Data Distribution

August 2008
Overview of Lesson

- **Distribution Concepts**
  - System Context Diagram

- **Order Manager (OM) Subsystem**
  - Support for External Processors
  - Flow Diagram
  - OM Server Components

- **Order Manager Services**
  - OM GUI Functionalities

- **Order Manager GUI**
  - System Hosts Login
  - OM GUI Home Page
  - Operator Security
  - Active Tools
  - Order Manager (OM) GUI Operations
Data Distribution is accomplished at the Distributed Active Archive Centers (DAACs).

DAAC Operator manages order distribution requests using a web browser and performs direct updates to the Order Manager Service (OMS) Database.

The Order Manager Service (OMS) manages all data orders via:

- **EWOC** [EOSDIS ClearingHOuse (ECHO) Web Service Distribution Language (WSDL) Ordering Component (OC)].
- **Data Pool (DPL)** – talks directly to OMS and stages granules.
- **Spatial Subscription Server (NBSRV)** – talks directly to OMS; automatic product request generated based on subscription criteria.
- **Science Command Line Interface (OmSCLI)** – allows acquired products by Order Manager Server.
Distribution Concepts (cont.)

- OM Server validates all data order requests received into the OM Subsystem (OMS), then dispatches each validated request to the appropriate order-fulfillment service.

- OMS manages distribution of data by two methods:
  1. Electronically (directly distribute data from staged files linked to DPL storage directory):
     - FtpPush/SCP
     - FtpPull.
  2. Physical Media (created by the Production Module Device on physical media):
     - Digital Linear Tape (DLT)
     - Digital Video Disk (DVD)
     - Compact Disk (CD).

NOTE: Physical Media is not utilized by LaRC, but at all other DAACs
Distribution Concepts
System Context Diagram (cont.)

[Diagram showing data flows between various components including User, User Services, OMS, Data Pool SAN (StorNext), Inventory Database, ECHO, DAAC On-Demand Processing, Operators, Data Providers, and Metadata (FTP).]

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Order Manager Subsystem
Support for External Processors

- OMS manages order from WIST, ECHO and the External Processor via EWOC (including hard-media orders and HDF-EOS to GeoTIFF (HEG) Conversion Tool orders).
- OMS stages each order to DPL storage and creates links from staged files to the FtpPull directory or distribution.
- OMS Graphical User Interface (GUI) allows managing and distributing orders directly to the OM database.
- EWOC registers external processing “orders” with OMS.
- EPD registers external processing “outputs” with OMS.
Order Manager Subsystem
Support for External Processors (cont.)

- **OMS** distributes external processing outputs like any other data (e.g., HEG processing outputs):
  - OMS displays external processing orders with associate labels.
  - DAAC can configure separate DN preamble, FTP Pull expiration.
  - Operator actions are disabled until OMS has control; No resubmit.
  - Operator can suspend/cancel/stop/resume acceptance of orders for external processor.

- **Some Support for ASTER On-Demand:**
  - No granule identifiers in DN.
  - [.REQ] file is not distributed.
  - PDR changes (backwards compatible).
OM Server has four major parts:

1 – Sybase ASE Server:
   - COTS SW application handling order management-related interactions with
     the Order Management database.

2 – Order manager (OM) GUI:
   - Allows viewing and modifications of requests by Operator.
   - Permits suspend, resume, cancel, resubmit or modify functions.

3 – Physical Media Device (Luminex):
   - Transfers products electronically.
   - Transfers digital products to three physical media types.
   - Prints labels and inserts for physical media distribution.

