

**TSDS Simulation Scripts**

Process: TSDS DTU Recent Transfer & Configurations

Date: 11.22.2013

Version: 5

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| Slide # | Screen Shot | Text |
| 1 | DTU home page & “Welcome” Banner | 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. |
| 2 | DTU home page, highlight on On Demand and Scheduled Transfer | In the previous simulation we reviewed the On Demand and Scheduled File transfer functions. |
| 3 | DTU home page, highlight on Recent Transfer, Logs & Config | In this simulation we are going to explore the Recent Transfer History Tab, the Logs Tab and the Configuration Tab. |
| 4 | DTU home page, click box on Recent Transfer | Let’s start by selecting the Recent Transfer History Tab. |
| 5 | Recent Transfer, highlight on column headers | 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 on how many instances are available for review. For each instance, we can see the Collection, File Name, Start Time, Time Completed and Status. |
| 6 | Recent Transfer, click box on Start Time column headers | 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. |
| 7 | Recent Transfer, click box on column headers | And then click that header again to revert to the original order. |
| 8 | Recent Transfer, click box on Logs | Now let’s select the Logs Tab from the top of the screen. |
| 9 | Logs tab | The DTU creates a log file each day that it is running for both On Demand and Scheduled Tabs, and saves 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. |
| 10 | Logs tab, highlight on Radio buttons | Note that you can use the radio buttons to select either On Demand or Scheduled Transfer. |
| 11 | Logs tab, highlight on actions | You can also use these tools to Refresh the list or open the location of the log folders. |
| 12 | Logs tab, click box on On Demand | Let’s select On Demand to get started. |
| 13 | Logs tab | We can see in preview pane the most recent actions attributed to On Demand File Transfers posted here. |
| 14 | Logs tab, click box on Open Logs Folder | Let’s take a look at the directory of Logs Folders next. Click on Open Logs Folders. |
| 15 | Logs tab, highlight on action | 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 a date stamp. |
| 16 | Logs folder | - |
| 17 | Logs tab, click box on cancel | If you had issues transferring files and the problem couldn’t be resolved locally, it would be helpful to supply Support with the log file for that day and transfer type. Let’s click Cancel to return to the previous screen. |
| 18 | Logs tab, click box on Scheduler | Next click the radio button next to Scheduler. |
| 19 | Logs tab, click box on Refresh | And the click Refresh to update the log list. |
| 20 | Logs tab | Now we can see the most current actions attributed to the Scheduled File Transfers logged here. |
| 21 | Logs tab, click box on Configuration Tab | And now select the Configuration Tab. |
| 22 | Configuration Tab | These settings will be administered by TEA and your local installation of the DTU will reflect the correct settings. While you will see the Configuration tab in your instance of the DTU, the options will be grayed out. |
| 23 | Configuration Tab, Thank you banner | And that brings us to the end of this guided practice. Thank you for your time! |