

Viewing Completed Jobs

The **History** tab of the Monitor Jobs page ([Admin > Manage Jobs and Sets > Monitor Jobs](#)) lists all the jobs that have been completed. In addition, Rapido includes pages that list running and completed jobs of specific types. For the list of job types with their own Rapido pages, see [Job Types with Their Own Management Pages](#).

On the **History** tab, you can view jobs in a specific time period, according to filter parameters and/or by search results. The history of a job is available for up to one year after it is completed.

Note

If you do not see the job in the **Completed** tab list, check the **Running** jobs tab to determine whether the job is still running.

To view the history of a specific job, select **Job History** in the row actions list for that job in the **Scheduled** tab.

The screenshot shows the 'Monitor Jobs' interface with the 'History' tab selected. The table displays the following data:

Name	Process ID	Job Category	Records processed	Records with exceptions	Operator	Submit Date	Start Date	End Date	Status
1 Publishing to Primo	26555926170003332	Publishing	30852	0	System	22.09.2022 08:00	22.09.2022 08:00	22.09.2022 08:13	Completed Successfully
2 Publishing to Primo	26552086630003332	Publishing	2010	0	System	22.09.2022 02:00	22.09.2022 02:00	22.09.2022 02:03	Completed Successfully
3 Publishing electronic records to Central Discovery Index	26552072250003332	Publishing	2274095	0	System	22.09.2022 01:00	22.09.2022 01:06	22.09.2022 02:11	Completed Successfully
4 Publishing to Primo	26551354880003332	Publishing	6302	0	System	21.09.2022 20:00	21.09.2022 20:00	21.09.2022 20:08	Completed Successfully

Monitor Jobs: History Tab

To filter the list of jobs on the page:

- Use **Submit Date** to enter a date range for the completed jobs. By default, this filter is set to the past day.
- Use **Job Category** to filter jobs by category.
- Use **Status** to filter jobs by status. **All Unsuccessful** matches all statuses except **Completed Successfully**.
- In the Network Zone in a collaborative network, you can also filter by **Institution Name** to view jobs run on a specific institution. When viewing a report as an administrator in the Network Zone, reports and event data are read-only - there are no Actions buttons or links inside the report.
- Use the secondary search to search free text that matches a job's Name or Job Details. Searches return only jobs that were completed in the last thirty days.








Note

Selecting **Name** searches the **Name** column, which can be seen on the page. Selecting **Job details** searches the **Description** column, which cannot be seen on the page. The **Description** column sometimes provides more information about the job.

Select **Refresh** to update the list as jobs finish.

Each job in the list includes the following fields:

Monitoring Jobs - History Tab

Column Name	Description
Name	The job name.
Job ID	The job ID.
Job Category	A category defined by the library component and user role associated with the job.
Records Processed	The number of records that were included in the jobs population.
Records with exceptions	The number of jobs that could not be processed because of some error. The type of record depends on the job being run, for example, users, bib records, PO lines...
Operator	The user who ran the job. For user-submitted jobs, the name is the user's user name. For system jobs, the name is <i>System</i> .
Submit Date	The date and time when the job was submitted or scheduled.
Start Date	The date and time when the job started to run.
End Date	The date and time the job was completed.
Status	<p>The status of the completed job. The statuses are:</p> <ul style="list-style-type: none">  <ul style="list-style-type: none"> • Aborted by System – Canceled by the system.  <ul style="list-style-type: none"> • Aborted by User – Canceled by the user.  <ul style="list-style-type: none"> • Completed successfully – The job was processed successfully.  <ul style="list-style-type: none"> • Completed with errors – The job was not processed completely due to a technical problem. The job may have been partially processed. If the number of errors is below a certain threshold (which is different for each job), the job ends as Completed with warnings.  <ul style="list-style-type: none"> • Completed with no bulks – The job completed successfully; however, no relevant records were found.  <ul style="list-style-type: none"> • Completed with Warnings – The job completed successfully, but produced warnings. If the number of errors is above a certain threshold (which is different for each job), the job ends as Completed with errors.  <ul style="list-style-type: none"> • Failed – The job failed to run.
Institution Name	<p>The institution associated with the job.</p> <p>This column is available only in a collaborative network and is hidden by default. Use the Columns drop-down list to display it.</p>

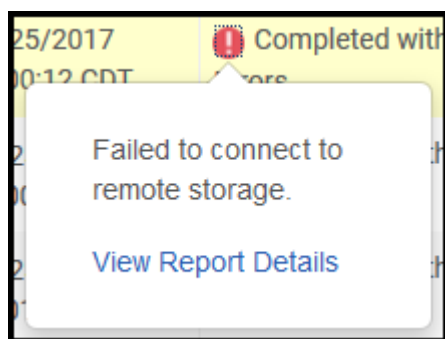
The following table presents some common jobs that may appear in the list of completed jobs:

