VANTAGE JOB STATUS VIEWS GUIDE

Vantage 8.3

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Configuring Job Status Views

Job Status Views is a web application that provides operators and managers with job status information that focuses on jobs, rather than the comprehensive system point of view offered by the web Dashboard. Using the Vantage Management Console, you can configure *views*, which define what information an operator sees when opening a view.

The default view is the All Workflows view, which displays information on all workflows. You can create additional views that represent a single workflow, and those views can be configured as *public* or *private*. Public views are available to all Vantage users, and private views are available only to approved users.

For a comprehensive overview of the Job Status Views web application program, see the *Vantage User Guide*.
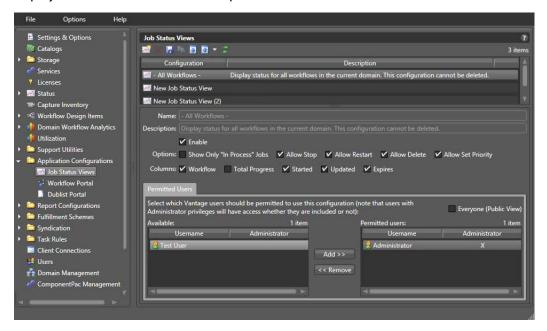
Topics

- Displaying the View Configuration Panel
- Enabling and Disabling the All Workflows View
- Creating a New View
- Renaming a View
- Duplicating a View
- Deleting a View
- Selecting and Changing the Workflow for a View
- Displaying All Jobs or Only Jobs in Process
- Enabling Options
- Choosing the Display Columns
- Configuring Permitted Users
- Refreshing the View List
- Exporting and Importing Views

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Displaying the View Configuration Panel

To view the view configuration window, open Application Configurations in the component panel and select Job Status Views. The Vantage Management Console displays the Job Status Views detail panel shown here:

Enabling and Disabling the All Workflows View

When you enable the All Workflows view, any Vantage user with access to this view sees information on all workflows in the domain. When this view is disabled, no user can view information on all workflows.

To enable or disable the All Workflows view, do this:

1. Display the Job Status Views details view.

2. Select the All Workflows view.

3. Check (enable) the Enable check box below the Description to enable viewing all workflows, or uncheck Enable to allow viewing only selected workflows.

4. Click the Save button ![save].

Creating a New View

To create a new view, do this:

1. Display the Job Status Views details view.

2. Click the Create Configuration button ![icon] (or right-click in the empty workflow lists space and select New Configuration).

3. When the Select Workflow dialog displays, select workflows for the view (Ctrl-click to select multiple workflow), and click OK.

![telestream logo]

    4. Optionally, enter a description in the Description text field.

    5. Click the Save button 🖫.

Renaming a View

To rename a view, do this:

    1. Display the Job Status Views details view.

    2. Select the view to rename.

Note: You cannot rename the All Workflows view.

    3. In the Name text box, enter a new name for the view.

    4. Click the Save button 🖫.

Duplicating a View

To duplicate a view, do this:

    1. Display the Job Status Views details view.

    2. Select the view to duplicate.

Note: You cannot duplicate the All Workflows view.

    3. Click the Duplicate button 📑 (or right-click and select Duplicate).

    4. In the Name text box, enter a name for the duplicate view.

    5. In the Description text box, enter a description for the duplicate view.

    6. Click the Save button 🖫.

Deleting a View

To delete a view, do this:

    1. Display the Job Status Views details view.

    2. Select the view to delete. (Ctrl-click or Shift-click to select multiple parameters.)

Note: You cannot delete the All Workflows view.
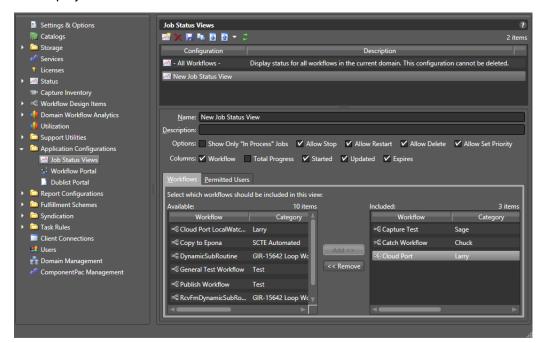
    3. Click the Delete button ✖ (or right-click and select Delete).

    4. When the confirmation dialog displays, click OK.

Selecting and Changing the Workflow for a View

To change the workflow for a view, do this:

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1. Display the Job Status Views details view.

2. Select the view to modify.

Note: You cannot change the workflow displayed in the All Workflows view.

3. Click the Workflows tab, and select workflows to move. Move workflows from the right panel to the left to remove them from the view, or left to right to add them.

4. Click the Save button 🖫 to save the changed view.

Displaying All Jobs or Only Jobs in Process

You can configure each view to display all jobs or only the jobs that are currently in process. When configured to display only *in process* jobs, jobs that are in any other state (completed, failed, stopped by user, etc.) do not display. Some people might prefer to view all jobs, while others prefer to view the shorter list of *in process* jobs.

To configure the scope of jobs for a view, do this:

1. Display the Job Status Views details view.

2. To display *in process* jobs only, check the Show Only "In Process" Jobs check box.

3. To display all jobs, clear the Show Only "In Process" Jobs check box.

4. Click the Save button 🖫.

Enabling Options

You can configure each view to permit operators to use Job Status Views to control jobs with the Stop, Restart, and Delete functions or restrict access to those functions.

To enable or disable Stop, Restart, and Delete for jobs in a view, do this:

1. Display the Job Status Views details view.

2. Check Options check boxes as preferred to enable (checked) or disable (unchecked): Show Only In Process Jobs, Allow Stop, Allow Restart, Allow Delete, and Allow Set Priority.

3. Click the Save button 🖫.

Choosing the Display Columns

Every view displays the Job and State columns. You can configure views for individual workflows to include columns, such as workflow name, progress, started, updated, and to allow users to perform actions such as stop, restart, delete, and so on.

When you choose to display a column for a workflow action, the column displays the state of that action. This can help you use Job Status Views to view the state of actions during workflow processing.

To define which columns appear in a view, do this:

1. Display the Job Status Views details view.

2. Select the view in the Configuration list to modify.

3. In the lower panel, select the workflow to which you want the view to apply.

4. In the Columns row, check (display) the columns you want to display: Workflow, Total Progress, Started, Updated, and Expires.

5. Click the Save button 🖫.

Configuring Permitted Users

You can configure a view to be available to individual users or Everyone (public).
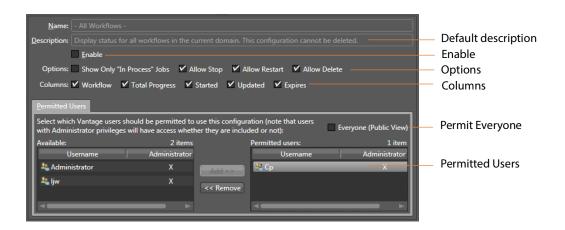
Note: Users with administrative privileges will have full access whether or not they are given permission.

To define which Vantage users can access a view, do this:

1. Display the Job Status Views details view.

2. Select the view to modify.

3. Select the Permitted Users tab.

Note: The Permitted Users tab is available only if you select Enable User Administration in the Vantage Management Console Settings & Options.

4. To make the view available to all Vantage users, do this:

   a. Check the Everyone (Public View) check box.

   b. Click the Save button 💾.

5. To make the view available to select Vantage users, do this:

   a. Clear the Everyone (Public View) check box.

   b. In the *Available* panel, select the users who should have access, and click Add.

   c. In the *Visible to user* panel, select users who *shouldn't* have access; click Remove.

   d. Click the Save button 💾.

Refreshing the View List

When you open the Job Status Views detail panel, the Vantage Management Console displays the current view configuration. If another administrator is making changes (such as adding Vantage users), you must refresh the display to see those changes. To refresh the display, click the Refresh button ⟳.

Exporting and Importing Views

Vantage allows you to export views to XML files, which you can then use to import the same views into another Vantage domain.

To export views, do this:

1. Select the view to export. (Ctrl-click or Shift-click to select multiple views.)

2. Click the Export button 🔼 to export selected views (or right-click and select Export, or select *Export all* from the Export button menu).

3. Use the file system dialog to save the exported views.

   The default file name is the view name, but you can change the file name.

Note: Changing the name of the XML file does not change the name of the view in the XML file.

To import views, do this:

1. Click the Import button ⬇.

2. Use the file system dialog to locate and select the view file to import, then click Open.

Note: If you try to import a view that is already in this Vantage domain, Vantage prompts you to cancel or confirm replacement.

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Monitoring Workflows and Managing Jobs

The topics in this chapter describe how to submit jobs, monitor workflows, and manage jobs in Workflow Designer.