4 – OMS Bulk Browse Utility (ECSBBR):
   - Extracts browse cross-reference and copies into DPL(SAN) non-existing
     browse granule files.
   - Updates granule files list in OMS to include DP copied files.
General functions and processes associated with data distribution operations can be performed as follows:

- Logging into the system.
- Viewing/Responding to Open Interventions
- Viewing/Filtering Completed Operator Actions and Interventions
- Viewing/Filtering Distribution Requests Data
- Filtering Processing Service Requests
- Filtering FtpPush/SCP (or Staging) Requests
- Handling Operator Alerts
- Viewing/Responding to Suspended FTP Push Distribution Destinations
- Viewing Historical Distribution Requests
- Viewing Historical Processing Requests
General functions and processes associated with data distribution operations can be performed as follows:

- Viewing/Modifying OM Queue Status
- Viewing HEG Order Status
- Viewing Staging Status
- Viewing Pending HEG Granules
- Viewing Data Pool File System Status
- Checking/Modifying Assigned Values of Aging Parameters
- Checking/Modifying Assigned Values of OMS Server and Database Parameters
- Checking/Modifying Assigned Values of Media Parameters
- Checking/Modifying Assigned Values of Media Creation Parameters
- Adding/Deleting User Email Address that will receive ODL Metadata File
- Adding/Deleting User Email Address that will receive Checksum File
General functions and processes associated with data distribution operations can be performed as follows:

- Checking/Modifying External Processing Services Configurations
- Viewing/Modifying FtpPush/SCP Policy Configurations
- Using the PMD Media Creation Console
- Filtering/Modifying PMD Device Configurations
- Responding to Open PM Interventions
- Modifying Existing PMD Printer Configuration
- Modifying Existing PMD Production Module Configuration
- Printing PMD Reports
- Adding/Deleting Compressed Format ESDTs
- Viewing Distribution Requests Order Status Pages
- Viewing the OM GUI Log
Activating the OM GUI requires a terminal with a host logon to access a recommended web browser, i.e., Mozilla 5.0, Netscape 7+, Firefox 0.9+, generic “Mozilla” for Linux or UNIX.

Procedure: Logging into the System

- Enter URL (http://x4iil01.<DAAC_extension>:<port>).
- Enter Security Login Prompt information.
- Figure: Prompt dialog box

- Click OK to launch the Order Manager GUI (Home Page).
Order Manager GUI
OM GUI Home Page

Figure: Order Manager GUI (Home Page)
## Order Manager GUI Menu

### Navigation Menu Option

- **Request Management**
  - Provide options to manage all validated requests; provide interventions capabilities; and process subsetting. It also allows Operators to fix common problems with requests within the OMS GUI.

- **Destination Monitor**
  - Provides monitoring capability to suspend distributions and resume them.

- **Archive Data**
  - Is the repository for all historical distributed and processed requests.

- **OM Status Page**
  - Displays summary information of current states i.e., suspended or active, for each media server or email. It also displays each archive server’s staging status.

### Submenu Options

<table>
<thead>
<tr>
<th>Submenu Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Interventions</td>
</tr>
<tr>
<td>HEG Interventions</td>
</tr>
<tr>
<td>Completed Actions &amp; Interventions</td>
</tr>
<tr>
<td>Distribution Requests [filter]</td>
</tr>
<tr>
<td>Processing Service Requests [filter]</td>
</tr>
<tr>
<td>FtpPush/SCP Requests [filter]</td>
</tr>
<tr>
<td>Staging Requests [filter]</td>
</tr>
<tr>
<td>Operator Alerts</td>
</tr>
<tr>
<td>Suspended Destinations</td>
</tr>
<tr>
<td>Historical Distribution Requests [filter]</td>
</tr>
<tr>
<td>Historical Processing Requests [filter]</td>
</tr>
<tr>
<td>OM Queue Status</td>
</tr>
<tr>
<td>HEG Order Status</td>
</tr>
<tr>
<td>Staging Status:</td>
</tr>
<tr>
<td>Media Type</td>
</tr>
<tr>
<td>FTP Push Destination</td>
</tr>
<tr>
<td>SCP Destination</td>
</tr>
<tr>
<td>Pending HEG Granules</td>
</tr>
<tr>
<td>DPL File System Status</td>
</tr>
</tbody>
</table>
## Order Manager GUI Menu

