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| **Monitoring Files in the Data Transfer Utility** |
| Slide 1**Viewer will “Select” or “Click” as prompted during the simulation.** | Welcome to the guided practice. In this activity we are going to explore the remaining functions of the TSDS DTU. Specifically we are going to explore the recent transfer tab, the logs tab, and the configuration tab. These functions primarily will be used to monitor the transfers and provide information in case of support issues. In the previous simulation, we reviewed the on demand and scheduled file transfer functions. In this simulation, we are going to explore the recent transfer history tab, the logs tab, and the configuration tab. |
| Slide 2 | Let’s start by **selecting the Recent Transfer History** tab. The recent transfer history tab shows each instance of on demand and scheduled transfers. As this is just a preview pane, there is a limit of how many instances are available for review. For each instance we can see the collection, file name, start time, time completed, and status. We can sort how we view the recent transfers by clicking on the column headers. Let’s try **clicking on the Start Time column header** and then **click that header again** to revert to the original order.  |
| Slide 3 | Now let’s **select the Logs tab** from the top of the screen. The DTU creates a log file each day that it is running for both on demand and scheduled tabs and stores these files locally. These log files help you monitor the transfers and can also be used to share information with support if files fail to transfer. Note that you can use the radio buttons to select either on demand or scheduled transfer. You can also use these tools to refresh the list or open the location of the log folders. Let’s **select On Demand** to get started. Let’s take a look at the directory of log folders next. Click on the **Open Logs Folder**. We can see that there is a separate folder for each type of transfer for each day that the DTU has been running. The file name has the type, in this case scheduler, and the date stamp. If you had issues transferring files and the problem couldn’t be resolved locally, it would be helpful to supply support with the logs file for that day and transfer type. Let’s **click Cancel** to return to the previous screen. |
| Slide 4  | Next **click the radio button next to Scheduler** and then **click Refresh** to update the log request. Now we can see the most current actions attributed to the scheduled file transfers logged here. |
| Slide 5 | And now **select the Configuration tab**. These setting would be administered by TEA and your local installation of the TSDS DTU will reflect the correct settings. While you will see the Configurations tab in your instance of the DTU, the options will be greyed out. |
| Slide 6 | That bring us to the end of this guided practice. Thank you for your time. |