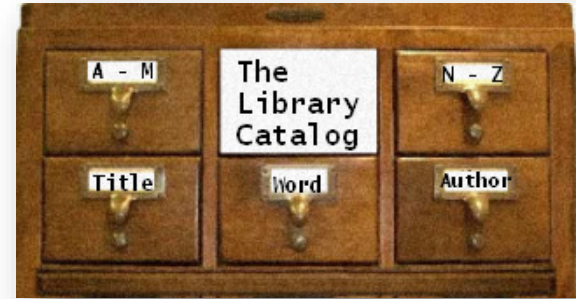


Exporting Records to a Discovery Service



What was Needed and How Scheduler Could Help

- A way to automate our catalog exports to our discovery service.
- A way to identify new and updated bibliographic records in our catalog on a weekly basis.
- A way to then output the results to the Summon FTP server using the naming scheme ExLibris requires.
- Scheduler made this possible, without requiring any manual intervention.



Automating Catalog Exports to a Discovery Service

- Develop a Create List query for identifying new, updated, and suppressed records
- Configure Scheduler to export bibliographic records using saved query



Creating a Saved Search

Create a Saved Search that looks for bib records that have an item record that isn't blank and either the bib or order record was updated in the last week or that was suppressed in the last week.

Classic

Term	Operator		Type	Field	Condition	Value A	Value B	
1		(ITEM	LOCATION	not equal to			
2	AND		BIBLIOGRAPHIC	UPDATED	within last week)
3	OR		ORDER	ODATE	within last week			
4	OR	(BIBLIOGRAPHIC	BCODE3	equal to	s		
5	AND		BIBLIOGRAPHIC	UPDATED	within last week)

(ITEM LOCATION not equal to "" AND BIBLIOGRAPHIC UPDATED within last week) OR ORDER ODATE within last week OR (BIBLIOGRAPHIC BCODE3 equal to "s" AND BIBLIOGRAPHIC UPDATED within last week)

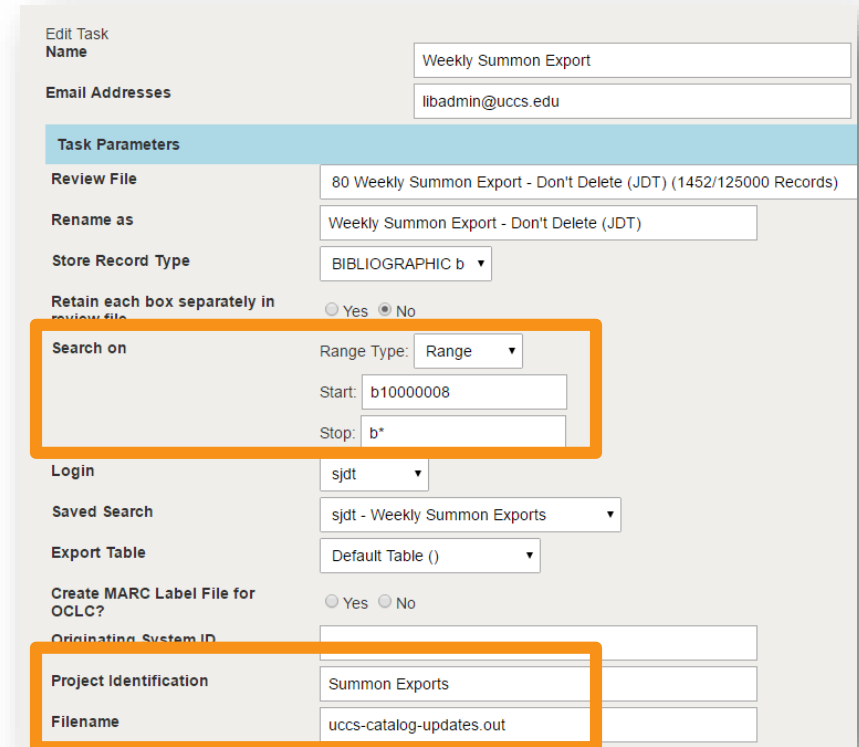


Creating the Task in Scheduler

- Add a new task using the Output MARC Records option



- Use a wildcard (*) in the **Stop** field under **Search On** options
- Set the output filename to match ExLibris's naming conventions