Topics

- Submitting Jobs to Workflows
- Monitoring Workflow Status & History
- Overview
- Monitoring and Managing Jobs
- Generating Job Reports Manually
- Managing Job Report Configurations
- Viewing the Domain Summary
- Viewing Binders and their Assets
- Controlling Action Execution in Jobs
- Viewing Action Status and History

Note: In addition to manually starting jobs directly in Workflow Designer, you can also submit jobs by dropping media files into target directories or by using Dublist Portal and Workflow Portal clients. You can also submit jobs from other programs using the Vantage SDK.

Note: You can also monitor and manage jobs using the Job Status Views web application. See *Using the Job Status Views Web Application*.

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Submitting Jobs to Workflows

This topic discusses the various methods used to submit media or other types of files to Vantage workflows for processing. You can submit jobs in the following ways:

- Directly in Workflow Designer using various methods. See *Manually Submitting Files Directly in Workflow Designer*, following.

- Automatically, by adding files to directories monitored by active workflows.

- As a batch, by submitting a workorder file to a Workorder-based workflow. See *Submitting Multiple Files at a Time*, following in this topic.

- From Workflow Portal client applications. See *Using Workflow Portal* and Workflow Portal Web Application.

- From Dublist Portal. See the TrafficManager User Guide.

- From third-party or custom programs using the Vantage SDK.

Manually Submitting Files Directly in Workflow Designer

To submit files manually to a workflow for processing directly in Workflow Designer (which starts a new job for each file submitted), do one of the following:

- Drag and drop the selected file or files from a Windows Explorer directory directly onto the origin action of the target workflow. See Submitting Files via Drag and Drop.

- Select the workflow and click the Submit Job button. See Submitting Files via the Submit Button.
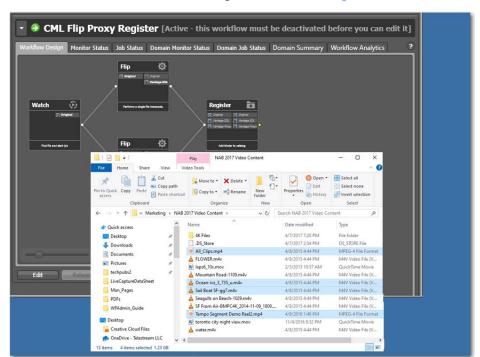
Note: The file(s) you submit aren't always media files; though they commonly are. You can manually submit any file that the workflow can process. It might be an XML file (metadata, for example). Or, it might be a workorder file for a *Workorder action* workflow, for submitting several jobs at once. It also may be some other form of file, based on your workflow.

Submitting Files via Drag and Drop

To submit files for processing using drag and drop, follow these steps:
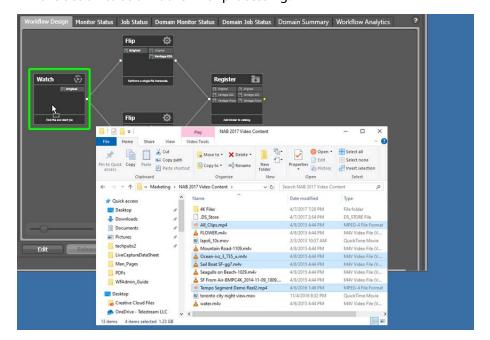
1. In Workflow Designer, select the target workflow (which must be active) to display it in the Workflow Design workspace.

2. In Windows Explorer, navigate to the directory where the file or files that you want to process are stored.
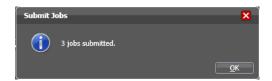
3. Select one or more files and drag them over the origin action in the workflow.

4. When the origin action highlights (displays a bright green border), drop them onto the action to submit them for processing.

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Vantage displays a confirmation dialog when all jobs have been submitted:

Click OK to dismiss the dialog; then display the Job Status workspace to track your jobs.

Submitting Files via the Submit Button

To manually submit files to an activated workflow, follow these steps:

1. Select the target activated workflow in the Workflows panel.
2. Click the Submit Job button:
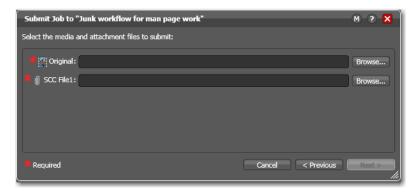
Click the Submit Job button to select media files for processing with the selected workflow.
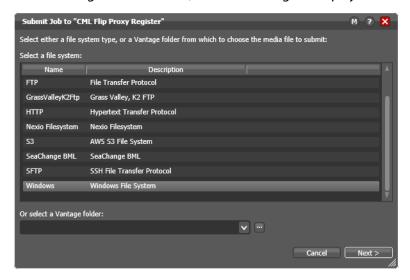
In a multiple origin action workflow, Workflow Designer displays a dialog that lists the origin actions.

3. Select the action you want to start the job, then click Next to continue.

For a multi-file workflow (for example, a Receive-based workflow that expects more than one file), Workflow Designer displays this Submit Job dialog:

Manually enter or browse and select the file for each nickname; proceed to Step 6.

For a single-file workflow, Workflow Designer displays the Submit Job dialog:
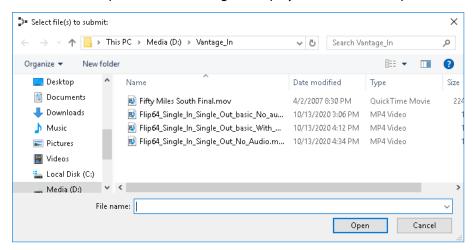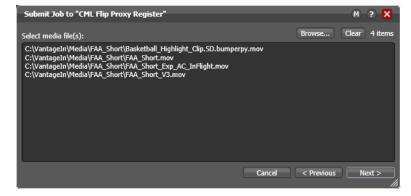
4. Select the type of file system where the input file(s) are stored—in this example, Windows— and click Next.

For file systems other than Windows, the Submit Job dialog displays server configuration dialogs specific to the server type. Complete the server ID and credentials and proceed to select the file(s) to submit.
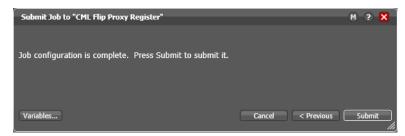
In this example, Workflow Designer displays the Windows Explorer window:

5. Navigate to the server and directory, and select one or more directories and/or files for processing and click Open. Click Browse to add more files or click Clear to start over. As you select files, they are added to the list:

6. When the list is correct and you're ready to submit them, click Next.

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7. Optionally, click Variables to manually add variables with values for this job. The variables must be identified in actions. These variables are initialized to the default value of the variable definition in the domain, and the value may be changed by actions in the workflow. For details, see *Utilizing Variables in an Action*.

8. Click Submit to submit the file(s) for processing.

Vantage displays a confirmation dialog when all jobs have been submitted:

When you have submitted the job(s), you can view their progress in the Job Status workspace (see *Monitoring and Managing Jobs*).

Submitting Multiple Files at a Time

To submit a batch of files to a workflow for processing (which starts a new job for each file entry in the workorder submitted), you use a Workorder action as the origin action in the workflow, and you create workorder files (a CSV file) to identify those files you want processed. Next, you can use any method you like to submit the file for processing to the active workflow.

The Workorder action enables automated submission of multiple jobs in batches. For example, you can use a workorder-based workflow to process multiple media files, without manually adding the files to a target directory—instead, you just submit a workorder file, which contains a job entry for each media file you want to process. The Workorder action initiates one or more jobs each time a new workorder file is discovered (based on the number of job entries in the file) and passes control to the next action in the workflow. Workorder files must be conform to the schema specified in the selected workorder scheme. Workorder schemas are created in the Management Console.

Workorder files are a simpler, automated submission alternative to job submission via the Vantage SDK. A Workorder file is a text file containing one or more work orders, or job descriptions. The format of workorder files is CSV-based. Each job description is comprised of a fully-qualified reference to one or more media files, attachments, plus variables-all the input needed for the workflow performing the processing. At least one workorder scheme must be created (either directly in the Workorder action or in the Vantage Management Console) in order to properly identify the workorder schema and submit the jobs in a Workorder action-based workflow.

Jobs may be of any type, including Post Producer jobs, where the job identifies a CML file for processing. (Post Producer jobs require a special license.) While workorder files may be manually created (in an Excel spreadsheet, or a text editor of some kind, for example), ideally a system component responsible for submitting media to Vantage for processing will dynamically and automatically create workorder files and deliver them to the target share for submission and processing.

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Monitoring Workflow Status & History

Workflow Designer displays two monitor status panels: Monitor Status and Domain Monitor Status. These panels are useful when you're performing operator-related tasks or when you're managing or performing domain-wide production media processing. The only difference between the two tabs is one of scope.

