

Submission Jobs

About Submission Jobs

Submission jobs are used to submit Producer content (per material flow) at specified intervals to the Deposit server for automated deposits.

Note

- You can prevent the submission job from processing a folder. (This can be useful if you do not want it to be loaded prematurely.) To do so, create an empty file in the submission job folder and name it `locked` (or `.locked`).
- While processing a folder, the submission job adds a locked file.
- After a folder has been successfully processed, the submission job adds a done file. Folders with done files are not processed by the submission job. You can create a cron job to clean up these folders.
- After a folder has been unsuccessfully processed, the submission job adds an error file. Folders with error files are reprocessed by the submission job (and should not be deleted). Users can use this file to identify problematic submission folders.

Managing Submission Jobs

The Manage Scheduled Jobs page enables Negotiators to schedule submission jobs. To access this page, follow the Rosetta drop-down menu path: **Deposits > Jobs > Submission Job**.

The Manage Scheduled Jobs page opens to existing submission jobs:

Name	Previous Fire Time	Next Fire Time	Frequency	State	Producer	Material Flow	History	Update	Run Now	More Actions
1 Submission Job 4hE	-	05/08/2020 16:11:00	Every 1 hour/s	Normal	Demo Internal Producer	Rosetta METS deposit	History	Update	Run Now	More Actions
2 Submission Job5pF	07/08/2016 14:51:05	05/08/2020 11:19:00	Every 1 hour/s	Normal	Demo Internal Producer	Rosetta METS deposit	History	Update	Run Now	More Actions
3 Submission Job	-	-	Every Sunday at 1:00	Not Running	Demo Internal Producer	Rosetta Dublin Core deposit	History	Update	Run Now	More Actions

Manage Scheduled Jobs (Submission Jobs List)

The following information appears on this page:

- Name – the name of the submission job
- Previous Fire Time – the last time the job ran
- Next Fire Time – the next time the job is scheduled to run
- Frequency – the frequency with which the job runs
- State – the state of the job, for example, Normal, Not Running, etc.

- Producer – the Producer who created the job
- Material Flow – the material flow with which the job is associated
This page enables Negotiators to monitor the status of each submission job and perform the following tasks:
- **Add a new job** – For more information, see [Adding a Submission Job](#).
- **View a job’s history** – Click the **History** link to display a list of times the job ran. For more information, see [Viewing Submission Job History](#)
- **Modify a job** – For more information, see [Modifying a Submission Job](#).
- **Execute a job** – Click the **Run Now** link to run a job manually.
- **Duplicate a job** – Click **Duplicate** to create a copy of the job.

In addition, you can cancel a job. For more information, see [Canceling a Submission Job](#).

Viewing Submission Job History

You can view the history of submission jobs.

To view the history of submission jobs:

From the Manage Scheduled Jobs page, click the **History** link for a job. The Submission Job History page opens:

The screenshot shows the 'Rosetta Management' interface. At the top, there are navigation tabs: Deposits, Submissions, Data Management, and Preservation. Below this is a breadcrumb trail: Deposits: Submission Job / Details. The main content area is divided into sections:

- Job Details:** A table showing Name (Submission Job3uS), Frequency (Every 1 hour/s), Previous Fire Time (13/09/2016 19:56:19), Role (Repository), From Date (-), Next Fire Time (-), State (Not Running), and Until Date (-).
- Job Parameters:** A section with a dropdown arrow, containing fields for Producer Agent User Name (admin1), Producer (Producer for Testing), and Material Flow (69347 (not listed)).
- History:** A section with a dropdown arrow, containing a Filter dropdown set to 'All' and a table of runs.

The History table shows one run:

	Status	Start Time	Duration			
1	Success	13/09/2016 19:56:19	0 min, 2 sec	View Log	Download	SIPs

At the bottom of the page, there are 'Back' and 'Refresh' buttons.

Submission Job History

A list of times the job ran is displayed. The following actions are available:

- Click **View Log** to see the log of the job. For example:

```

Tue Sep 13 19:56:20 IDT 2016 INFO Started Processing Deposit For: Test_Plan-1473785662231
Tue Sep 13 19:56:21 IDT 2016 INFO Deposit successful for Test_Plan-1473785662231 ,Deposit Activity ID: 157, SIP 157
Tue Sep 13 19:56:21 IDT 2016 INFO Finished Processing Deposit For: Test_Plan-1473785662231
Tue Sep 13 19:56:21 IDT 2016 INFO Submission Job finished
Tue Sep 13 19:56:21 IDT 2016 INFO Job completed Successfully

```

Submission Job History Log

- Click **Download** to download the job log.
- Click **SIPs** to display a report of SIPs generated by the job.