<table>
<thead>
<tr>
<th>Navigation Menu Options</th>
<th>Submenu Options</th>
</tr>
</thead>
</table>
| OM Configuration        | • Aging Parameters  
|                         | • Server/Database 
|                         |   - [All] 
|                         |   - [queue], [cleanup], [email], [media], [staging], [partition], [misc.], [HEG]  
|                         | • Media  
|                         | • Media Creations  
|                         | • ODL Metadata Users  
|                         | • Checksum Users  
|                         | • External Processing  
|                         | • FtpPush/SCP Policy  
| Help                    | • About HelpOnDemand…  
|                         | • Help  
| Physical Media Distribution | • Media Creation Console  
|                         | • Device Configuration  
|                         | • Open Interventions  
|                         | • Printer Configuration  
| View Order Status       | • OM GUI Order Status  
| Logs                    | • OM GUI Log Viewer  
| Admin Tools             | • Server/Database Parameters  
|                         | • Media Parameters  
|                         | • Aging Parameters  
|                         | • FtpPush Policy  
|                         | • Action Pages  
|                         | • Profile Management  

OM Configuration allows Operator to configure aging rules for each priority level – Aging Parameters; to set database and server parameters, which affect the entire system – Server/Database Configuration; and to set and adjust media types attributes – Media Configuration. Provides checksum validation on OMS distributed files, which allow Users to perform validity tests against their granules.

Help provide guidelines to using the OMS GUI.

Physical Media Distribution controls and some configurations for creating and distribution Physical Media.

View Order Status provides a visual display of viewing multiple levels of a particular order status.

Logs displays a log viewer – a convenient diagnostic tool that displays all current activity in the OM GUI. Records of every running page and stored procedure are recorded in the log file located under « cgi-bin/logs » directory.

Admin Tools administers and maintains FC or LC Operator’s read (r) and/or read/write (rw) permissions to all fields of every OM GUI pages.
### OM GUI Operator Security Capabilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Capability (FC) Operator</strong></td>
<td>▪ Primary level activities do not limited the ability to configure parameters; view all levels of interventions activities; view and change actions for distribution request lists and detailed information; monitor and configure OM Server and OM Database parameters; etc.</td>
</tr>
<tr>
<td><strong>Limited-Capability (LC) Operator</strong></td>
<td>▪ Secondary level activities are limited to the basic functionality of monitoring and viewing.</td>
</tr>
<tr>
<td><strong>Administrator</strong></td>
<td>▪ Administers read and/or read/write permissions to FC and/or LC Operators for the purpose of viewing, monitoring, configuring, and/or maintaining all fields of the OM GUI.</td>
</tr>
</tbody>
</table>
Active Tools for OM GUI Pages:

- **Frame A: Browser “Find in this Page (Ctrl+F)” search tool:**
  - The browser search menu option features keyword search of the data within the current screen (page) display.

- **Frame B: OM GUI navigation tool:**
  - Features ability to review previous/next page or to reload current page show on the OM GUI.

- **Frame C: OM GUI AutoRefresh tool:**
  - The AutoRefresh Control Panel, displayed at bottom of most OM GUI pages, can be set to automatically reload an active page by designated minutes.

Figure: Find (A), Navigation (B) and AutoRefresh (C) Tools
OM GUI – REQUEST MANAGEMENT

- The Operator is provided options to manage, monitor and control open/completed interventions. Allowing intervention capabilities helps to ensure eligible requests, from varying order sources, are distributed or handled appropriately. The action to process subsetting is also available. Non-fatal errors and warnings related to data space/storage, ftpPush/SCP destination, and server warnings are functions handled within the OM GUI.

- Request Management submenus:
  - Open Interventions.
  - HEG interventions.
  - Completed Actions & Interventions.
  - Distribution Requests [filter].
  - Processing Service Requests [filter].
  - FtpPush/SCP Requests [filter].
  - Staging Requests [filter].
  - Operator Alerts.
Request Management – Open Interventions

- Provides list of all the currently open Operator interventions that require action. Interventions can be managed using a Change Filter, Bulk Fail and/or Bulk Submit features on the page.

