ONIXEDIT Scheduler

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Introduction



ONIXEDIT Scheduler is an automated metadata delivery service that can be used with <u>ONIXEDIT Server</u> <u>edition</u>. Its sole purpose is to allow you to plan transmission of metadata and asset files from a collection of titles to your trading partners.

You can define as many schedules as you want. Each schedule is composed of four "W":

- When: You can set the periodicity of each schedule as well as when it will begin and end.
- Who: To whom the transmission reports will be send.
- What: The search criteria to apply at execution time to identify which metadata to send.
- Where: To which FTP site the metadata should be sent.

When you create a new schedule, you can test it prior to activation. Once a schedule is activated, ONIXEDIT Scheduler will execute it at the time specified and will maintain logs about each transmission to help you keep track of it and easily find and fix issues.

You can even configure the content of each transmission reports with a simple email template.

System requirements

ONIXEDIT Scheduler must be purchased as an option of ONIXEDIT Server.

To use it, you just need a recent browser (compatible with Chrome, Opera, Explorer, Firefox and Safari) and an Internet connection.

Configuration and operation

Login to ONIXEDIT Scheduler

To access your ONIXEDIT Scheduler account, go to this address:

http://scheduler.onixedit.com

You must enter the user login and password that you received from ONIXEDIT. If you do not have these, please contact us.

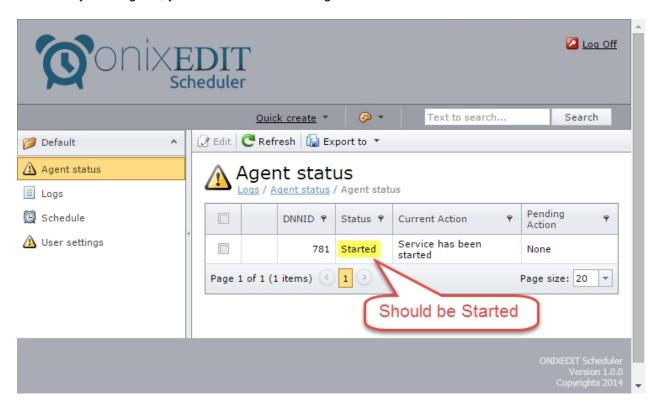
Once you have your credentials, enter them in the appropriate textbox and click on Log On button:



	Welcome! Please enter your user name and password below. User Name: My User Name				
	Password:	••••••			
		Log On			

Start/Stop the Scheduler Agent

Immediately after login in, you should see the following screen:



In the left panel, you will see the ONIXEDIT Scheduler modules. The first one is the Agent Status. This module always shows only one record. Unless there is a problem or you stop the ONIXEDIT Scheduler Agent manually, you should see "Started" under the column "Status". The ONIXEDIT Scheduler Agent must be started to automatically execute your schedules.

If you see "Stopped", you should try to start the agent by following these steps:

1- Click anywhere on the Agent Status record:





2- Click on Start:



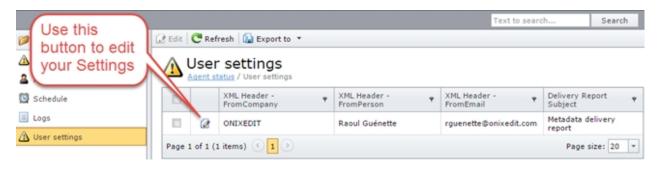
3- It will take up to 1 minute before the status is changed to "Started". You must click on "Refresh" to see the new Agent Status:



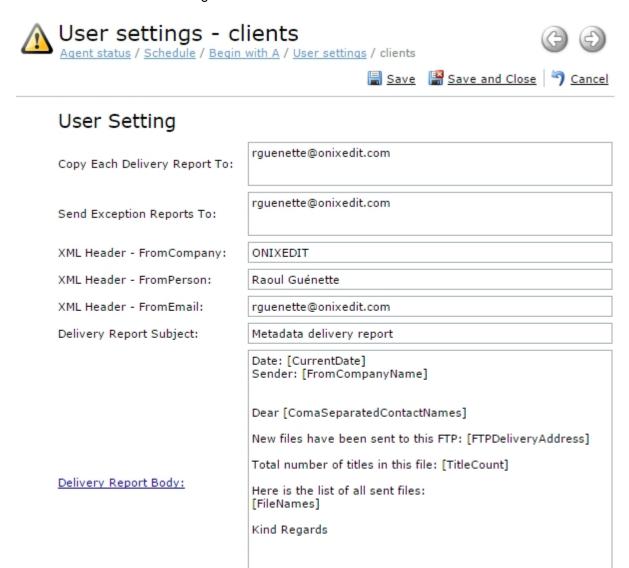
After one minute, if the Agent Status does not change, contact us.