Adding a Submission Job

This task allows Negotiators to create a new submission job for a material flow.

To add a submission job:

1. Click the **Add job** button on the Manage Scheduled Jobs page.
The Job Details page opens.

[Home](#) / Deposits: Submission Job / Details

* **Name**

Scheduling

[No Scheduling](#)
[Hourly](#)
[Daily](#)
[Weekly](#)
[Monthly](#)
[Advanced](#)

Start At
Time :
Date
Repeat Indefinitely Until

Perform Every : Hour/s

Job Parameters

* **Producer Agent User Name:**
 * **Producer:**
 * **Material Flow:**

Email Notification

Send email?
 * **Email**

Job Details (Submission Job)

2. Enter a name for the submission job in the **Name** field.

3. Select the interval at which to execute the job: **No Scheduling, Hourly, Daily, Weekly, Monthly, and Advanced.**
4. To configure hourly, daily, weekly, and monthly intervals:
 - a. Use the following table to configure the common interval fields:

Common Interval Fields

Section	Field	Description
Start At	Time	Select the hour and minutes from the drop-down fields to specify the time at which to run the job.
	Date	Use the calendar tool or select the month, day, and year from the drop-down fields to select the date at which to start running the job.
Repeat	Indefinitely	Select this option to run the job indefinitely.
	Until	Select the month, day, and year from the drop-down fields to specify the date at which to stop running the job. <hr/> Note After this date, the state of the job will change from Normal to Not Running . <hr/>

- b. Use the following table to configure the interval-specific fields:

Interval-Specific Fields

Type of Interval	Perform this task:	Description
Hourly	Every	Select the hourly interval from the Hours drop-down field.
Weekly	Week days	Select which days of the week to run this job.
Monthly	Monthly At	Select the day of the month to run this job.

For information on how to configure advanced intervals, see [Configuring Advanced Job Schedules](#).

5. Complete the required fields in the **Job Parameters** pane.
Note: The list of available material flows will be populated based on the selected producer's profile.
6. From the **Send Email?** drop-down list, you have the following options:
 - No (default)
 - Yes (if there was work)
 - On failure only
The email contains a report/log file for the job.
7. Click the **Apply** button to add the job to the list of submission jobs.

Modifying a Submission Job

This task allows Negotiators to modify the details for an existing submission job.

To modify a submission job:

1. On the Manage Scheduled Jobs page, click the **Update** link next to the job that you want to modify.
The Job Details page opens.
2. Select the interval at which to execute the job: **No Scheduling, Hourly, Daily, Weekly, Monthly, and Advanced.**
3. To configure hourly, daily, weekly, and monthly intervals:
 - a. Use the following table to configure the common interval fields:

Common Interval Fields

Section	Field	Description
Start At	Time	Select the hour and minutes from the drop-down fields to specify the time at which to run the job.
	Date	Use the calendar tool or select the month, day, and year from the drop-down fields to select the date at which to start running the job.
Repeat	Indefinitely	Select this option to run the job indefinitely.
	Until	<p>Select the month, day, and year from the drop-down fields to specify the date at which to stop running the job.</p> <hr/> <p>Note</p> <p>After this date, the state of the job will change from Normal to Not Running.</p> <hr/>

b. Use the following table to configure the interval-specific fields:

Interval-Specific Fields

Type of Interval	Perform this task:	Description
Hourly	Every	Select the hourly interval from the Hours drop-down field.
Weekly	Week days	Select which days of the week to run this job.
Monthly	Monthly At	Select the day of the month to run this job.

For information on how to configure advanced intervals, see [Configuring Advanced Job Schedules](#).

4. Complete the required fields in the **Job Parameters** pane.
5. Click the **Apply** button to add the job to the list of submission jobs.

Canceling a Submission Job

Canceling a job allows the Negotiator to postpone the execution of job indefinitely without deleting it from the system.

Note

The **Unschedule** option will not be available when the state of the job is **Not Running**.

To cancel a submission job:

1. On the Manage Scheduled Jobs page, click the **Edit** link next to the job that you want to modify. The Job Details page opens.
2. Click the **Unschedule** button. The state of the job should change to **Not Running**.