Edit Task

Name: Weekly Summon Export

Email Addresses: libadmin@uccs.edu

Task Parameters

Review File: 80 Weekly Summon Export - Don't Delete (JDT) (1452/125000 Records)

Rename as: Weekly Summon Export - Don't Delete (JDT)

Store Record Type: BIBLIOGRAPHIC b

Retain each box separately in review file: Yes No

Search on (highlighted): Range Type: Range, Start: b10000008, Stop: b* (highlighted)

Login: sjdt

Saved Search: sjdt - Weekly Summon Exports

Export Table: Default Table ()

Create MARC Label File for OCLC?: Yes No

Originating System ID: (empty)

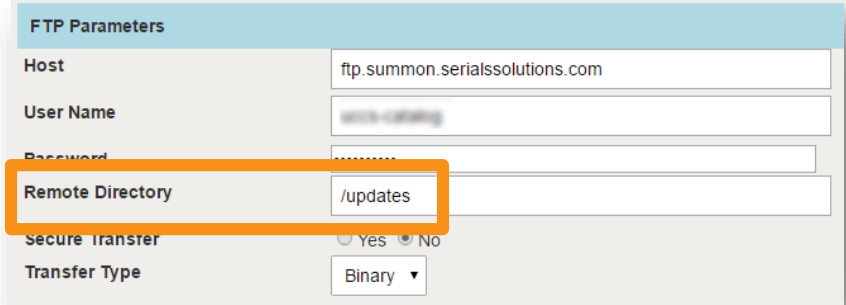
Project Identification (highlighted): Summon Exports

Filename (highlighted): uccs-catalog-updates.out



Creating the Task in Scheduler, continued

- We configured Scheduler to access the Summon FTP server and upload the file to the “/updates” Remote Directory



The screenshot shows the 'FTP Parameters' configuration form in a software interface. The form includes the following fields and options:

FTP Parameters	
Host	ftp.summon.serialssolutions.com
User Name	seris-rolling
Password	*****
Remote Directory	/updates
Secure transfer	<input type="radio"/> Yes <input checked="" type="radio"/> No
Transfer Type	Binary

The 'Remote Directory' field, containing the value '/updates', is highlighted with an orange rectangular border.



Scheduling the Discovery Service Export Task to Run

- I scheduled the discovery service export task to run every Friday
- The task runs every Friday at 10:00am
- The job only takes seconds to run, even with thousands of records

Task Scheduler

BASIC INFORMATION

Name

Task Name

User Name

[Show additional fields](#)

RECURRENCE

Start time

Recurrence pattern

Daily

Weekly

Biweekly

Monthly

Yearly

One-time event

Every week on

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

End date No end date End date



Confirming that Scheduled Jobs are Running



Confirming that jobs are running: **Checking the Logs**

Jobs	History				
Tasks	<< < 1 2 3 4 5 6 7 > >>				
History	Job	Started ▼	Finished	Status	Exit Status
Email Messages	Available and Holds Exists	2017-03-24 12:55:10 PM	2017-03-24 12:55:10 PM	FINISHED	0
Email Addresses	Patrons owing \$20 or more	2017-03-24 12:30:10 PM	2017-03-24 12:30:10 PM	FINISHED	0
	Weekly Summon Export	2017-03-24 10:00:10 AM	2017-03-24 10:00:16 AM	FINISHED	0
	Patron Load	2017-03-24 09:00:10 AM	2017-03-24 09:16:35 AM	FINISHED	0
	New Videos	2017-03-24 07:00:10 AM	2017-03-24 07:00:10 AM	FINISHED	0
	New Books	2017-03-24 06:00:12 AM	2017-03-24 06:00:12 AM	FINISHED	0
	Patron Load	2017-03-23 09:00:11 AM	2017-03-23 09:16:25 AM	FINISHED	0
	New Videos	2017-03-23 07:00:10 AM	2017-03-23 07:00:10 AM	FINISHED	0
	New Books	2017-03-23 06:00:10 AM	2017-03-23 06:00:10 AM	FINISHED	0
	Patron Load	2017-03-22 09:00:10 AM	2017-03-22 09:16:23 AM	FINISHED	0