Topics

- Using the Monitor Status Toolbar
- Performing Tasks via the Monitor Status Context Menu
- Viewing the Monitor Status of Camera Ingest Actions
- Processing Existing Files
- Viewing Origin Action Record Details

Overview

To check on the status and history of workflows, use one of these methods:

- Choose a workflow and click the Monitor Status tab (or select File > Monitor Status)
- Display the Domain Monitor Status tab (or select File > Domain Monitor Status)
- Display the Domain Summary tab.
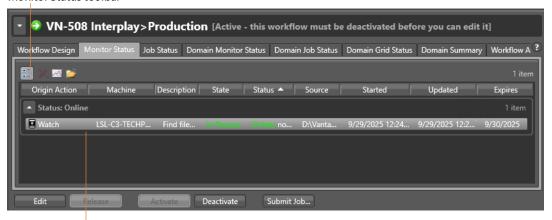
The Monitor Status tab displays all activation records for the selected workflow, indicating the dates and times when the workflow was active.

The Domain Monitor Status tab displays all of the workflows currently active in the domain.

The Domain Summary tab displays active workflows, and the number of jobs by category, including totals. For details, see *Viewing the Domain Summary*.

Each time you activate a workflow, a new activation record is added. It displays each origin action's execution (for example, Watch actions) in the workflow, and indicates its current status.

Monitor Status toolbar

Each row is an active origin action for the selected workflow.

Click any column to make it primary, sorting it in ascending/descending order.

Static information in each activation record includes the origin action, machine (server) name, description, source, and started, updated, and expires date/time stamps. State and status is real time information, indicating the state and current status of the action: In Process (currently executing), Completed, etc.

Because the Domain Monitor Status tab's focus is domain-wide rather than workflow-specific, the table also displays two additional columns of information not found in the Monitor Status table: Workflow and Category.

Using the Monitor Status Toolbar

The Monitor Status workspace provides the following buttons in the toolbar:
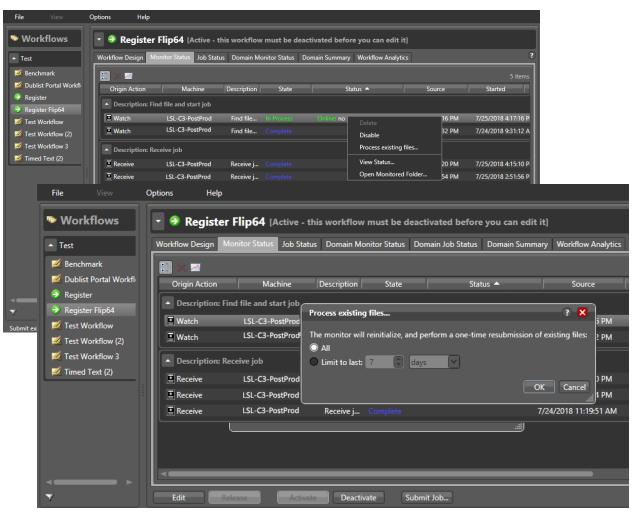
- *Show in Groups button* —Click to organize records for the selected action by group, based on the primary column—the one selected. Click again to turn grouping off. For example, if you select State as the primary field in the table and display Groups, Workflow Designer sorts the records by state: In Process and Complete.

  When displayed in groups, click the Down arrow on the table entry to display the origin records in this group (In Process, or Complete, for example).

- *Delete button* —Click to delete the selected record(s). Or, right-click on the record, and select Delete. You can only delete records whose origin actions are complete— that is, the session has ended because the workflow was deactivated.

- *Status button* —Click to display the selected workflow's origin action details. Or, right-click and select View Status.

- *Folder button* —Click to open the input folder for the selected origin action in Windows Explorer.

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Performing Tasks via the Monitor Status Context Menu

The Monitor Status panels' context menu includes commands for controlling completed or in process monitor actions:
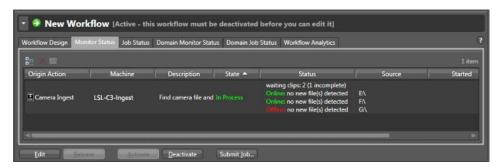
- *Delete*—Delete highlighted Complete monitor sessions.
- *Disable/Enable*—Disable (pause) an In Process monitor session. Select Enable to activate the monitor session again.
- *Process existing files*—In supported origin actions (Monitor | Catch), enable one-time processing of existing files in the monitored location, optionally limited to a specified time range. See *Processing Existing Files*.
- *View Status*—Open the Status/History window showing the status details about the selected monitor session.
- *Open Monitored Folder*—When the selected origin action is monitoring a Windows directory, choose to open the monitored folder.

Viewing the Monitor Status of Camera Ingest Actions

For workflows beginning with a Camera Ingest action which has been configured to monitor multiple locations—a card reader with multiple drives, for example—the Monitor Status workspace displays additional details.

In the Status column, you can determine the number of shots being processed—as well as incomplete shots where the action is waiting for files before submitting the job. The Source column identifies the location—for example, drive letters on a card reader.
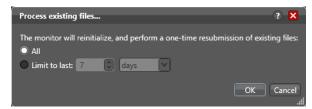
Processing Existing Files

When you want to submit a set of files from a given directory, use Process Existing Files in the Monitor Status tabs. Process Existing Files is implemented in workflows beginning with Watch and Catch origin actions.

Process Existing Files enables you to select an active workflow and submit jobs for existing media in the specified input (watch or traffic) folder. For example, if this is the first time that a workflow has been put into production, you may want all media files submitted the first time. Or, when you need to compensate for the monitor being offline for some period of time or when you modify the workflow and want to resubmit all media for re-processing.

Follow these steps:

1. Display the Monitor Status tab.

2. On the target activated workflow, right-click and select Process Existing Files. Vantage displays this dialog:
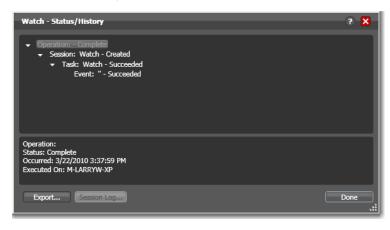
3. Select All | Limit to last <time frame> and click OK.

4. Click OK to the advisory dialog and Workflow Designer submits all jobs that meet the specified time criteria.

Viewing Origin Action Record Details

To display details about the origin (the first) action for the selected workflow, double-click the row (or select a row and click the Status button 📊).

The Status/History provides details about the status of the origin action.
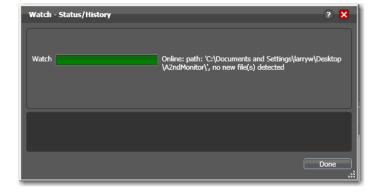
When an action is complete, the Status/History dialog displays information on each aspect of the action's execution. You can use this information to review details about its execution, and when an action fails, you can use this information to determine why and correct the problem.

The text in the upper panel of the Status/History dialog provides a summary of some aspect of action execution. To display more information related to a line in the upper panel, click on the line. The detailed information appears in the lower panel.

Click the symbol to the left of the summary lines in the upper panel to hide or display subordinate summary lines.
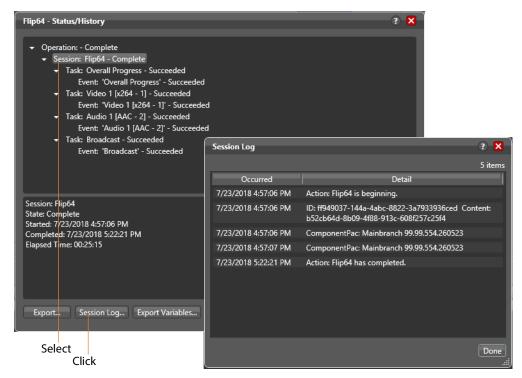
When an action is *In Process*, (Queued, Paused, In Process, or Waiting states), the Status/History dialog displays a progress bar, the path of the target directory, and the status.

For jobs in the post-execution Success, Ignore, and Failure states, the Status History dialog displays the following buttons:

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- *Export*—Click Export to display a File System dialog, and save the status/history information as an XML file. You can send these files to Telestream for support issues, or export them for processing in other systems.

- *Session Log*—To display a session log, select a session in the upper panel and click Session Log:

The session log displays session activity entries for the action, including which ComponentPac version was used and which variables have been provided to each action. This information can be helpful when debugging the use of variable, or when working on an issue with Telestream Customer Service.

Export Variables—Click to browse and export an XML file listing variables passed through the action.

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Monitoring and Managing Jobs

To monitor and manage jobs, display one of these two tabs...

- Click the Job Status tab or select File > Job Status

- Click the Domain Job Status tab or select File > Domain Job Status

and select a job in the table to view.
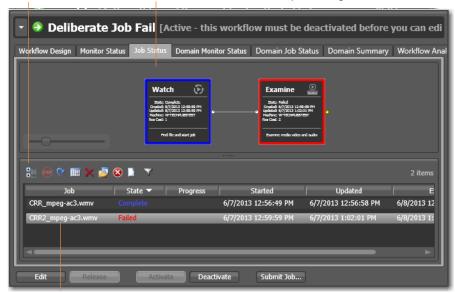
The Job Status and Domain Job Status workspaces each display a list of jobs and provide job details. You use these workspaces to monitor media processing, set priorities, view binders and associated files, and to pause and resume jobs in progress.