- Interventions activities performed to:
  - Select a different granule to replace an unavailable granule.
  - Fail selected granule(s). [NOTE: A permanent action that cannot be canceled after confirm action.]
  - Change the attributes (distribution medium, disable limit checking, update parameters and [.XML] to [.ODL] format conversion) for a request.
  - Attributes changes to update FtpPush/SCP parameters option will edit the existing (related) FtpPush information when the intervention is closed.
  - Change the disposition: Resubmit, Fail, or Partition (divide) a request.

- Failing a granule is a permanent action, if confirmed, cannot be canceled.
- Standard media capability limits for a particular media type (i.e., FtpPush, FtpPull, SCP) can be override, using the Disable Limit Checking attributes options.
- The Reset button on pages, it simply resets the Request Level Disposition options to their original value.
Request Management – Open Interventions

- Open Interventions Page has three working parts:
  1. Current Filter (Frame 1) – pre-defined filter criteria.
  2. Options (Frame 2) – features to change filter, bulk fail or bulk submit requests.
  3. Listing (Frame 3) – requested distribution filtered output.

### Current Filters
- Fields
  - Order ID
  - Creation Time: *Start* *End*
  - Media Type
  - Intervention Type
  - Request ID
  - Worked By
  - Explanation

### Options
- Actions
  - Change Filter
  - Bulk Fail: *All* *None*
  - Bulk Submit: *All* *None*

### Listing
- Fields
  - Request Size (MD)
  - Status
  - Worked By
  - Created
  - Acknowledged
  - Explanation(s)
  - IntervType
Request Management – Open Interventions

- **Procedure: Viewing/Responding to Open Interventions**
  - Click Request Management menu, then click submenu Open Interventions.
  - Specify the Show <number> rows at a time display: Under Listing, select 20.
  - Organize/Sort page by creation time, in ascending order: Click Created label.
  - Display detailed data of order: Click a specified Order ID <number>.
  - View Open Interventions For Request <ID> details: Click a specified Request ID <number>.
  - Assign a Worker: Click the assign link and enter <employeeID> in input box, then click the green-checked button to confirm.

**Figure: Worker Assignment**

- Manually Fail Granule: Under Granule List section, Locate Explanation, “Manual fail required” and click Fail checkbox, then click Submit Actions button.
- Change granule attributes to alter the characterization or features, under Request Attributes section, click Change Media to arrow and choose new type; click Change Priority to arrow and select new priority; click Disable limit checking checkbox to disable size limit.
Request Management – Open Interventions

Procedure: Viewing/Responding to Open Interventions (cont.)

Figure: Worker Assignment

Change Request Disposition: Click Fail Request option, then click Apply to commit changes.

Figure: Request Level Disposition

Close the Close Interventions page, as appropriate by entering Additional e-mail text, if sending e-mail message to the requester or click Don’t send e-mail checkbox, then click OK.

Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
## Request Management – Open Interventions