Confirming that jobs are running: Email Messages

[Jobs](#)

[Tasks](#)

[History](#)

Email Messages

[Email Messages](#)

Email Messages(TaskType - Load Patron TEXT Records) [X]

Email messages by event

Task Type: Load Patron TEXT Records


Event	Subject	Message
Begin	The patron load process has begun.	[not set]
Success	The patron load process was successful.	[not set]
Failure	The patron load process has failed.	[not set]
End	The patron load process has ended.	[not set]

```
-----
Fri Mar 24 2017 09| library.marc 36124 |999:999|          RECORD LOADING STATISTICS|
Fri Mar 24 2017 09| library.marc 36124 |999:999|Input file - library.marc      Start date - March 24 09:00AM|
Fri Mar 24 2017 09| library.marc 36124 |999:999|Error file - library.errlog      End date  - March 24 09:16AM|
Fri Mar 24 2017 09| library.marc 36124 |999:999|m2btabs file - m2btabs.p|
Fri Mar 24 2017 09| library.marc 36124 |999:999|Number of input records - 17978|
Fri Mar 24 2017 09| library.marc 36124 |999:999|Number of errors      - 0|
Fri Mar 24 2017 09| library.marc 36124 |999:999|          NEW          EXISTING  INPUT  TOTAL|
Fri Mar 24 2017 09| library.marc 36124 |999:999|          RECORDS  REC #S ASSIGNED  RECORDS RECORDS RECORDS|
Fri Mar 24 2017 09| library.marc 36124 |999:999|          CREATED   START    STOP OVERLAYED REJECTED  READ|
Fri Mar 24 2017 09| library.marc 36124 |999:999|PATRON      6 p10888251 p10888305  17972  0  17978|
-----
```



Confirming that jobs are running: Email Messages

Tasks	Email messages by event		
	Task Type: Output MARC Records		
History			
Email Messages	Event	Subject	Message
	Begin	Out MARC Records Started	[not set]
	Success	Output MARC Records Successful	[not set]
	Failure	Output MARC Records Failed	[not set]
	End	Output MARC Records Finished	[not set]

 Fri 3/24/2017 10:00 AM

"Joel Tonyan" jtonyan@uccs.edu
MSG00100: Output MARC Records Successful

To Library Administrator

File uccs-catalog-updates.out has been placed into <ftp.summon.serialssolutions.com>



Confirming that jobs are running: Check Create Lists

For Scheduler Jobs that use a Review File, simply check the Review File and when it was last created.

Review Files

All

File	Name	Current Records	Max Records	Type	Status	Login	Created [date/time]
80	Weekly Summon Export - Don't Delete (JDT)	1452	125000	b	complete	sjdt	03-24-2017 / 10:00'08
1	Bib 540 tag	16942	60000	b	complete	iiisierra	02-10-2017 / 11:45'58
2		0	60000		empty		
3	MEF	56	60000	o	complete	smjm	02-18-2016 / 10:51'24
4		0	60000		empty		



Still to Do

- Automate bibliographic record imports
- Automate more Create List queries to help streamline workflows in other departments
- Get more Review Files!



Things to Keep in Mind

- Scheduled jobs that require a Review File will “own” that review file, making it unavailable for other uses.
- Scheduled jobs that require a Review File (Create Lists queries, discovery service exports, etc.) will need a review file large enough to hold all possible results.
- After creating a task, I recommend scheduling it to run for the first time a couple minutes later to confirm it’s working. Then, reschedule it for its usual time.



Questions?

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