User settings

The "User settings" module is where you should set the settings for the automatic transmission from all your active schedules. The "User settings" module shows only one record. To edit it, click on the Edit icon:



You should then see the following form:

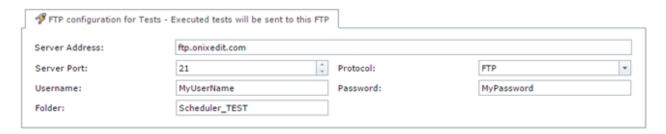


Here is a definition of each field:

- Copy Each Delivery Report to: Each time a schedule is executed, the recipient of the metadata will
 receive a delivery report by email. You can get a copy of those reports by entering your email address in
 this field. You can define more than one email address (one per line).
- Send Exception Reports To: If the schedule fails for any reason, you may receive an exception report by
 email. It is strongly recommended that you define your email address to be informed if this happens.
 You can define more than one email address (one per line).
- XML Header (FromCompany, FromPerson and FromEmail): This corresponds to ONIX fields in the
 HEADER section of the ONIX metadata files that will be transmitted by ONIXEDIT Scheduler. You must
 enter your company name, your name and your email. These will be automatically instantiated by the
 system in each ONIX file transmitted.
- Delivery Report Subject: This is the subject of the Delivery Reports that will be sent by email to your partners.
- Delivery Report Body: This is the content of the Delivery Reports that will be sent to your partners. If you
 place your cursor over the field label, you will see all the valid tokens that can be inserted in the email
 body. Each token will be automatically replaced by ONIXEDIT Scheduler at delivery time:

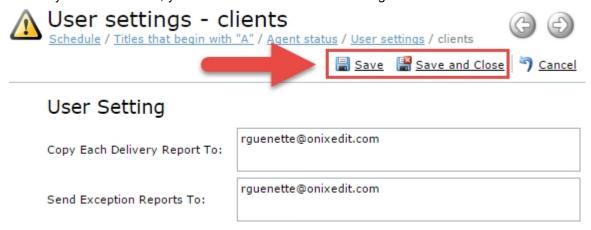


At the bottom of the User Settings form, you will find a section named "FTP configuration for Tests - Executed test will be sent to this FTP":



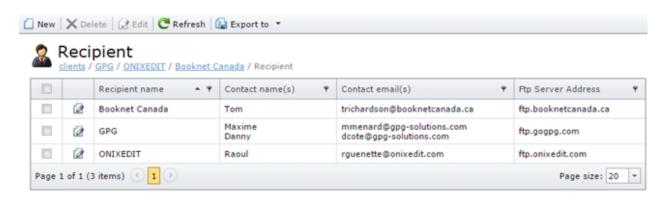
If you defined a valid FTP server in this section, then all the files (metadata and assets) produced by your schedules when you will test it will be uploaded to that FTP server. Otherwise, the files will be available on the server where the ONIXEDIT Scheduler Service is installed. Contact us for more details.

To save your modifications, you must click on one of the following buttons:



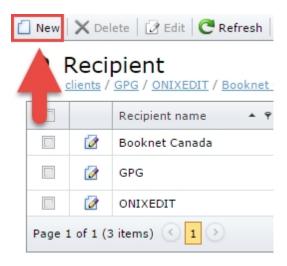
Recipients

The Recipient module is where you will define your partner's name, email, FTP, metadata and asset preferences:

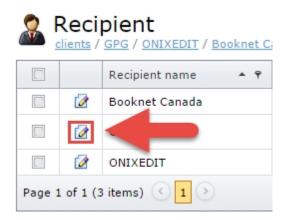


You can define as many recipients as you want. A recipient may be associated to many different schedules allowing infinite configuration possibilities.