Jobs that May Appear in the History Jobs List

Job Name	Description
Any manual job run on a defined set – see Running Manual Jobs on Defined Sets	
Any scheduled job – see Viewing Scheduled Jobs	
Any job that also appears on a dedicated management page, including jobs created using integration profiles, import profiles, or publishing profiles – see Job Types with Their Own Management Pages	
Apply Calendar Changes	Update changes to institution/library opening hours.
Users IMPORT / SYNCHRONIZE / EXPORT / EXPORT_USERS using <integration profile>	<p>Import/export users from/to a student information system (SIS). See Student Information Systems.</p> <hr/> <p>Note</p> <p>The EXPORT_USERS job may be slowed or disrupted due to higher priority jobs or connection timeouts. It is therefore not intended to be run for a large number of users at once.</p> <p>In the Users SYNCHRONIZE, Rapido alerts only upon a fail rate of 5%. If the number of rejected users is less than 5% of the total number of processed users, the job will be marked as "Completed Successfully".</p> <hr/>
Manage set members job	Adds a large amount of selected results to an itemized list. See Resource Management Sets .

For each job, you can:

- View details of a job's status – select the icon in the **Status** column.



- View a job report – see [Viewing Job Reports](#).
- View a list of related job events – [Viewing Job Events](#).

Viewing Job Reports

You view job reports for jobs in the **History** tab of the Monitor Jobs page (**Admin > Manage Jobs and Sets > Monitor Jobs**). In addition, Rapido includes job-specific pages that enable you to view reports for jobs of specific types. For the list of job types with their own Rapido pages, see [Job Types with Their Own Management Pages](#).

To view a job report:

- In the **History** tab, select **Report** in the row actions list of the desired job OR select the icon in the **Status** column and

then select **View Report Details**. The Job Report page appears.

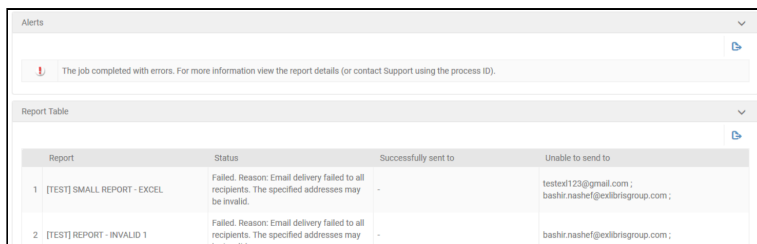
Below you can find details about specific job reports.

Analytics Job Report

To configure Analytics jobs, you must have one of the following roles:

- Analytics Administrator
- General System Administrator

The Analytics jobs send Analytics refresh reports and dashboards to the subscribed users. After running, the results are written to a job report.



Report	Status	Successfully sent to	Unable to send to
1 [TEST] SMALL REPORT - EXCEL	Failed. Reason: Email delivery failed to all recipients. The specified addresses may be invalid.	-	testext123@gmail.com ; bashir.nashef@exlibrisgroup.com ;
2 [TEST] REPORT - INVALID 1	Failed. Reason: Email delivery failed to all recipients. The specified addresses may be invalid.	-	bashir.nashef@exlibrisgroup.com ;

Analytics Job Report

The report includes one row for each report or dashboard generated by the job. The report includes successful and failed recipients, reports or dashboards with no subscribers, and “non-existent” reports, which can happen if, after the report or dashboard was scheduled, someone changed the name or location of the report or dashboard source in Design Analytics.

Viewing Job Events

Events reports list additional information about completed jobs, highlighting the significant actions such as the successful completion of a job and information about any errors that occurred during the running.

To view job events for a completed job, on the **History** tab of the Monitor Jobs page (**Admin > Manage Jobs and Sets > Monitor Jobs**), select **Events** in the row actions list. The events related to the job appear on the Events Report page.

Note

An Events Report that displays the message "ERROR_MESSAGE=the job finished with some failed bulk" automatically has all records flagged for processing again in the next job.

Events Report Back

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Filter: All ▾

Event Description	Event Date ▾	Severity	Module	Creator
1 System job status(JOB_ID=1293947850000521, ERROR_MESSAGE=the job "Processes...	2017/06/11 12:18:05 CDT	Information	Repository	System
2 PO line rollover success(JOB_ID=1293947850000521, PO_LINE_REFERENCE_ID=POL-7491)	2017/06/11 12:18:04 CDT	Information	Acquisition	System
3 PO line rollover success(JOB_ID=1293947850000521, PO_LINE_REFERENCE_ID=POL-7499)	2017/06/11 12:18:04 CDT	Information	Acquisition	System
4 PO line rollover success(JOB_ID=1293947850000521, PO_LINE_REFERENCE_ID=POL-7483)	2017/06/11 12:18:04 CDT	Information	Acquisition	System
5 PO line rollover success(JOB_ID=1293947850000521, PO_LINE_REFERENCE_ID=POL-6725)	2017/06/11 12:18:03 CDT	Information	Acquisition	System
6 PO line rollover success(JOB_ID=1293947850000521, PO_LINE_REFERENCE_ID=POL-7843)	2017/06/11 12:18:03 CDT	Information	Acquisition	System
7 PO line rollover success(JOB_ID=1293947850000521,	2017/06/11 12:18:03	Information	Acquisition	System

Events Report Page

Events vary according to the type of job and the job's tasks and parameters.

Hover your cursor over any event description to view the complete description.