

**TSDS Simulation Scripts**

Process: TSDS DTU On Demand & Scheduled Transfers

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| Slide # | Screen Shot | Text |
| 1 | DTU Login & “Welcome” Banner | Welcome to the Guided Practice! In this activity we are going to explore the TSDS Data Transfer Utility, also known as the DTU. The TSDS DTU transfers files from the LEA to the eData Manager (eDM), which loads the XML Interchange Files into the Operational Data Store (ODS). The TSDS DTU doesn’t run any validations, beyond checking that the files meet the correct naming convention. It is simply a mechanism to transfer the XML Interchange files from the LEA to eDM . In this specific guided practice we are going to learn how to navigate the DTU, transfer files on demand and schedule a reoccurring transfer. |
| 2 | DTU Login, click box on Login ID | As a reminder, this utility is installed locally, so there is no need to log in to the TSDS Portal to access the DTU once the initial install is complete. Let’s go ahead and get started by logging in to the DTU. Click on the Login ID box to get started. |
| 3 | DTU Login | To access the TSDS DTU, you need to enter your TEAL Service Account credentials. |
| 4 | DTU Login, click box on Log In | Now that I have completed the log in information, click Log In. |
| 5 | DTU, click box on Menu | Let’s take a minute to explore the DTU before we start transferring files. Click the Menu button on the upper left hand side of the screen. |
| 6 | DTU, highlight on menu options | Under the menu we have the option to Exit the application, or we can learn what version of the DTU we are running by clicking About. |
| 7 | DTU, click box Session | Now click Session. |
| 8 | DTU, highlight on Log Out | Under Session we can opt to log out of the DTU. |
| 9 | DTU, highlight on Nav Tabs | We use the tabs to navigate through the DTU functions. There is the On Demand Tab; the Schedule Tab; the Recent Transfer History Tab, the Logs Tab; and the Configuration Tab. We will talk about each of these in turn over this simulation and the next. |
| 10 | DTU, highlight On Demand Tab | Let’s start with the On Demand Tab. The On Demand Tab is used to transfer files to eDM outside of any regularly scheduled file transfers. |
| 11 | DTU, click box on Add Files | To get started, click on Add Files. |
| 12 | File Directory | I can hold down the Control Key as I click on the target files to import several files at once. |
| 13 | File Directory | Let’s take this one, |
| 14 | File Directory | This one, |
| 15 | File Directory |  |
| 16 | File Directory | Couple of more |
| 17 | File Directory |  |
| 18 | File Directory |  |
| 19 | File Directory | And just a couple more. |
| 20 | File Directory |  |
| 21 | File Directory, click box on Open | Now that we have several demo XML Interchange Files selected, click on Open to import them into the DTU. |
| 22 | DTU, click box on check box | We can see that all of our files at least met the required naming convention and were successfully imported into the TSDS DTU. Once the files are in the queue, we can manage them individually by checking & unchecking the boxes to select files for Transfer or Removal. Note that Remove is one of the choices on the action menu. Click on the check box next to the first file. |
| 23 | DTU, click box on check box | Now click the check box again to re-select that XML Interchange File. |
| 24 | DTU, click box on Transfer | Let’s go ahead and send these files to the TSDS eDM. Click Transfer Files. |
| 25 | DTU, highlight on Transfer Status Section | The lower half of the screen shows us the Transfer Status. Note that the DTU divided our files into the separate Collections – Fall and TSDS, as well as zipped the files. The Transfer Progress says Done, which means the files were successfully transferred. |
| 26 | DTU, highlight on Cancel Transfer | If the XML Interchange Files were still in the process of transferring, you would also be able to select Cancel Transfer to end the request. |
| 27 | DTU, click box on Column Header | Just like in the File Pane, we can also manage the queue of files once they are transferred. Another way of doing this is by using the column header to sort the files. Click on the Collection Column Header. |
| 28 | DTU, click box on Column Header | We can see the zip files were re-ordered. Click on the Collection Column Header again to revert to the original order. |
