

SPS-I Quick Notes - Administrator Tasks



This brochure contains important information about SPS-I administration. The information is intended to assist in several frequently performed tasks that a SPS-I administrator may encounter. *This handout is not intended to replace service specific guidelines (i.e., CONOPS, OMG) but should be used in conjunction with those guidelines.*

SPS-I compatible with PD² v4.1e

October, 2001

SPS-I Administrator Common Tasks

Scheduling Interfaces

1. In the Interface Manager (IM), open the *Interfaces* folder.
2. Right-click the interface on the right side and select **Edit Interface** from the pop-up menu. The **Interfaces** window opens.
3. Select the *Execution Details* tab.
4. Use the drop-down arrow to select the site pair to schedule.
5. Click the [**Schedule**] button.
6. Enter all pertinent information for each field in the window. Enter the **Physical Machine Name** for the Interface Agent (IA). (*To obtain the IA machine name, right-click Network Neighborhood and select Properties.*) Enter the full IA application path in the **Full IA Application Path** field. The user ID and password entered in the **IA Server User ID** and **Password** fields must be a Windows NT user with full administrative rights on the IA machine.
7. Click [**OK**] to accept the entered parameters and open the **Job Scheduler** window.
8. In the **Job Scheduler** window, enter the interface schedule.
9. Optionally, click the [**Advanced**] button to specify execution options of greater detail.
10. Click [**OK**] to save the schedule. SPS-I will now create a scheduled task that will display in Task Scheduler.

Manually Running Interfaces

In Task Scheduler, right-click the interface you want to execute and select **Run**.

Re-processing Incoming Interface Files

1. To locate the backup file directory, select **Start** → **Programs** → **SPS-I** → **SPS-I Profiles**. *

* Previously 'SPS-I Interface Agent Profiles'

2. The backup file directory is located in the **Backup Directory** field on the *IA Configuration* tab. The **Make Backups** check box must be checked to make backups.
3. Locate the interface file in the backup directory by looking at the file name. It will include a date/time stamp extension, which specifies the execution date.
4. Copy the file and paste it into the incoming directory.
5. Remove the date/time stamp extension from the file name and then manually run the interface.

Selecting Site Discriminators

1. In the IM, select the *Sites* folder and then select the PD² Site or External Site from the Summary pane.
2. Right-click the site and select **Edit Site** the pop-up menu.
3. Select the *Discriminators* tab.
4. From the top pane, select the collections that will be sent to and from the site, which will populate the bottom pane with the discriminators for the site.
5. Modify the discriminator values as necessary.
6. Click [**OK**] to save any changes.

Adjusting the Last Run Time

The Last Run Time and End Run Time may be adjusted to re-process outgoing interfaces if the interface must be executed again, or if IA is not able to process an excessive amount of data.

1. In the Interface Manager (IM), open the *Interfaces* folder.
2. Right-click the interface on the right side and select **Edit Interface** from the pop-up menu. The **Interfaces** window opens.
3. Select the *Execution Details* tab.
4. In the *Execution Details* tab, select the Site Pair and a collection set. Now select a collection from the bottom pane, then click the [**Edit**] button.
5. On the top right corner of the window, edit the **Last Run** and **End Run** fields to specify a range of dates. For example, if the awards to be processed were released between August 1, 2001 and August 3, 2001, then the Last Run date should be 08/01/01 00:00:00 and the End Run date should be 08/03/01 11:59:00.
6. Click [**OK**] to save the settings.

7. Manually run the interface from Task Scheduler.
8. When the interface has finished processing, edit the **Last Run** and **End Run** fields again as necessary.
9. When you have completed processing, reset the **End Run** field to 00/00/00 00:00:00 so that the interface will process future documents automatically.

Log File Locations and Meanings

- ❑ Task Scheduler Log: (a.k.a. Advanced Log)
 1. Select the *Scheduled Tasks* folder in Windows NT Explorer.
 2. Select **Advanced** → **View Log** from the menu bar.
 3. This log file contains information regarding the start and completion of IA processing. This log file is written to C:\WINNT\schedlog.txt.
- ❑ Default Log:
 1. On the IA machine, select **Start** → **Programs** → **SPS-I** → **SPS-I Profiles**.*
 2. In the **Config** window, select the appropriate profile.
 3. Go to the *IA Configuration* tab.
 4. The default log filename and location will be listed in the **Default Logfile** field.
 5. The default log file contains information regarding the IA's connection to and disconnection from the Interface Database (IDB).
- ❑ Execution Log: (a.k.a. The Logfile)
 1. In the IM, open the *Interfaces* folder.
 2. Right-click an interface in the summary pane and select **Edit Interface** from the pop-up menu.
 3. Select the *Sites* tab.
 4. The log file location for each site pair is listed in the bottom section of the window after **Log Path/File**.
 5. The execution log provides specific details regarding interface collection processing for that site pair.

Changing Passwords

1. **Task Scheduler Password** – This user/password is created to execute the task in Task Scheduler. **This user should be a valid Windows NT user with administrative rights.** This information is entered in the IM when scheduling an interface. You can also view and edit this information by right-clicking your task in Task Scheduler and selecting **Properties**. **If you need to change this user/password information for any reason, you will need to change it in both places.**
2. **IDB Password** – This password is required for the IA to connect to the IDB. This password is managed by the Interface Agent Profiles utility. On the IA machine, select **Start** → **Programs** → **SPS-I** → **SPS-I Profiles*** to locate this utility.
3. **Sybase Password** – This password allows IA to connect to the PD² database. It can be found, changed, and verified under the *Databases* branch of IM.
4. **IM Password** – This password allows IM to connect to the IDB and may be changed as a part of database maintenance. If it is changed, the SPS-I Administrator must enter the new password to logon to IM. Unlike the other passwords above, it is not stored by SPS-I and therefore, no other action is necessary.

FTP Manually

It may be necessary to manually FTP files to interface customers if the automated SPS-I FTP process fails.

1. In the IM, determine the IP address, username, password, and directory that SPS-I uses to send files to the external system. To do this, use the IM and highlight the *Directories* branch, then right click the *External* directory of the external

- system SPS-I is sending files to. Then select **Edit Directory** from the pop-up menu.
2. Locate the files that must be sent to the external system. To locate the directory these files are located, examine the properties of the *Interface* directory. (Highlight the *Directories* branch, then right-click and **Edit** the interface.)
3. Open a command prompt in Windows NT by selecting **Start** → **Programs** → **Command Prompt**. The **Command Prompt** window opens.
4. From the command prompt, change to the directory located in the *Interface* directory. (found in step 2)
5. Connect to the external system FTP server by using **FTP.exe**. Use the IP address, username, and password found in Step 1 above. example: (c:\ftp 123.45.67.89)
6. Change to the directory on the external system FTP server (this information is also found in Step 1 above).
7. Issue the FTP command that transfers the interface file from the SPS-I workstation to the external system. (mput <file name>)
8. Exit from the FTP program.

IA Profile Information

The IA Profile is already created during installation and once set up, rarely needs modification. If these settings need to be changed, the SPS-I Administrator can modify the registration entries using the SPS-I Configuration Utility. The *Server Configuration* tab holds the IDB user/password information in the **IA Login Information** box. In addition, the SPS-I Administrator can change default settings for the backup, log, and debug settings in the *IA Configuration* tab. To view the IA Profile, click the **Default** icon in the *Profiles* section. This will populate the fields on the *IA Configuration* tab.