To create a new recipient, just click on the New button in the tool bar:

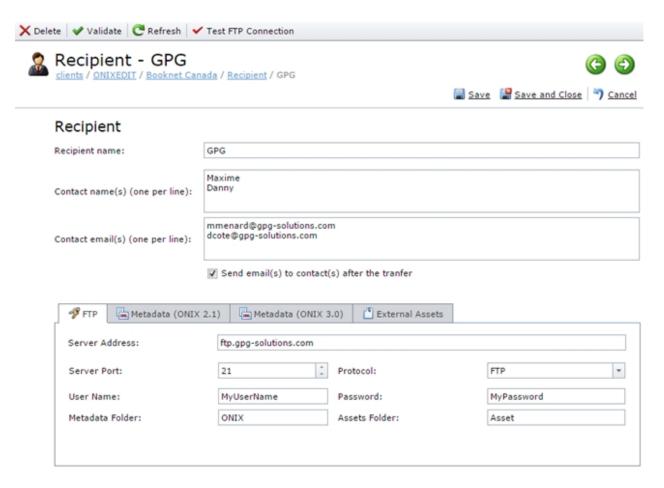


To modify an existing recipient, click on the Edit icon of the record you want to edit:



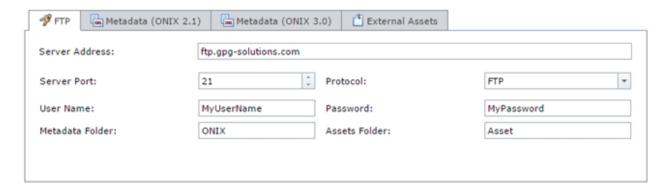
A recipient must have at least the following:

- o A name.
- One or more contact name.
- One or more contact email.
- A valid FTP address and credentials.



As an option, ONIXEDIT Scheduler will send a transmission report by email to each contact of a recipient after schedule execution if the check-box "Send email(s) to contact(s) after the transfer" is checked.

The FTP section must be completed prior to assign a recipient to a schedule. The Metadata Folder and The Assets Folder may be left blank if you want to transmit metadata and asset files at the root level of the FTP server. Ask your partner for details about where you should upload metadata and asset files and set these fields accordingly.

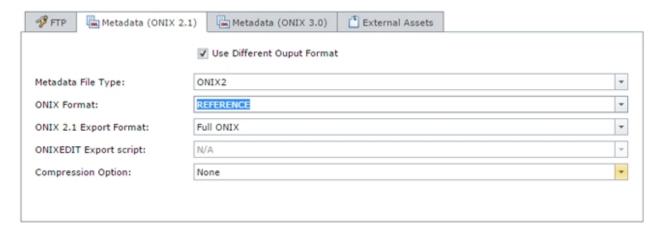


Once you have defined the FTP settings of a recipient, it is strongly recommended that you test it using this button of the tool bar:

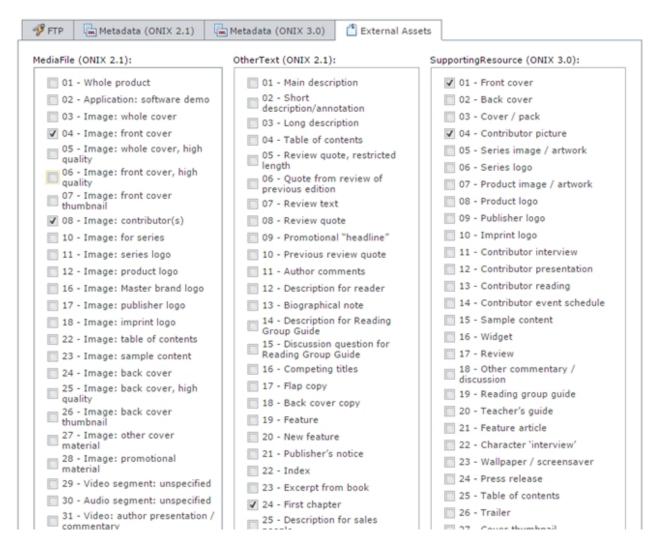


If everything is OK, you will be informed that the connection is successful and your recipient will be ready to use.