| 29 | DTU, click box on check box | Another option is to review the files that were included in the On Demand transfer. Click the check box next to the TSDS Collection zip file. |
| 30 | DTU, click box on View Zip Content | Now click View Zip Content. |
| 31 | DTU, View Zip Content | The pop up screen shows us the list of XML Interchange Files included in the zip file. |
| 32 | DTU, click box on OK | Now click OK to close the pop up. |
| 33 | DTU, click box Schedule Tab | Now let’s take a look at the Schedule Tab. Select that Tab from the top of the screen. |
| 34 | DTU, click box on View Zip Content | We can use the Schedule Tab to set up reoccurring file transfers to eDM based on our business needs. We can set up these tasks to run daily, weekly or monthly. For example, if I wanted to send my attendance data to the ODS each night, I can set up an instance of a scheduled transfer to do just that. Or, if I wanted to send my discipline data on a weekly schedule, I can set up a separate instance of a scheduled transfer to complete just that. |
| 35 | DTU, highlight on Scheduled Tasks | This page will show all of your existing scheduled tasks. We can see demo tasks that have already been set up, and we have the ability to Edit existing tasks. |
| 36 | DTU, click box on Add New Task | Let’s review how to create a new scheduled task. Select Add New Task from the lower left hand corner of the screen. |
| 37 | DTU, click box on Name | You need to create a name for the Task. I would recommend selecting a relevant name in order to keep your scheduled tasks labeled and organized. Click on Name. |
| 38 | DTU | I will enter a demo name for now. |
| 39 | DTU | I will also enter a demo file path for now. You need to enter here the path name to the folder where your XML Interchange Files will be posted for this instance of a scheduled transfer. You will need to set up a different directory and file path for each instance of a scheduled transfer. |
| 40 | DTU, click box on Login ID | Now we need to enter our log in credentials. Click on the Login ID box. |
| 41 | DTU | You will need to enter your TEAL Service Account information here again – same as the original log in screen. |
| 42 | DTU | - |
| 43 | DTU, highlight on Daily | We will go through each of the time configurations. As a note, the DTU runs on military time – so the 24 hour clock. Let’s start with Daily. |
| 44 | DTU, click box on Up Hour | If you are going to set up a daily task, you need to set the hour that the task will kick off each day. At this time, the TSDS DTU will poll the file path that you set and transfer the XML Interchange Files that meet the required naming convention. Click the up arrow on the Hour, to configure the task for 1 am. |
| 45 | DTU, click box on Save | Now click Save to create the task. |
| 46 | DTU, click box on Edit | We can see that the task has been created. Select Edit to re-open the task. |
| 47 | DTU, highlight on Actions | Once the scheduled task is re-opened, we can elect to Delete, Edit, or Save any new updates. |
| 48 | DTU, click box on Weekly | Let’s check out how to set up a Weekly Task. Click on that radio button. |
| 49 | DTU, click box on Up Hour | You will need to select both the day and time of day that the scheduled task will run. Click the up arrow on the Hour. |
| 50 | DTU, click box on Up Hour | And click once more to make it set for 2 am. |
| 51 | DTU, click box on Tuesday | Then check the box next to Tuesday. |
| 52 | DTU, highlight on Save | Now this is configured to transfer files to eDM each Tuesday at 2 am. I would click Save if I wanted to keep these settings. |
| 53 | DTU, click box on Monthly | Instead, let’s review the monthly settings. Click the radio button next to Monthly. |
| 54 | DTU, click box on Up Hour | We need to configure what day of the month at what time we want this scheduled task to run. First select the Up Arrow next to hour. |
| 55 | DTU, click box on Up Hour | And then click it one more time to set it for 2 am. |
| 56 | DTU, click box on Menu | Next we need to select the week. Click on the menu that says “first”. |
| 57 | DTU, click box on Second | We need to define first, second, third or 4th week of the month. Select Second. |
| 58 | DTU, click box on Day Menu | Now open the Day Menu. |
| 59 | DTU, click box on Monday | And select Monday from the list. |
| 60 | DTU, click box on Save. | Now this task is scheduled to run on the second Monday of each month at 2 am. Click Save. |
| 61 | DTU, thank you banner | And that brings us to the end of the guided practice. Thank you for your time. |