Note: The Domain Job Status panel displays only current jobs (Active | Failed | Stopped | Waiting) by default. To display completed jobs as well, check *Include Completed Jobs in Domain Job Status* in the Vantage Management Console > Settings & Options > General.

These workspaces are useful when you're performing operator-related tasks or when you're managing or performing domain-wide production media processing. The major difference between the two work spaces is one of scope.

You use the Job Status workspace to select a workflow in your account and display all of this workflow's jobs. The Domain Job Status workspace displays the jobs currently executing in the domain, plus completed jobs if the Include Completed Jobs in Domain Job Status options is enabled (Vantage Management Console > Settings & Options).
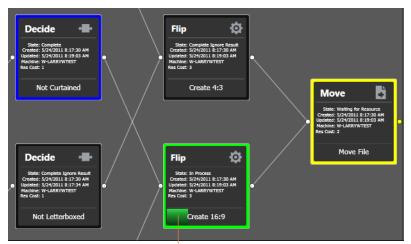
Job Status toolbar   Real-time view of transaction processing

Each row is a job processed by the selected workflow, indicating status and other details.
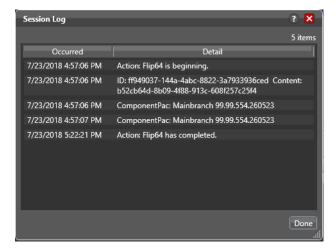
When an action is executing, it displays a green border, and a progress bar displays at the bottom of the action, indicating execution progress. This indicator provides a relatively accurate prediction of how far along the total execution has progressed.

The progress bar indicates progress for this action.

To perform these tasks, right-click directly on an action in the workflow:

- *Status*—Displays the Viewing Action Status and History dialog.

- *View Binder*—Displays the job's binder. Or, right-click an action or the job row in the table, and select View Binder. For details, see *Viewing Binders and their Assets*.

- *Session Log*—displays the Session Log window with execution details:

- *Priority*—Displays the Action Priority dialog to view or change the value of the action's Priority variable value, for actions that are in progress, waiting or queued (not complete or waiting to retry). Changing the priority takes effect immediately. The priority value controls its execution by stack-ranking it against other actions being processed by the same service.

- *Restart*—If a job was stopped or it failed, Vantage re-starts and continues processing the job where it was stopped. Actions that fail or are stopped are re-executed.

- *Pause*—Halts execution of the action without stopping the job. see *Pausing and Resuming Actions*.

- *Show in Workflow Design*—displays the Workflow Design workspace without altering its activity state.

- *Edit in Workflow Design*—displays the Workflow Design workspace and displays the Workflow is Active dialog so that you can de-active and edit the workflow, or view it in read-only mode.

These topics provide additional information for using the job status workspaces:

- Viewing Workflows and Actions in Detailed Action View
- Using the Jobs Table
- Using the Job Status Table Toolbar and Context Menu
- Stopping All Jobs in the Domain

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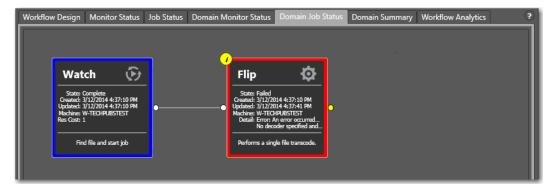
Viewing Workflows and Actions in Detailed Action View

Whenever you are viewing a workflow or job (via the Workflow Design | Job Status | Domain Job Status tabs, you can view the individual actions in detailed action view: select View > Detailed Action View. The information that displays depends on the tab you're using:

- **Workflow Design Tab**: Each action in the workflow itself displays the details (nicknames, variables, run on rules and perform on settings), as specified by your current configuration options, plus the description, directly on the action.

- **Job Status | Domain Job Status | Workflow Analytics Tab**: Each action in the selected job displays its state, relevant dates, machine, and resource cost), as specified by your current configuration options, directly on the action. For the life of the job, during task execution, the action may pass through many states in real time; after the job terminates, only post-execution states are appropriate.

To view actions in detailed action view, select View > Detailed Action View. In this view, each action displays its state, creation and update dates, and s directly on the action.

Action States During Execution

Note: At any time before an action starts executing, it may be re-assigned (re-balanced) to another service which *can* execute it.

During job execution, each action in the selected workflow displays a color-coded border to identify its current state in real time:

- *Green*—In Process. The action is currently executing.

- *Blue*—Completed with Success. The action is complete, and performed the task successfully. For actions whose state can be manually set, displays the appropriate state based on the configuration specified.

- *Red*—Completed with Failure. The action is complete, and did not perform the task successfully or an upstream action failed, and represents the failed state of the workflow itself. For actions whose state can be manually set, displays the appropriate state based on the configuration specified. This action has failed or an upstream action failed, causing this action to not execute, and replicate the failed state.

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- *Black*—Ignored | Waiting on License. This action completed without executing because the incoming state did not equal the Perform On condition, thus preventing it from executing or it executed in some exception-processing way (action-dependent) because a required license was not present.
- *White*—Idle. The action is ready to execute pending the assignment of a service to execute it.
- *Yellow*—Pending or Waiting for Intervention. The action is ready to execute pending the availability of the required resources or execution was interrupted for some other reason where the service requires intervention from a user.

Note: A yellow action title does not reflect the state but indicates a "technology preview". These actions can be tested and used but are not yet officially released or recommended for use in production applications.

- *Light Gray*—Paused or Suspended during execution. The action has been paused by a user or suspended by a higher-priority action.
- *Magenta*—Stopped by User. The action was stopped by user intervention.
- *Light Orange*—Open Workflow Error. A failure is expected when the upstream open actions complete.
- *Orange*—Waiting to Retry. The action attempted unsuccessfully to execute to completion, and is currently waiting to re-execute.
- *Purple*—Waiting on a Service. No service of the required type is running that can execute the action. For example, no Transcode Service is running to execute a Flip action.
- *Light Green*—Waiting execution due to Run On Rule. The action is waiting due to a run-on rule that must be satisfied before it can execute. For example, a Flip action is configure to execute on a Lightspeed server, but no Lightspeed servers are online.

Action States After Execution

Each action in the selected workflow displays a color-coded border to identify its final status at the end of the job:

- *Blue*—The action completed successfully—final state: Success.
- *Red*—This action has failed—final state: Failure.
- *Black*—This action did not execute—final state: Ignore.

Note: Completing without errors does not mean that the action performed the task—an action may be configured to execute only when a previous action succeeded or when a previous action failed—thus, an action may complete without errors, and perform *no task at all*.

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Using the Jobs Table

Click any column title in the Jobs table to make it the primary column and sort it in ascending or descending order. The Jobs table presents information about the job in the following columns:

Job—The Job column displays the name of the file submitted to start the job, and the type of submission: *Manual Submit*, for example.

Workflow (Domain Job Status Only)—The Workflow column displays the name of the workflow that is processing or has processed this job.

Category (Domain Job Status Only)—The Category column displays the category of the workflow.

Note: Because the Domain Job Status workspace displays all of the jobs in the domain, the Jobs table also displays two additional columns not found in the Job Status workspace: Workflow and Category. It also displays an Emergency Stop button in the bottom right-corner. For details, see *Stopping All Jobs in the Domain*.

State—This column displays color-coded key words to identify the status of the job:

- *In Process*—the job is active (being processed).
- *Paused*—an action in this job has been paused.
- *Complete*—all of the actions in this job have completed successfully.
- *Error*—indicates that an open mode action recognizes a critical error (that would be shown in the session log view), and will fail when the open block completes.
- *Failed*—one or more of the actions in this job have failed.
- *Waiting*—the job is active, but is currently waiting for a resource (a service) to accept and process one of the actions in the workflow.
- *Stopped by User*—the job was stopped by a user.
- *Waiting to Retry*—the job is active, but is currently waiting for one of the actions in the workflow to re-execute.

Progress—The information displayed in the Progress column depends on the Detailed Job Progress setting in the Vantage Management Console.

If Detailed Job Progress is disabled, the Progress column displays the percentage of actions that are complete at the moment. For example, if you have a 10 action workflow and the 4th action is currently executing, Vantage will report the workflow as 30% complete.

If Detailed Job Progress is enabled, the progress column displays a percentage value of the current amount of time consumed compared to the total estimated time for the job to complete. Using the job's start time to determine how long the job has been executing, you can use the progress percentage to extrapolate the approximate completion time, assuming the load on the domain remains relatively constant.

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Note: To change the Detailed Job Progress setting in the Vantage Management Console, start the console and click on Settings & Options > General Tab to set the Detailed Job Progress check box.

Started—Displays the time the job started by date and time.

Updated—Displays the last time the job record was updated (typically, when the job ended) by date and time.

Compute Time—Displays the sum of all action execution time for a job. A value is not displayed in this column for jobs that are stopped by the user or failed.

Elapsed Time—Displays the difference of when a job was last updated subtracted by when a job started.