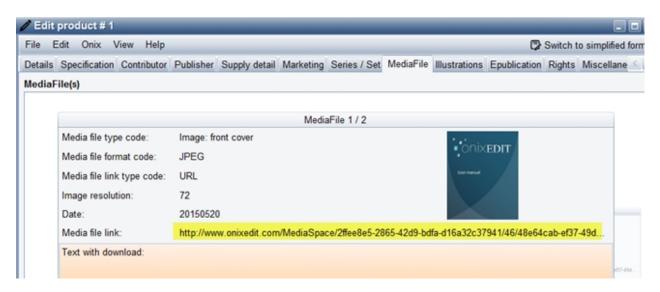
You may also override metadata settings defined in a schedule. For instance, you may want to transmit ONIX metadata files using short tags by default in a schedule. But if one of your partners wants long ONIX tags (Reference) instead, you may set it directly in the recipient metadata sections. This will override the default schedule settings:



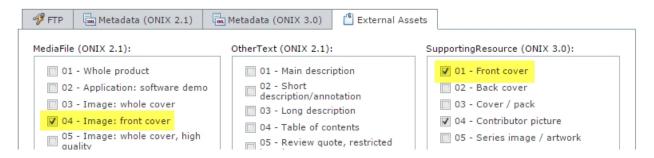
Finally, if the recipient requires to get a copy of external asset files like cover images or even the complete eBook file, you can select the types of external asset files that ONIXEDIT Scheduler should take over:



For instance, if your ONIX titles provides front cover images from a web site:



And if your partner needs a local copy of each cover image, you will authorize ONIXEDIT Scheduler to upload it by checking the corresponding MediaFile (ONIX 2.1) and/or SupportingResourse (ONIX 3.0) items:



For each selected external asset file that ONIXEDIT Scheduler will find, it will upload it to the Assets folder specified in the FTP section of the recipient. Each uploaded file will be renamed with the ISBN13, ISBN or RecordRefernce of the title and saved to sub folders corresponding to each External Assets type.

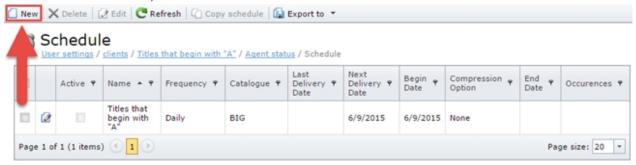
For instance, a JPG cover image from an ONIX 2.1 title with ISBN13 9781556228568, will be automatically uploaded and renamed to:

"/MediaFile/04 - Image Front Cover/9781556228568.jpg"

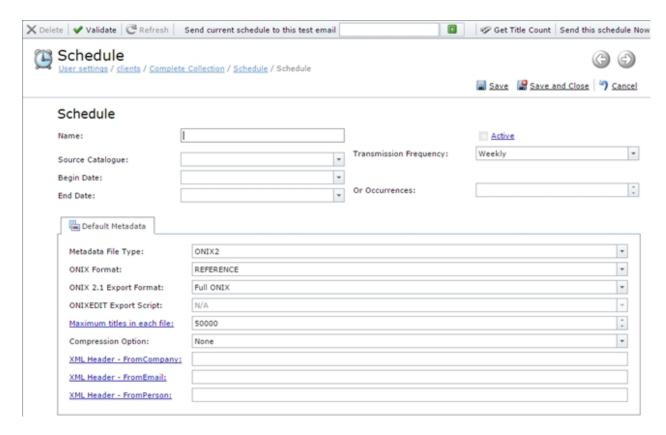
Schedule settings

The Schedule module is the main module of ONIXEDIT Scheduler. You can define as many different schedules as you want. Each schedule is dedicated to deliver metadata files and, optionally, asset files to your trading partners according to a specific frequency.

To create a new schedule, click on the New button in the tool bar above the Schedule list:



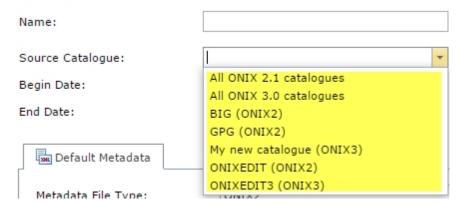
You should see this screen:



At the top of the form, you will fill the Schedule name and when the schedule should be executed. You must at least define the Schedule name, a beginning date and the frequency at which you want the schedule to be executed. Optionally, you can also set an end date or the number of occurrences after which the schedule will be automatically deactivated.