**Figure: Open Interventions Page**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Fail Sub</th>
<th>Order ID</th>
<th>Request ID</th>
<th>MediaType</th>
<th>Request Size(MB)</th>
<th>Status</th>
<th>Worked By</th>
<th>Created</th>
<th>Acknowledged</th>
<th>Explanation(s)</th>
<th>InterType</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2000013940</td>
<td>2000013940</td>
<td>FtpPush</td>
<td>2</td>
<td>PENDING</td>
<td></td>
<td>Jan 9 2008 3:16PM</td>
<td>Failed transferring Request Canceled Transfer failed</td>
<td>Operator Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000013936</td>
<td>2000013936</td>
<td>FtpPush</td>
<td>2</td>
<td>PENDING</td>
<td></td>
<td>Jan 9 2008 12:14PM</td>
<td>Request Canceled Transfer failed</td>
<td>Operator Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000013927</td>
<td>2000013927</td>
<td>FtpPush</td>
<td>&lt; .5</td>
<td>IN-WORK</td>
<td>omsadmin</td>
<td>Jan 9 2008 11:22AM</td>
<td>Ftp Push Directory does not exist or No Write Permission Transfer failed</td>
<td>Operator Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000013966</td>
<td>2000013966</td>
<td>FtpPush</td>
<td>154</td>
<td>PENDING</td>
<td></td>
<td>Dec 18 2007 12:48PM</td>
<td>Request Resubmitted</td>
<td>Operator Intervention</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>2000013920</td>
<td>2000013920</td>
<td>DLT</td>
<td>11</td>
<td>PENDING</td>
<td></td>
<td>Dec 18 2007 12:42PM</td>
<td>Media Creation Stopped</td>
<td>Media Creation Error</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000013961</td>
<td>2000013961</td>
<td>FtpPush</td>
<td>&lt; .5</td>
<td>PENDING</td>
<td></td>
<td>Nov 27 2007 1:38PM</td>
<td>Ftp Push Transfer failed</td>
<td>Operator Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000013960</td>
<td>2000013960</td>
<td>FtpPush</td>
<td>&lt; .5</td>
<td>IN-WORK</td>
<td>omsadmin</td>
<td>Oct 18 2007 4:16PM</td>
<td>Failed by Operator Transfer failed</td>
<td>Operator Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000013959</td>
<td>2000013959</td>
<td>FtpPush</td>
<td>&lt; .5</td>
<td>IN-WORK</td>
<td>omsadmin</td>
<td>Oct 18 2007 4:11PM</td>
<td>Failed transferring Transfer failed</td>
<td>Operator Intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000009817</td>
<td>2000009817</td>
<td>DVD</td>
<td>154</td>
<td>PENDING</td>
<td></td>
<td>Oct 16 2007 9:24AM</td>
<td>Media Creation Error</td>
<td>Media Creation Error</td>
<td></td>
</tr>
</tbody>
</table>
Request Management – Open Interventions

Figure: Interventions For Request <ID> Page

NOTE: Update FtpPush/SCP parameters option, edits the existing FtpPush information when the intervention is closed. Option appears on confirmation page for FtpPush/SCP media types.
OM GUI
Request Management (cont.)

- Request Management – Open Interventions
  - Figure: Close Confirmation for Intervention (FtpPush/SCP changed to CDROM)

A. Close Confirmation for Intervention
B. Disposition
C. Warning and Important Alerts

If disposition to Keep on hold, request-level attributes are rejected and Operator Notes saved.

Compare “Disposition” confirmations:
- Submit to close intervention (A close)
- Keep on hold intervention (A hold)

Warning and Important Alerts

If physical media changed, update or fill in information shipping label, as required.

Intervention 452105 has been placed on hold. The OM Database has been updated with the changes.
Request Management – HEG Interventions

- HEG Interventions processing involve “line items” and associated detailed links. HEG orders contain a mix of granule types. The Open HEG Interventions page provides Operator the capability to:
  - Assign/Change Worker.
  - Fail selected granule(s).
  - Fail a request.
  - Change request’s disposition level.

Open Interventions Page has three working parts:

1 – Current Filter – pre-defined filter criteria.

2 – Options – features to change filter, bulk fail or bulk submit requests.

3 – Listing – requested distribution filtered output.
Request Management – HEG Interventions

- **Procedure: Viewing/Responding to Open Interventions**
  - Click Request Management menu, then click submenu HEG Interventions.
  - Specify the **Show <number> rows at a time** display: Under Listing, select **20**.
  - View open HEG Interventions For Request <ID> details: Click a specified **Request ID <number>**.
  - Assign a Worker: Click the **assign** link and enter **<employeeID>** in input box, then click the **green-checked** button to confirm.
  - View processing instructions detailed data related to a granule ID, click [View...] link, under the Processing Instructions column heading in the Input Granule List section of the details page. Click the red, **X-close window** link, returns to open HEG Interventions For <Request ID> page.