Expires—Displays the time the job expires, and will be removed from the database (along with its binder). To change the expiration period for a workflow, select it and click on the title to display its detail panel, where the Expiration period is displayed. See *Viewing and Specifying Workflow Details*.

Using the Job Status Table Toolbar and Context Menu

The toolbar and context menu provide a variety of commands for managing jobs. The toolbar is displayed directly above the table.

The context menu has the same set of commands, with the exception of Show in Groups and Jobs Filter button (at far right in the toolbar), which is not specific to a selected job. To display the context menu, right-click on any job in the table.

- *Show in groups* ⊞—Organizes jobs by group, based on the primary column—the one you have selected. Click again to turn grouping off.
- *Stop* 🛑—Halts processing of this job. When you stop a job in progress, each action for that job is notified to stop its own transaction. When all actions have been stopped, the job is considered complete, in a user-stopped state.
- *Restart* 🔄—If a job was stopped or it failed, re-starts and continue processing where it was stopped. Actions that fail or are stopped by a user are re-executed. When you restart a job, it is started as a first-time job again. This affects the execution of retry rules. You can only restart a specific action when preceding actions completed successfully.
- *Set expiration* 🖼—Modifies the default expiration time for this job. Workflow Designer displays the Set Job Expiration dialog—specify a new expiration date and click OK.
- *Delete* ✖—Deletes the selected job row(s). Or, right-click and select Delete.
- *View Binder* 🖼—Displays the selected job's binder. Or, right-click an action or the job row in the table, and select View Binder. For details, see *Viewing Binders and their Assets*.
- *View Job Errors* ❎—Displays details about errors encountered in the job.
- *Create Report* 🗒—Creates a job report. Select one or more jobs in the table, and click on the Job Report button. For details, see *Generating Job Reports Manually*.
- *Jump to Workflow* 🔀—This button only displays in the Domain Job Status workspace. To jump directly to the workflow for this job, select a job in the table and click the button.
- *Jobs Filter* 🔽—Displays only jobs that contain specific text in the job name. Enter the text to begin filtering displayed jobs. Delete the text (or just close the filter by clicking the filter button) to display all jobs again.
- *Copy Job ID* (displayed in toolbar and context menu)—Select to copy the selected job's job ID to the clipboard, for use elsewhere.

Note: You can also obtain the job ID by right-clicking selected jobs in the Job Status window and then select Create Report. Create a report (CSV file) to include the job ID.

Stopping All Jobs in the Domain

If you get in a situation where you need to immediately stop all running and queued jobs in the domain, you can use the Emergency Stop button, which is located in the bottom right corner of the Domain Job Status workspace.

Note: If possible, Telestream recommend using the Management Console to place the services in maintenance mode (or the Windows Services Console to stop the services) before using this command.
After issuing a command to stop all jobs, it may take several minutes to complete. The time to completion is dependent on the volume of affected jobs in the database and the consequent load on the computers in the domain.

After clicking the Emergency Stop button to stop all of the jobs in the domain, Workflow Designer displays a warning dialog.

Emergency Stop button.

To stop all running and queued jobs in the domain using this button, follow these steps

1. Click the Domain Job Status workspace.

2. Click on the Emergency Stop button in the bottom right corner.
   Workflow Designer displays a warning dialog.

WARNING: The Emergency Stop button stops all active jobs in the domain, and can not be reversed. This will lead to a potential loss of work and/or data. You should only utilize this command in an emergency. (For example, mistakenly submitting thousands of jobs.) Ideally all services should be in maintenance mode before executing this command.

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3. Click Yes to Continue.

Workflow Designer issues the Emergency Stop command to the domain database.

Generating Job Reports Manually

You can generate job reports for the selected job or jobs, as comma-separated value (CSV) files. You can open these reports in spreadsheet programs and other programs that display CSV files, or you can use them in other systems, such as databases or media asset management systems.
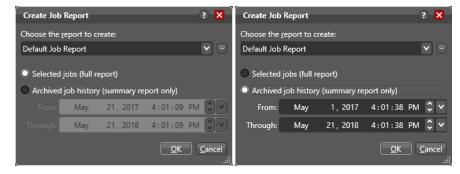
Note: You can also configure a workflow to automatically generate a job report each time the workflow executes. See Enabling Automatic Reports in the Vantage Management Console.

Each job report is based on a job report configuration you select (see *Managing Job Report Configurations*).

Note: If there are no job report formats, Workflow Designer displays a dialog that enables you to create one. Click OK to display the Job Report Manager (*Managing Job Report Configurations*).

To create a job report, follow these steps:

1. Select one or more jobs in the Job Status table.

2. Click on the Job Report button ▯ in the toolbar, or right-click the job and select Create Report. Workflow Designer displays the Create Job Report dialog (below).
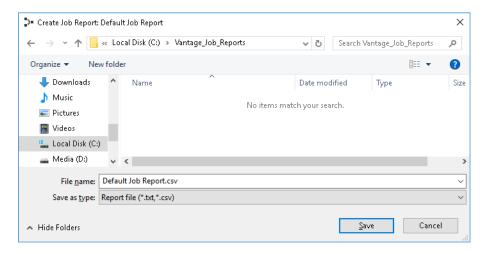
3. Select a report format from the menu. (You create report formats in the Vantage Management Console > Report Configurations > Job Reports window).

   You can also click the browse ▬ button to display the Job Report Manager window (see *Managing Job Report Configurations* for details).

4. Choose Selected Jobs or Archived job history. For Archived job history, specify from and through dates

   Selected Jobs reports on jobs highlighted in the job list and provides a full report including all fields specified in the report format. Archived job history reports on historical jobs within the window of dates you specify, including expired jobs; only the standard fields defined in the Management Console > Job Reports format are included; no custom columns are included.

5. Select where you want to save the CSV report file for the selected jobs, as shown in the following figure.

Vantage displays the File System dialog, which you can use to select the server and directory where you want the CSV report file for the selected job or jobs stored, as shown:

Optionally, enter a new name for the job report file (or append a date or other significant qualifier) and click Save to process the report and save the file as a *CSV* file.

When the report file has been generated, Vantage displays a dialog to indicate where the file was saved. Click OK to close the dialog.

Managing Job Report Configurations

Two types of job reports are available: automatic reports and manually generated reports.

Automatic reports are set up using the Automatic Reports: Modify button in the Workflow Details panel and run every time a job runs. For details see the *Designing and Managing Workflows* chapter of this guide—Adding | Enabling | Disabling | Deleting Automatic Job Reports.

Manually generated reports, which you can run on selected jobs as needed, are described on the following pages. These reports are configured by right-clicking jobs in the Job Status or Domain Job Status panel and selecting *Create Report....*

Note: Completed jobs in the Domain Job Status tab are visible only if the *Include completed jobs in Domain Job Status* selection in the Vantage Management Console Settings & Options General panel is checked (enabled).

Before you can generate job reports, you must create at least one job report configuration. You can create multiple configurations; one for each type of job report you want to generate.

You use the Job Report Manager to create, edit, and delete job report configurations. (The Job Report Manager is also available in the Vantage Management Console.)

Note: Reports are set up in Workflow Designer's Workflow Details panel using the Automatic Reports: Modify button, or in the Job Status or Domain Job Status panel by right-clicking jobs and selecting Create Report. When checked, the *Include completed jobs in Domain Job Status* selection in the Vantage Management Console Settings & Options General panel enables visibility of completed jobs in the Domain Job Status tab; when unchecked, only current jobs are shown.

The following sections describe these tasks:
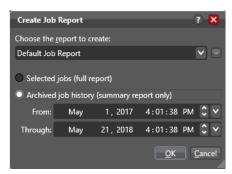
- Displaying the Job Report Manager
- Creating a New Job Report Configuration
- Choosing and Adding Report Columns
- Duplicating a Job Report
- Deleting a Job Report

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Displaying the Job Report Manager

To display the Job Report Manager, follow these steps.

1. Display the Job Status or Domain Job Status workspace.

2. Select a job from the Job table.

3. Click the toolbar Job Report button ▤ to display the Create Job Report dialog:

4. Click the browse ▬ button to the right of the report menu.

Workflow Designer displays the Job Report Manager window.

Toolbar buttons:
Create | Delete | Save | Duplicate

Creating a New Job Report Configuration

Note: Vantage domain administrators can also create report formats in the Vantage Management Console.
Completed jobs in the Domain Job Status tab are visible only if the *Include completed jobs in Domain Job Status* selection in the Vantage Management Console Settings & Options General panel is checked (enabled).
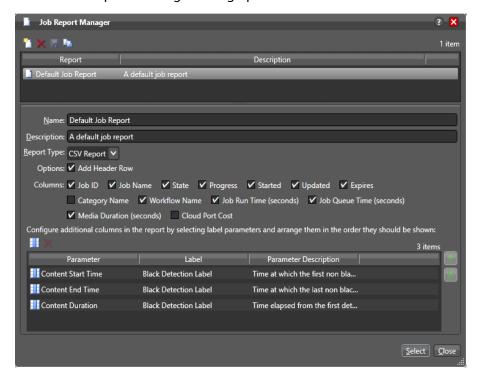
To create or edit a job report configuration, do the following:

1. To create a new job report configuration, click a job in the Job Status or Domain Job Status window, and click the Create a report button.