You must also select a Source Catalogue from your ONIXEDIT Server:

Schedule

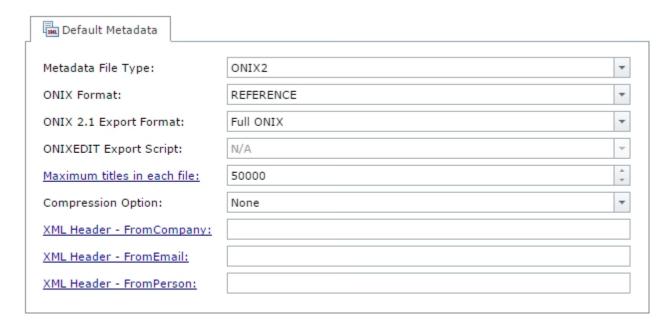


The following screen capture defines an active schedule to transmit metadata from the ONIX 2.1 catalogue "BIG" that will be executed three times starting from 2015-06-01 at the first of each month:

Schedule



Default Metadata



The Default Metadata section is where you will define the type and format of metadata files that will be delivered to your partners (Recipients):

- Metadata File Type:
 - O If the Source is an ONIX 2.1 catalogue, you will have the choice between ONIX2 (to produce ONIX 2.1 files), ONIX3 (to automatically convert your ONIX 2.1 titles into ONIX 3.0) or Script (to export your metadata to a text or Excel file using an ONIXEDIT import/export script). If you choose ONIX3, you should be aware that the automatic conversion from ONIX 2.1 to ONIX 3.0 may produce invalid ONIX 3.0 titles even if your ONIX 2.1 titles are 100% valid. To be sure that the automatic conversion will produce valid ONIX 3.0 files, you must activate the option "Validate ONIX 3.0 mandatory elements" in your ONIXEDIT Server settings for ONIX 2.1 catalogues:



- If the Source is an ONIX 3.0 catalogue, you will have the choice between ONIX3 (default) or Script (to export your metadata to a text or Excel file using an ONIXEDIT import/export script).
- ONIX Format: You have the choice to produce ONIX files in Short or Long (Reference) tags. Ask your trading partner which format is required.
- ONIX 2.1 Export Format: If the Metadata File Type is ONIX2, you have the choice to produce metadata files corresponding to a specific format supported by ONIXEDIT. Refer to ONIXEDIT User Manual for details.
- ONIXEDIT Export Script: This will be activated only if the Metadata File Type selected is "Script". In that
 case, you must provide a valid ONIXEDIT import/export script that will be automatically applied by
 ONIXEDIT Scheduler at runtime. Using an export script, you will be able to provide metadata to your
 partners in a flat file (tabulated, fixed length, CSV or Excel). Refer to ONIXEDIT User Manual for details.
- Maximum titles in each file: When working on large ONIXEDIT catalogues, the resulting ONIX or Flat files may be huge. Working with huge files is not recommended because it will be much more slower to produce and will require more memory from your ONIXEDIT Scheduler Windows Service (if installed on your own server). It may even cause it to crash in extreme situation. By default, ONIXEDIT Scheduler suggest to produce files having a maximum of 50000 titles in it. Thus, if your schedule should produce metadata files having 100000 titles, then the recipient will receive 2 files of 50000 titles each. Each file will be generated simultaneously with 2 different Windows Service processes. It will then take half the time to finish than if you set this parameter to 0, which is the value to indicate to always produce a single file.
- Compression option: By default, ONIXEDIT Scheduler suggest to compress metadata and asset files generated into an archive file (.zip). The files produced will be smaller and faster to transmit. But you can set it to "None" if you don't want to archive those files.
- XML Header (FromCompany, FromEmail, FromPerson): By default, you can leave those fields blank and ONIXEDIT Scheduler will fill the header section of each ONIX file produced, with information coming from your ONIXEDIT Server account. But you can override these default values if you want.

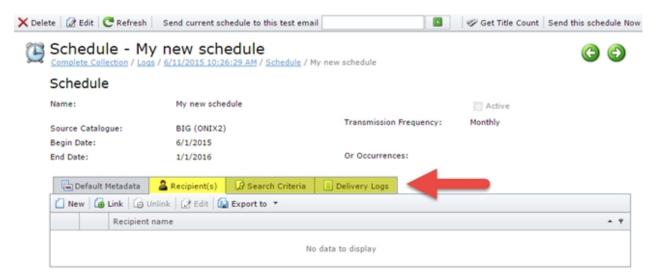
After having filled those fields, you should now save your new schedule and complete it with recipients. Indeed, a schedule must be Active prior to be executed by ONIXEDIT Scheduler. By default a schedule is not active.

