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| **TSDS DTU On Demand & Schedule Tabs** |
| 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 TSDS Data Transfer Utility, also known as the DTU. The TSDS DTU transfers files from the LEA to the eData Manager or eDM which loads the XML interchange files into the Operational Data Store or the ODS. The TSDS DTU doesn’t run any validations beyond checking if 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. 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 initial install is complete. Let’s go ahead and get started by logging into the DTU. **Click on the Login ID box** to get started. To access the TSDS DTU, you need to enter your TEAL Service Account credentials. Now that I have completed the login information, **click Login**. |
| Slide 2 | Let’s take a minute to explore the DTU before we start transferring files. **Click the Menu** on the upper lefthand side of the screen. 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. Now **click Session**. Under Session we can opt to logout of the DTU. We use the tabs to navigate through the DTU functions. There’s 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. 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. To get started, **click on Add Files**. I can hold down the control key as I click on the target files to import several files at once. Let’s take this one, these two, a couple of more, and just two more. Now that we have several demo XML interchange files selected, **click on open** to import them into the DTU. We can see that all the 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 and unchecking the boxes to select files for transfer or removal. Note that removal is also one of the choices on the action menu. **Click on the check box** next to the first file, now **click the check box again** to reselect that XML interchange file. Let’s go ahead and send these files to the TSDS eDM. **Click Transfer Files**. 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 that the files were successfully transferred. 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. Just like in the File Pane, we can also manage the files once they are transferred. Another way of doing this is by using a column header to sort the files. **Click on the Collection column header**. We can see that the zip files were reordered. **Click on the Collection column header again** to revert to the original order. Another option is to review the files that were include in the on demand transfer. **Click the check box** next to the TSDS collection zip file. Now **click View Zip Content**. The pop up screen shows the list of XML interchange files included in the zip file. Now **click Ok** to close the pop up. |
| Slide 3 | Now let’s take a look at the Schedule tab. Select that tab from the top of the screen. We can use the schedule tab to set up reoccurring file transfers to eDM based on our business needs. We can set up the 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. This page will show all of your existing scheduled tasks. We can see demo tasks that have already been set up and we also have the ability to edit existing tasks. Let’s review how to create a new scheduled task. **Select Add New Task** from the lower lefthand corner of the screen. You need to create a name for the task. I would recommend selecting a relevant name in order to keep you scheduled tasks labeled and organized. **Click on Name**. I will enter a demo name for now. I will also enter a demo file path for now. You need to enter here the path name to the folder where 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. Now we need to enter our login credentials. **Click on the Login ID box**. You will need to enter your TEAL Service Account information here again, same as the original login screen. We will go through each of the time configurations. As a note, the DTU runs on military time through a 24 hour clock. Let’s start with Daily. 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 pull 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. Now **click Save** to create the task. We can see that the task has been created. **Select Edit** to reopen the task. Once the scheduled task is reopened, we can elect to Delete, Edit, or Save any new updates. Let’s check out how to set up a Weekly task. **Click on that radio button**. 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; and **click once more** to make it set for 2 am. Then **check the box next to Tuesday**. 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. Instead, let’s review the monthly settings. **Click the radio button next to Monthly**. We need configure what day of the month and at what time we want this scheduled task to run. First **select the up arrow next to hour** and **then click it one more time** to set it for 2 am. Next we need to select the week. **Click on the menu next to First**. We need to define First, Second, Third, or Fourth week of the month. **Select Second**. Now **open the day menu and select Monda**y from the list and now this task is scheduled to run on the second Monday of each month at 2 am. Click Save. |
| Slide 4  | That brings us to the end of the guided practice. Thank you for your time. |