2. Click the Create/Edit/Delete Job Report Configuration button (below).
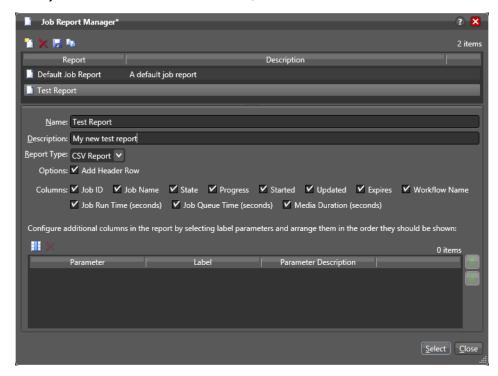
The Job Reports Manager dialog opens.

3. To edit a job report configuration, select it from the list, or to create a new configuration, click the Create a new report configuration button 🗋 .Enter a name in the Name field.

4. Optionally, enter a report description in the Description field.

5. If you want to include a header row, check Add Header Row.

6. Click the Save button 🖫 to save the new report.

Choosing and Adding Report Columns

Check the boxes to configure reports to include or exclude the following columns:

- Job ID, Job Name, State, Progress, Started, Updated, Expires, Category Name, Workflow Name, Job Run Time (seconds), Job Queue Time (seconds), Media Duration (seconds), and Cloud Cost.

- Additional columns for metadata label parameters (not available for archive reports)

When you choose to display a column for a metadata label, the column displays the label value. To add or delete columns for metadata labels, do the following:

1. Click the Add Column button ▦ to display the Select Label Parameters for Columns dialog.
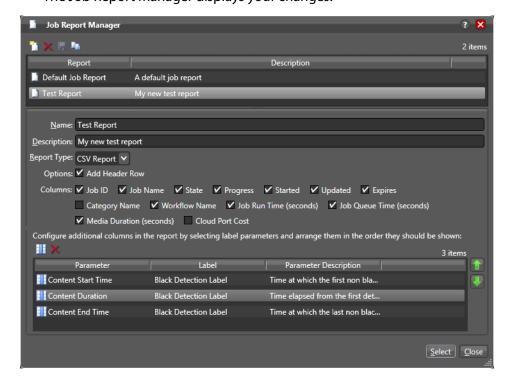
2. In the Labels panel, select a label for which you want to display parameters.

3. In the Parameters panel, check the checkbox for any parameter you want to display, and clear the checkbox for any parameter you do not want to display.

To toggle between showing and hiding categories in which the parameters reside, click the Category button ▦.

4. Click OK to save the selected label parameters and close the dialog.

5. To change the displayed order of parameter labels in the Job Report, select a label in the list and use the green up ⬆ and down arrow ⬇ buttons to move the label up or down in the list.

The top listed parameter becomes the first column after the "standard" columns in the job report, and the last item becomes the last column on the right.

6. Click the Save button 🖫.

The Job Report Manager displays your changes.

Duplicating a Job Report

When you duplicate a job report, a new report is created with a modified report name. All settings in the duplicate report match those in the original report.

To duplicate a job report, do the following:

1. Select the report to duplicate.

2. Click the Duplicate button ▦.

3. In the Name text box, enter a new name for the duplicate report.

4. Make any other desired changes.

5. Click the Save button ▦.

Deleting a Job Report
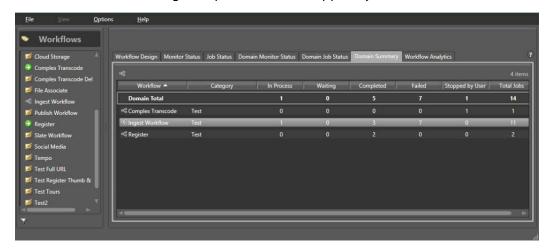
To delete a job report, select the report and do the following:

1. Click the Delete button ✕.

2. When the confirmation dialog displays, click OK.

Viewing the Domain Summary

The Domain Summary tab displays, on a per-workflow basis, data for all jobs in the domain: In Process, Waiting, Completed, Failed, Stopped by User, and Total Jobs.

Consider thinking of this as a general purpose or quick report that you can quickly examine instead of having to set up and generate a jobs report. The display is static and offers no control over workflows, but you can use the Open Selected Workflow button or right click context menu to jump to a specified workflow in the Workflow Designer.

Viewing Binders and their Assets

The Binder dialog displays information about their assets—files ingested or generated in a job—or in subsequent jobs, when the Register action is configured to overwrite binders if a file of the same name is submitted (Conflict Resolution). Assets in a binder can include media files, metadata labels, and attachment files.

To view the binder for the selected job, choose:

- Click the binder button [icon] in the toolbar
- Right-click on any action, or job row in the table, and select View Binder.
- Double-click the job row in the table.

Note: When you open the Binder dialog from a job, Workflow Designer displays the job ID and you can copy it for identifying the job which was responsible for creating this binder. You can also obtain the job ID by right-clicking selected jobs in the Job Status window and then select Create Report. Create a report (CSV file) to include the Job ID.

Viewing Media

The Media Files tab displays a list of media files ingested or created in the job, including the file's path, nickname, and filename. To the right is a WMV player, where you can preview the selected file provided that it is playable by Windows Media Player (typically, WMV, AVI, and ASF files, depending on your configuration).

You can also right-click any file and Choose these options:

- *Open Containing Folder*—displays the Windows directory where the file is stored.
- *Open With Default Program*—opens the file in the program specified as the default program to open these types of files, based on its extension.
- *View Files List*—displays the list of files submitted as part of the job.

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- *View Full URL*—displays the full URL of the file submitted. See *Submitting a Remote File via the Vantage API* for additional information.

The ability to play media depends on the operating system where the file is located:

Local Windows Storage
- You can Open Container Folder or Open With Default Program
- The Player window displays and plays compatible media.

Network Windows Storage
- You can Open Container Folder or Open With Default Program
- The Player window does not display or play compatible media.

Cloud storage and other file systems (FTP, Aspera, Pathfire, BML)
- You can not Open Container Folder or Open With Default Program
- The Player window does not display or play media.

Viewing Metadata

Use the Metadata Labels tab to display the labels associated with the job, their parameters and values. (You cannot edit values in this viewer.)

Viewing Metadata

The Attachments tab displays a list of attachment files, including each file's path, nickname, and filename.

Submitting a Remote File via the Vantage API

The *View Full URL* feature in the *Job Status > View Binder* panel helps API users submit files located on remote file systems such as Amazon S3. In particular, the output displayed in the *View File URL* dialog is precisely the properly formatted URL needed for an API command addressing a remote file location.
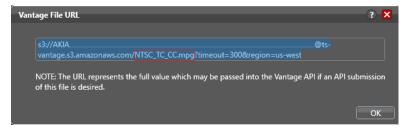
Note: User Administration must be enabled in the Vantage Management Console, and only users who are administrators are able to use the *View File URL* feature.

To use this feature, follow these steps:

1. Set up a simple workflow, such as Receive and Register, and activate the workflow. The purpose of this workflow is simply to register a remote file which represents files in the remote file location that you want to use. The Receive action *Media Files Expected Nickname* should be set to Original.

2. Use *Submit Job* and manually browse to a representative file in the remote location and submit it to the Receive action.

3. Right-click the job in the Job Status table, and select *View Binder*.

4. Right-Click the Original file in the binder and select *View Full URL*. The resulting dialog is as follows:

The text of the dialog is exactly the text that you need to cut and paste directly into an API submission message to submit the same file to another workflow via the API. Refer to the *Vantage REST API Guide* (available on the Telestream support website) for detailed information about submitting files to a Vantage workflow.

To submit other files in this location to other workflows, change the name of the remote file in the URL (boxed in red) while leaving all else in the URL the same. The file name portion of the URL is *NTSC_TC_CC.mpg*. That is the only portion of the URL that you need to change to a new file name.

Controlling Action Execution in Jobs

These topics describe how you can control action execution in your jobs:

- Pausing and Resuming Actions
- Pause for Priority in Actions
- Setting Action Execution Priority

Pausing and Resuming Actions

To pause and resume actions in a job in progress, right-click on the action and select Pause from the context menu. To resume a paused action, right-click on the job and select Resume from the context menu.

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You cannot pause actions in certain states or in certain workflows. For example, you cannot pause an action that has failed. Also, you cannot resume an action downstream of another failed action, without restarting the first failed action, etc.

Note: Pausing an action requires that the service executing the action allows you to pause actions, which is disabled by default. To allow you to pause actions executed by a specific service, in the Vantage Management Console, display the Services panel. Select the service, and in the Setup > Pause Limit panel, check Allow Paused Actions.