To activate a schedule, you must first Save it and add at least one Recipient to it.

To do so, click on Save and Close:



You will stay in your new schedule record and new sections will appear in the form:

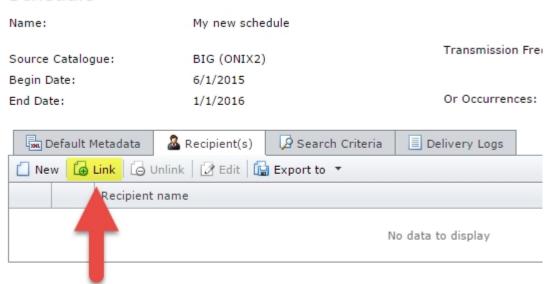


Recipient(s)

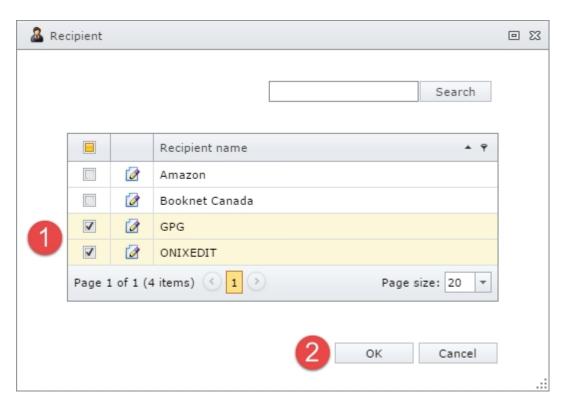
You must provide at least one recipient for each new schedule prior to make it active.

If the Recipient you want to assign to a schedule is already defined from the Recipient module, just click on the Link button in the tool bar above the Recipients list:

Schedule



You will then see a list of available recipients. Just select the ones you want to assign to your schedule and click OK:



You should then see the selected recipients in the Recipient(s) list of your schedule:

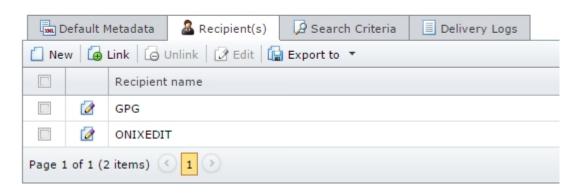
Schedule

Name: My new schedule

Source Catalogue: BIG (ONIX2) Transmission Freq

Begin Date: 6/1/2015

End Date: 1/1/2016 Or Occurrences:



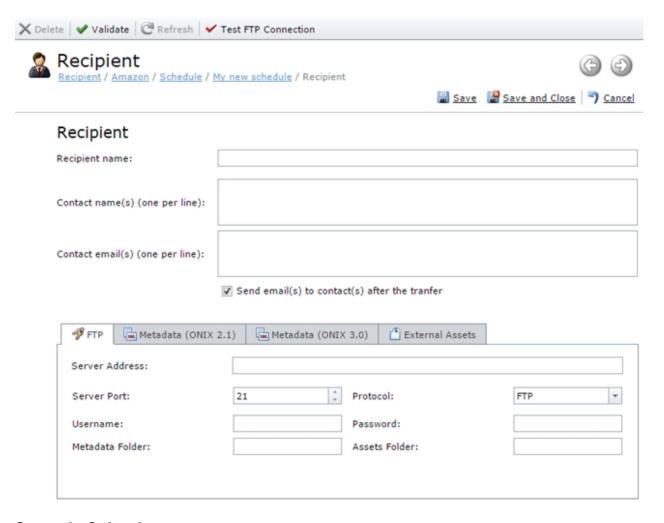
You can also create a new Recipient directly from your schedule by clicking on the New button:

Schedule

Page 1 of 1 (2 items)