- **Figure: Processing Instructions for Request <ID> Window**
Request Management – HEG Interventions

Procedure: Viewing/Responding to Open Interventions

- To Fail Action(s) on request(s): Under Input Granule List section, select the Fail or Select all (bulk fail) checkbox under the Action column section. Select one or more Request Level Disposition options. Enter Operator Notes. Click Apply to commit/submit action, then click OK button to confirm closure of the Intervention(s).

Figure: Close Confirmation For Intervention <ID> Page

- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Request Management – HEG Interventions

Figure: Open HEG Interventions Page
OM GUI
Request Management (cont.)

Request Management – HEG Interventions

Figure: Open HEG Interventions For Request <ID> Details Page and its Table (Fields and Actions).
Request Management – Completed Operator Actions and Interventions

- Displays all recently closed interventions, including those that have been resubmitted, partitioned or failed. By default, the interventions are filtered by “completion time,” within the last 24 hours.

- Operator defined filtered results displays on page as described in this table:
Request Management – Completed Operator Actions and Interventions

- Procedure: Viewing/Filtering Completed Operator Actions and Interventions
  - Click Request Management menu, then click submenu Completed Actions and Interventions.
  - Figure: Completed Operator Actions and Interventions

- Specify the **Show <number> rows at a time** display: Under Filter, select 20.
- To define the filter criteria: Under the Filter section, select one or more **Intervention Type**; select an available User or All Users from the **Worked By** list box, then define the **Completion Time** (the start to end times). Finally, click the **Apply** button to apply the filter.
- The Completed Operator Actions and Interventions page refreshes with the filtered results.
- To display detailed information of a request, click a **Request Id <number>** link in the list to display the **Completed Operator Action For Request <ID>** page.
Request Management – Completed Operator Actions and Interventions

- Procedure: Viewing/Filtering Completed Operator Actions and Interventions
  - To view Processing Instructions (details) related to a granule ID: Click the View… link, under Processing Instructions column heading in the Granule List section of page. Click the red-X close window text to return to the Completed Operator Action For Request <ID> page.

- Figure: Completed Operator Action For Request <ID> Page

- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Request Management – Distribution Requests [filter]

- The Distribution Request page allows Operators (either full-capability or limited-capability) the ability to filter and view lists of all currently distributed requests processed through Order Manager from all order sources. The data distribution functions eligible on requests:
  - Suspend new request processing.
  - Suspend or cancel individual requests.
  - Change the priority of any request.

- In addition to these capabilities, the Operator can view extensive details of FTP Push distribution and staging requests by selecting order id or request id column links.

- OM GUI pages are tracked with a Session ID, which provides the Operator quick access to filter options used during a particular session:
  - For example, an individual Operator’s previously defined filter criteria can be retrieved from the Session data so the filter criteria do not have to be redefined every time.
Request Management – Distribution Requests [filter]

- Open Interventions Page has three working parts:
  1. Current Filter (Frame 1) – pre-defined filter criteria.
  2. Options (Frame 2) – change filter, bulk cancel (All or None), bulk resume.
  3. Listing (Frame 3) – captures requested distributions filtered output.
OM GUI
Request Management (cont.)

- Request Management – Distribution Requests [filter]
  - Procedure: Viewing/Filtering Distribution Requests Data
    - Click Request Management menu, then click submenu Distribution Requests [filter].
    - To perform a specific action (suspend, resume, cancel resubmit or stop a distribution request) on a distribution request from the Actions column options, on the page:
      - Click the appropriate Action button associated with the request (or the appropriate button in the Action row on the Distribution Request Detail page), then click the applicable response from the associated actions dialog box.
    - To define the filter criteria: Under the Options section, click the Change Filter button to display two filter criteria sections for Individual or Combined Filters. Then create a combined filter as follows:
      - Select a Start Time and End Time.
      - Make multiple Status Select selections using the <Ctrl> key.
      - Select All for Media Type Select.
      - Select HEG for Order Type Select, then click Apply Combined Filters button.
      - The Distribution Requests Filters window closes and displays the Distribution Requests results.
    - To display profile information for a request, click ECSGuest under the UserID column.
    - The PROFILE FOR ECSGuest Order ID <ID> window displays six information parts.
    - Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Request Management – Distribution Requests [filter]