Pause for Priority in Actions

Pause for Priority is an automatic feature of Flip64, Multiscreen Flip, IPTV Flip, and Conform actions. If a transcoding service is saturated (performing the maximum number of jobs), Vantage will queue up incoming jobs and wait for a slot to become available. Pause for Priority uses the value in the Priority variable to determine its operation.

Note: To use Pause for Priority, you must enable pausing on a service-by-service basis in the Vantage Management Console > Services > Pause Limit > Allow Paused Actions.

For example, a Transcode Service is configured to run 2 simultaneous jobs; it receives three jobs (A, B and C). Jobs A and B begin execution (the service was idle prior to this) and C is queued until either A or B completes, at which point C will execute).

Pause for Priority comes into play if job C has a higher execution priority than job A or B. In this case, job A is paused and job C begins processing immediately. When job C or B completes; then job A (which was previously paused) returns to processing.

Setting Action Execution Priority

You can modify the execution priority of actions in a running job, when they are in the Wait, Pause, Failed or Running states. You cannot set an action priority for a completed action in the Success state.

The value you specify causes stack-ranking of other actions queued by the same service (or services) that can execute this action. To change the priority of an action, do the following:

1. Right-click the action and select Priority to display the Action Priority dialog:

2. Change the priority value (larger numbers equal higher priority), and click OK to modify the action's priority in this job. (Zero and negative numbers are permitted;

for example, a 0 priority executes before a -1 priority, and a 100 executes before a 50.)

Range: -2,147,483,648 to 2,147,483,647. Typically, you will establish a practice of setting practical priority limits based on a pre-determined range: 0 to 100, or -1000 to +1000, for example.

Viewing Action Status and History

To view details about the status of any action in a job, select the job in the jobs list, right-click the target action in the workflow, and select Status from the context menu.

The Status/History dialog provides details about each aspect of the action's execution. You can use this information to gather details about its execution, and when an action fails, you can use this information to determine why and correct the problem.

Each line in the upper panel of the Status/History dialog provides a summary of some aspect of action execution. To display more information related to a line in the upper panel, click on the line. The detailed information appears in the lower panel.

The symbol to the left of the summary lines in the upper panel allow you to hide or expose subordinate summary lines. Click a symbol to hide or display subordinate summary lines.

Export—Click Export to display a File System dialog, and save the status/history information as an XML file. You can send these files to Telestream for support issues, or export them for processing in other systems.

Session Log—To display the action's session log, select a session in the upper panel and click Session Log. You can also display an action's session log directly—right-click on the action and select Session Log.

Click Done to dismiss the Status/History window.

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Using the Job Status Views Web Application

Job Status Views is a web application that enables basic Vantage job management via a web browser. You can use Job Status Views to access job information and manage jobs in your Vantage domain from anywhere on the LAN, or via the Internet if you provide such access your Vantage domain.

Note: For information about Vantage web application requirements, starting and stopping web applications, and other basic topics, see *Vantage Client Programs Overview*.

Topics

- About the Job Status Views Web Application
- Job Status Views Web Application Overview
- Using Public and Private Views
- Sorting Jobs by Column
- Paging Through Job Tables & Setting Page Size
- Filtering the Job Table
- Highlighting Job States Row by Row
- Managing Jobs
- Troubleshooting

About the Job Status Views Web Application

You can use the Job Status Views web application to do the following:

- Display information about submitted jobs
- Sort and filter job entries
- Highlight and identify jobs in different states
- Stop, restart, and delete jobs
- Troubleshoot job processing issues

The *views* that you see in Job Status Views are defined by Vantage administrators, who control which job information displays and which job control functions (such as the ability to delete a job) are allowed. Views may be public or private. Public views are available to everyone, and private views are for use by specified Vantage users.

Changing Web Applications Language and Date Format

Vantage Web Applications detect the language and date format specified in your browser. For example, selecting English (United Kingdom) as the language displays UK spelling and date format (DD/MM/YYYY). Selecting English (US) as the language displays US spelling and date format (MM/DD/YYYY).

To change language and date formats, follow these steps:

Internet Explorer Language and Date

1. Open Internet Explorer.
2. Select the Tools menu and then Internet Options.
3. Click Languages.
4. Click Set Language Preferences.
5. Choose your language, for example, English (US) or English (United Kingdom).
6. Close and reopen the browser and access the web apps. Your language and date format should be displayed in the web apps.
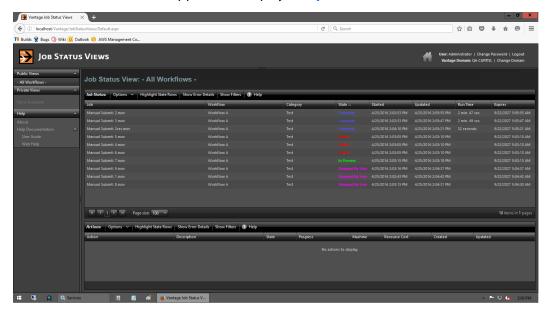
Chrome Language and Date

7. Open Chrome.
8. Select the "three dots" menu at the far right, and then select Settings.
9. Expand the Advanced link at the bottom.
10. Under Languages, expand Language.
11. Click Add Languages, scroll and select a language, and click Add.
12. Click the menu button to the right of the desired language, check *Display Google Chrome in this language,* and click *Move to the top*. The language at the top should display your selected language.
13. Close and reopen the browser and check the web apps language and date format.

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Job Status Views Web Application Overview

The Job Status Views web application displays the jobs table, as shown here.

The Job Status Views display is presented in three panels.

To display or hide the title or panels, click the Show/Hide controls.

- *Title panel (top)*—displays the home button, Vantage domain and user name, and controls to manage the user password, change domains, and to log out of the domain.
- *View panel (left)*—displays views that define which jobs are listed in the job list. This panel also includes controls to display product version information and this guide.
- *Job list panel*—Center, right—displays the job list in table format, along with the program's toolbar, which contains command buttons and menus.

Note: If you don't log in as a Vantage user, private views display *None Available*.

The following sections describe how to use the web application:

- ■ Using Public and Private Views
- ■ Sorting Jobs by Column
- ■ Paging Through Job Tables & Setting Page Size
- ■ Filtering the Job Table
- ■ Highlighting Job States Row by Row
- ■ Managing Jobs
- ■ Troubleshooting

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Using Public and Private Views

All views are defined either as public or private, and are created and configured in the Management Console. Click on the view to select it, and display jobs for this workflow. Only private views that are enabled for your Vantage user name are listed.

The default view is the *All Workflows* public view, which displays jobs for all workflows. The information that *All Workflows* displays depends on how it is configured in the Management Console, and whether it is enabled or not. If no private views have been defined, or if you log in as *Public*, the Private Views list displays *None Available*.

The following topics provide more information on views:

- About Public and Private Views
- About View Definitions

About Public and Private Views

Public views are views that the Vantage administrator has made available to all Vantage users. Anyone who connects to the Vantage domain can display public views in the Job Status Views web application.

Private views are views that are available only to those Vantage users for which the Vantage administrator has enabled access. The administrator might configure custom views for different departments, users by role, or customers, and limit access to those views to the appropriate users.

About View Definitions

All views that you create are based on a specific workflow. In addition to being public or private, views limit the information that is displayed and specify which job control features (if any) the user has to use. If no controls are enabled, the view is considered a read-only view. You cannot create or configure views directly in Job Status Views; views are created by the Vantage administrator, via the Vantage Management Console, and specified as public or private; enforced by which user logs in.

There are many options for views, and displaying all options usually provides too much information for most applications. For example, it might be more convenient to display fewer columns. This view might only display active jobs, and it might disable controls that allow jobs to be restarted, stopped, or deleted.

The following topics provide information on what can be customized (and thus, may or may not be present) in views

- Displaying Items in Views
- Controls in Views

Note: Administrators should refer to the *Vantage Domain Management Guide* for information on how to set up custom views.

Displaying Items in Views

Two items of information are always displayed as columns in a view:

- *Job*—The name of the file submitted to start the job, and the type of submission: *Manual Submit*, for example.
- *State*—The current state of the job, which can be:

State—This column displays color-coded key words to identify the status of the job:

- *In Process*—the job is active (being processed).
- *Paused*—the actions in this job have been paused.
- *Complete*—all of the actions in this job have completed successfully.
- *Failed*—one or more of the actions in this job have failed.
- *Waiting*—the job is active, but is currently waiting for a resource (a service) to accept and process one of the actions in the workflow.
- *Stopped by User*—the job was stopped by a user.
- *Waiting to Retry*—the job is active, but is currently waiting for one of the actions in the workflow to re-execute.

These optional columns can be added to a view:

- *Total Progress*—The progress of the job (in percent) if still running.
- *Started*—The date and time the job was started.
- *Updated*—The date and time the job was last updated.
- *Workflow*—The name of the workflow that started the job.
- *Run Time*—Displays the total elapsed execution time for the job.
- *Expires*—The date and time when the job expires and both the job entry and the job entry is deleted.