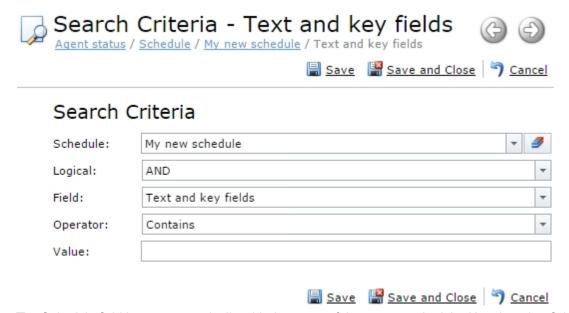
Name: My new schedule Transmission Freq Source Catalogue: BIG (ONIX2) Begin Date: 6/1/2015 End Date: 1/1/2016 Or Occurrences: Default Metadata Recipient(s) Search Criteria Delivery Logs 🚺 New 🛮 🖟 Link 🖟 Unlink 🖟 Edit 🖫 Export to 🔻 Recipient name 1 GPG 0 ONIXEDIT

You will then see the Recipient Form. Refer to Recipients section for more information on its usage:



Search Criteria

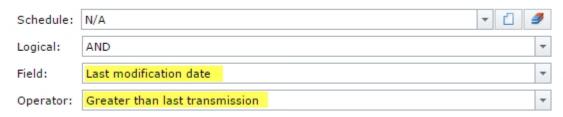
The Search Criteria section is optional. If you leave it blank, the schedule will produce metadata files having the complete set of titles coming from the selected ONIXEDIT Server catalogue. But of course, you can reduce the result set to select only the titles you want to deliver to your partners. Click on the New button in the Search Criteria grid to add a new criterion. You should see this screen:



The Schedule field is set automatically with the name of the current schedule. Use the other fields to define your search criterion. When completed, click on Save and Close.

If you want to transmit only updates (new or modified titles) since last transmission of the current schedule, you can use the special field "Last modification date" combined with the operator "Greater than last transmission":

Search Criteria



If you want to be sure that only valid ONIX titles will be sent, then add this criterion:

Search Criteria

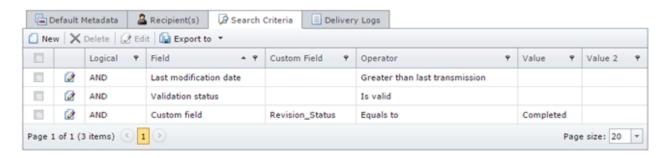


You can even add a criterion using your own custom fields:

Search Criteria

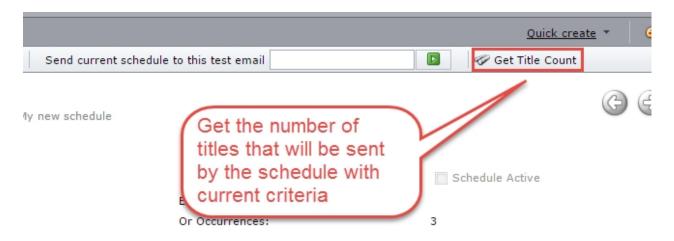


As an example, the following criteria will produce metadata having only valid titles with Custom Field "Revision Status" equals to "Completed" that have been modified or added since last transmission:

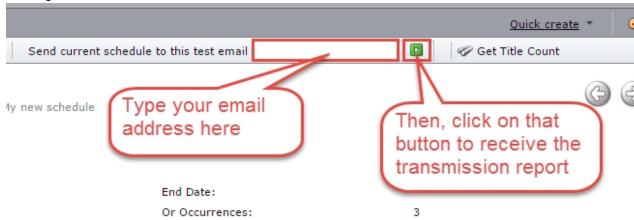


At any time, you can find out how many titles the schedule will produce by clicking on the "Get Title Count"

button in the toolbar:



You can also test a schedule at any time. To do so, enter your email address as indicated below, and press on the green button:



The schedule will be placed in a test queue to be processed by the scheduler agent. Once completed, you will receive the transmission report by email. Because it is a test, the metadata file won't be uploaded to the FTP server defined in the schedule. However, you will find, at the bottom of the report, a section automatically added with a link that you can use to download the resulting metadata file if you want to verify it:

TEST|RESULTS

Schedule completed successfully

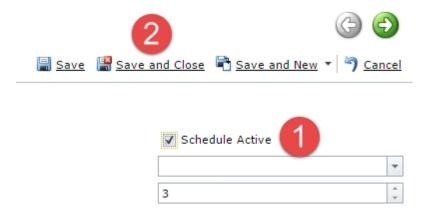
Title Count: 8

FILES HAVE BEEN COPIED TO THIS FTP DIRECTORY: ftp.gogpg.com/Scheduler_TEST/8/ONIXEDIT

Activate a schedule

Once your schedule is defined and tested, you can activate it and let ONIXEDIT Scheduler deliver your metadata to your partner.