Figure: Distribution Requests Page and Filter Window
Request Management – Distribution Requests [filter]

Figure: Distribution Requests Actions Response Dialog Boxes

- Suspend Request 0400001320
- Confirm Resume for Request ID 0400081320
- Confirm Cancel for Request ID 0400081320
Request Management – Distribution Requests [filter]

- Figure: PROFILE FOR ECSGuest Orderid <ID>
Request Management – Processing Service Requests [filter]

- The Processing Service Requests page allows Operators (either full-capability or limited-capability) the ability to cancel or suspend the external processing requests still under OMS control. Although, requests under the external system can not be canceled or suspended by the Operator.

- Processing Services Filter includes options to filter on external processing service (external subsetter requests) or HEG in addition to other selections.
OM GUI
Request Management (cont.)

- Request Management – Processing Service Requests [filter]
  - Procedure: Filtering Processing Service Requests
    - Click Request Management menu, then submenu Processing Service Requests [filter].
    - To define a combined filter criteria:
      - Under the Options section, click the Change Filter button to display the Processing Service Requests Filters window.
      - Under the Combined Filter section of the filter, select criteria:
        - Request Creation Date (Start Time) = “01 01 2007”
        - Status Select = All button
        - Media Type Select = All button
        - Process Service Select = All button
      - Click the Apply Combined Filters button, to apply the combined filter criteria and refresh the Processing Service Requests page.
    - Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM GUI
Request Management (cont.)

- Request Management – Processing Service Requests [filter]
  - Figure: Processing Services Requests Page (A) and Filter (B)
OM GUI
Request Management (cont.)

- Request Management – FtpPush/SCP (or Staging) Requests [filter] Page
  - Distribution filters allow Operators (either FC or LC) to view extensive details of FtpPush/SCP and/or Staging distribution requests currently processed through Order Manager (from all order sources).
  - FtpPush/SCP and Staging distribution requests pages allows Operator the priority of (or suspend) a distribution request while the to:
    - Change requested granules are in a staged (or pushed) waiting state.
    - Resume a request that was suspended by the OM GUI Operator or while the processing of new requests by the OMS is suspended.
    - Resubmit a request in a terminal state (e.g., aborted, cancelled, terminated, or shipped).
    - Cancel a request that is not in a terminal state and while the requested granules are in a staged (or pushed) waiting state.
OM GUI
Request Management (cont.)

- Request Management – FtpPush/SCP (or Staging) Requests [filter] Page
  - Procedure: Filtering FtpPush/SCP (or Staging) Requests
    - Click Request Management menu, then submenu FtpPush/SCP Requests [filter]
      (or submenu Staging Distribution Requests [filter]) to display its page.
  - Figure: FtpPush/SCP Requests page (A) and [filter] options (A1) and Staging Requests page (B) and [filter] options (B1)
OM GUI
Request Management (cont.)

- Request Management – FtpPush/SCP (or Staging) Requests [filter] Page
  - Procedure: Filtering FtpPush/SCP (or Staging) Requests (cont.)
    - To define a combined filter criteria: Under the **Options** section of the FtpPush/SCP (or Staging) Distribution Requests page, click the **Change Filter** button to display the distribution requests filter.

  ![Figure: FtpPush/SCP (A) and Staging (B) Distribution Requests Filters.](image)

Identifies differences in combined filter options for Distribution Requests Filters. Individual filter options are the same for all distribution requests filters (frames A and B).
OM GUI
Request Management (cont.)