Controls in Views

An administrator can configure the following controls in a view:

- *Enable*—Enables or disables use of the view.
- *Show Only In Process Jobs*—Displays only jobs that are currently running.
- *Stop | Start | Delete*—Enables or displays the ability of the operator to manage jobs—stopping, restarting, and deleting them.

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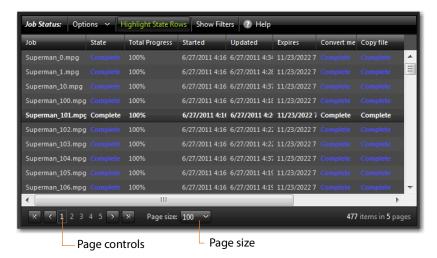
Sorting Jobs by Column

To sort the displayed job list according to the entries in any column, click that column label. Each time you click the column label, the sort changes in the following sequence: ascending order, descending order, and default sort order.

Paging Through Job Tables & Setting Page Size

A job table may span multiple pages. Use the page size control at the bottom center of the job list to specify the number of jobs to display on a page.

The page controls on the bottom left allow you to change pages and jump to the first or last page of a job list. The figure below indicates where the page controls appear in the job panel.

Page controls   Page size
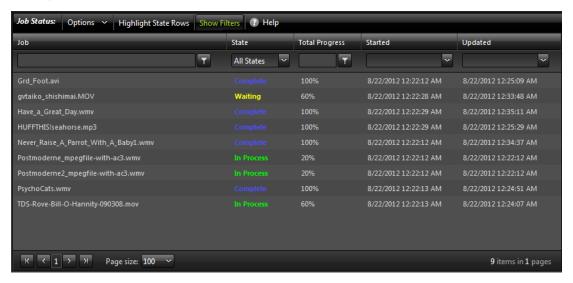
Filtering the Job Table

Job filters allow you dynamically control which jobs display in the job table. The default configuration displays all jobs specified in the view for the workflow. However, during troubleshooting, you might want to display only those jobs that are in a failure state. Other times, you might want to display only those jobs that are in progress.

To display the Job List filters, click Show Filters in the toolbar. The filters are displayed directly below the column titles in the job list table, as shown in this figure:

To hide filters, click Show Filters again.

Which jobs display in the job list is determined by all the filters working together to filter the list. If multiple filters are configured, the job list includes all jobs that meet the criteria of all configured filters.

- Setting the Job Name Filter
- Setting the Job State Filter
- Setting the Total Progress Filter
- Setting the Date and Time Filters

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Setting the Job Name Filter

You can use the job name filter to limit the job list display to only those jobs with a name that meet criteria you specify. The following sections describe how to set and clear the job name filter:

- Specifying a Job Name Filter
- Clearing the Job Name Filter

Specifying a Job Name Filter

To specify a job name filter, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.

2. In the text box above the job names, enter text that is part of job names that you want to include or exclude from the list.

3. Click the control to the right of the filter text box and select one of the following filters:

- *Contains*—Displays all jobs that have a name that contains the text you specified.
- *DoesNotContain*—Displays all jobs except those that have a name that contains the text you specified.
- *EqualTo*—Displays only those jobs that have names that exactly match the text you specified.
- *NotEqualTo*—Displays all jobs except those that have a name that exactly matches the text you specified.

Clearing the Job Name Filter

To clear a job name filter, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.

2. Click the control to the right of the filter text box and select No Filter.

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Setting the Job State Filter

The job state filter allows you to selectively exclude jobs from the job list based on the job state. The default configuration displays jobs for all of the following job states:

- Complete
- Failed
- In Process
- Stopped By User
- Waiting
- Waiting to Retry

When the job state filter is set to display jobs in all states, the filter name for the *State* column is *All States*. When the job state filters disable the display for jobs in one or more states, the filter name for the *State* column changes to *Custom*.

To specify a state filter, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.
2. Click the control below the State column head and check and clear the checkboxes to define the states for which you want to display jobs.

Setting the Total Progress Filter

You can use the total progress filter to limit the job list display to only those jobs that meet progress criteria that you specify. The following topics describe how to set and clear the total progress filter:

- Specifying a Total Progress Filter
- Clearing the Total Progress Filter

Specifying a Total Progress Filter

To specify a total progress filter, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.

2. In the text box below the Total Progress column name, enter the progress level you want to include or exclude from the list. The range is 0% to 100%.

3. Click the control to the right of the total progress text box and select one of the following filters:

   - *Contains*. Displays all jobs for which the total progress includes the value you specified.

   - *DoesNotContain*. Displays all jobs except those for which the total progress includes the value you specified.

   - *EqualTo*. Displays only those jobs for which the total progress matches the value you specified.

   - *NotEqualTo*. Displays all jobs except those for which the total progress matches the value you specified.

Clearing the Total Progress Filter

To clear a job name filter, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.

2. Click the control to the right of the Total Progress text box and select NoFilter.

Setting the Date and Time Filters

The date and time filters allow you to limit the job display list to jobs that started, updated, or expire within a specified time period. There are three separate date and time filters for:

- Started
- Updated
- Expires

The following topics describe how to set and clear the date and time filters:

- Specifying a Date and Time Filter
- Clearing a Date and Time Filter

Specifying a Date and Time Filter

To set any of the date and time filters, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.

2. Click the control to the right of the filter label box in the appropriate column.

If the filter label box is empty, no filter is defined. If a filter is defined, the filter label box displays *Custom*.

3. In the panel that appears, click on the calendar and clock buttons to set the date and time for the period start and period end.

If you omit the period *From* date and time, the program displays all jobs up to the *To* date and time. If you omit the period *To* date and time, the program displays all jobs after the *From* date and time.

4. When the period is defined, click Apply.

Clearing a Date and Time Filter

To clear a date and time filter, do the following:

1. If the filters are not visible above the job list, click the Show Filters button.

2. Click the control to the right of the filter label box.

3. Click Clear.

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Highlighting Job States Row by Row

Job state highlighting allows you to use colors to make the different job states more visible. Or, you can use the same color for all job states to draw less attention to the job states.

To toggle job state highlighting, click the Highlight State Rows button in the toolbar. Each time you click the button, the job state highlighting changes from the current state to the opposite state.

Managing Jobs

Job management, when enabled in a view, enables you to stop, restart, and delete jobs.

The following topics describe how to stop, restart, and delete jobs:

- Stopping Jobs
- Restarting Jobs
- Deleting Jobs

Stopping Jobs

You might want to stop a job to make Vantage resources available for another job, or you might stop a job in preparation for system maintenance.

To stop a job, do one of the following:

- Right-click on a job in the job list, and select Stop.
- Select a job in the job list, then click the Options menu in the toolbar, and select Stop.

Restarting Jobs

Jobs can be stopped by service or network interruptions, or an operator might stop a job to give another job priority. To restart a job, do one of the following:

- Right-click on a job in the job list, and select Restart.
- Select a job in the job list, then click the Options menu in the toolbar, and select Restart.

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Deleting Jobs

You might want to delete a job because the job has failed, or because the output file is no longer needed, for example.

To delete a job, do either of the following:

- Right-click on a job in the job list and select Delete.
- Select a job in the job list, then click the Options menu in the toolbar, and select Delete.

Troubleshooting

Job Status Views enables troubleshooting and correction at the job level. For more comprehensive troubleshooting, use the Vantage Dashboard web application.

The first step in Vantage troubleshooting with Job Status Views is to identify the jobs that are having problems. There are several ways to do this:

- Enable *Highlight State Rows* to indicate job status with colors. Failed jobs are high-lighted in red, and other states have distinct colors. (See *Highlighting Job States Row by Row* for more information.)
- Click the State column head to sort the jobs by the current state, then locate the group of jobs you want to investigate.
- Use filters to display only the jobs in the state you are investigating. (See *Filtering the Job Table* for more information.)

After you locate the jobs with issues, look for common traits among those jobs. The following are some possible issues and suggestions for resolution:

- *All jobs are failed or waiting.* Look for network, database, or service issues. If all jobs within a certain time period had problems, there might have been a temporary issue that has since been corrected. Restart failed jobs as described in *Restarting Jobs*.
- *All jobs for a specific workflow have failed or are waiting.* Look for issues with the workflow. Has the workflow ever worked? Are all resources used by that workflow available?
- *All jobs for a particular watch folder or destination have failed or are waiting.* If you know that all the troubled jobs use the same watch folder or destination, it could be that the location is not available.

After you resolve a problem, some jobs might restart on their own, and others might require further action from you. If your view is so enabled, you can take the following actions on jobs in the job list:

- *Restart*—Restart stopped jobs as described in *Restarting Jobs*.
- *Delete*—Delete jobs as described in *Deleting Jobs*.
- *Stop*—If a job seems unlikely to complete or stop, you can stop the job as described in *Stopping Jobs*. Once a job is stopped, you can try to restart the job or delete it.