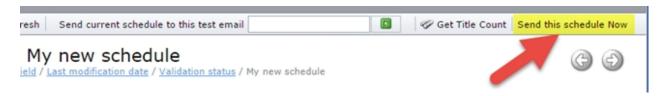
- 1- Edit the schedule you want to activate.
- 2- Check the "Schedule Active" checkbox and click on Save and Close:



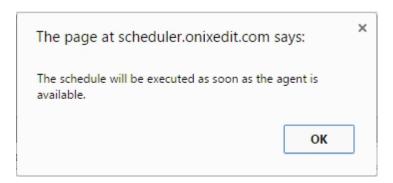
Your new schedule is now ready for processing.

Forcing a schedule to execute

If you want to force a schedule to execute as soon as possible, open it and click on the "Send this schedule now" button at the right of the tool bar:



You should get this message:



Transmission logs

After processing a schedule, ONIXEDIT Scheduler will create a log entry in the Transmission Logs module:



My new schedule / Schedule / Titles that begin by "A" / 11/5/2014 2:27:15 PM / Logs

	Recipient 9	Delivery Date ▲ 🕈	Titles ₹	Status 🕈	
	Titles that begin by "A"	10/30/2014	9	Succeed	
	Titles that begin by "A"	10/31/2014	8	Succeed	
	Titles that begin by "A"	11/1/2014	8	Succeed	
	Titles that begin by "A"	11/2/2014	8	Succeed	
	Titles that begin by "A"	11/3/2014	8	Succeed	
	Titles that begin by "A"	11/4/2014	8	Succeed	
	Title begin by B	11/5/2014	0	Fail	
	Titles that begin by "A"	11/5/2014	8	Succeed	
	Titles that begin by "A"	11/7/2014	8	Succeed	
Page 1 of 1 (9 items) (1) Page size: 20 v					

Each log record can be clicked to have detailed information. If the transmission is successful, you will see all the batch files created and transmitted with their individual status:



Schedule / My new schedule / 6/9/2015 6:03:30 PM / Logs / 6/10/2015 4:07:51 PM

(3 (



Delivery Date: 2015-06-10 16:07:51
Completed Date: 2015-06-10 16:19:17
Status: Succeed

Status: Succeed Number Of Titles: 85,409

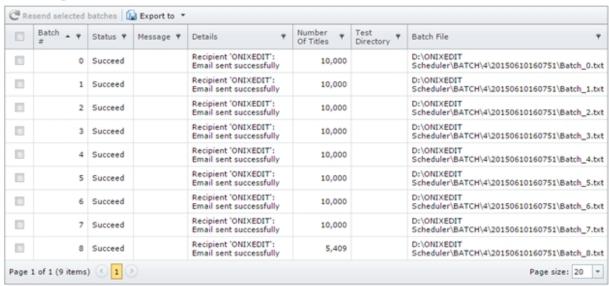
Message: Schedule executed successfully

Details:

Schedule: My new schedule

Test Email:

Batch Logs



If the transmission failed, you will find a detailed description of the problem:



Invalid / Schedule / Complete Collection / Logs / 6/11/2015 10:26:29 AM

Delivery Date: 2015-06-11 10:26:29 Completed Date: 2015-06-11 10:26:34

Status: Fail
Number Of Titles: 1

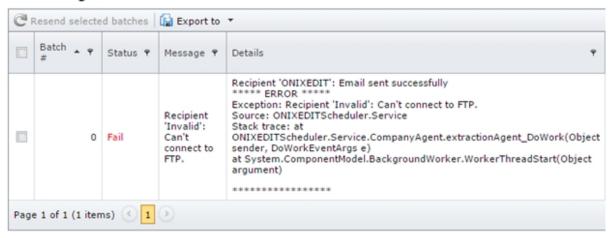
Message: Error while executing schedule

Details: Schedule:

Complete Collection

Test Email:

Batch Logs



EULA

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