- Request Management – FtpPush/SCP (or Staging) Requests [filter] Page
  - Procedure: Filtering FtpPush/SCP (or Staging) Requests (cont.)
    - Under the Combined Filter section of the filter, select criteria:
      - Request Creation Date (Start Time) = “01 01 2007”
      - Status Select = All button
      - Media Type Select = All button
      - Order Type Select (for Staging) = All button.
    - Click the Apply Combined Filters button, to apply the combined filter criteria and close the FtpPush/SCP (or Staging) Distribution Requests Filters window. The FtpPush/SCP (or Staging) Distribution Requests Filters page displays with the applied combined filter results.
    - Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Request Management – Operator Alerts

- The Operator Alerts page displays informative non-fatal warnings or distribution resources errors and will not cause an Operator intervention.
- Alerts clears automatically once error is corrected.
- Operators (both FC or LC) can view four alert types detected by the Order Manager Server:
  1. **FtpPush/SCP Destination Alerts** are alerts for destination problems not sufficient to cause an Operator intervention (i.e., suspended FtpPush/SCP destination).
  2. **Data Pool File System Alerts** generates warnings regarding malfunctions of the DPL file system (i.e., server down, no free space).
  3. **Archive Server (Quick Server) Alerts** detects warnings regarding the Quick Server malfunctions which suspends the archive server and queues the alerts display.
  4. **ECS Server Alerts** (AIM database errors warnings) detects warnings regarding the AIM malfunctions or OMS resources (i.e., server down).

- The Alerts page has two display parts:
  1. **Show <number> rows at a time** displays limited records (5 to 100) on page.
  2. **Display <list> alerts** displays alerts type by group.
OM GUI
Request Management (cont.)

- Request Management – Operator Alerts
  - Procedure: Handling Operator Alerts
    - Click Request Management menu, then submenu Operator Alerts to display its page.
  - Figure: Operator Alerts Page (A) and Alert Details Page (B-C)
Request Management – Operator Alerts

Procedure: Handling Operator Alerts (cont.)

- To view email parameters configuration (located at left-bottom of page): Click [Change] link to display the OMS Server and database Configuration: Email parameters page. After viewing, click the Previous Page (↵) button to return to the Operator Alerts page.

Figure: Operator Alerts Page Table (Fields and Options)
Request Management – Operator Alerts

Procedure: Handling Operator Alerts (cont.)

- To view all FtpPush requests: Under the Listing section header, select FtpPush from Display <list> alerts list box.
- View the displayed FtpPush listing.
- To display extended details affecting the request, select details… associated with the request under the Alert Info column.
- Return to the Order Manager Home page, on left-pane of OM GUI, click the HOME link.
Order Manager GUI
Destination Monitor

- OM GUI – DESTINATION MONITOR
  - The full-capability Operator is provided monitoring capability to suspend distributions.
  - OM Destination Monitor submenu:
    - Suspended Destinations.
Destination Monitor – Suspended Destinations

- Full-capability Operator views suspended Ftp Push/SCP destinations and can perform several kinds of actions, with respect to suspended Ftp Push/SCP destinations from the Suspended Destinations page:
  - Resume suspended destinations.
  - Suspend active destinations.
  - View details of active or suspended destinations.
- In addition, the Operator can perform destination details page actions:
  - Change the priority of a distribution request associated with the FtpPush destination while granules for the request still need to be staged or while granules for the request still need to be pushed.
  - Suspend a request that still needs to be staged or while granules for the request still need to be pushed.
  - Resume a request that was suspended by the OM GUI operator or while the processing of new requests by the OMS is suspended.
  - Cancel a request that is not in a terminal state and while granules for the request still need to be staged or while granules for the request still need to be pushed.

- The limited-capability Operator is not allowed to change the priority of, suspend, resume, cancel or resubmit distribution requests.
OM GUI
Destination Monitor (cont.)

- Destination Monitor – Suspended Destinations
  - Procedure: Viewing/Responding to Suspended FTP Push Distribution Destinations
    - Click Destination Monitor menu, then click submenu Suspended Destinations.
    - To resume a suspended destination: Click the Resume button under Resume column (if applicable).
      • The destination is resumed and the Suspended Destinations page list refreshes.
    - To suspend an active destination or view destination details of an active or suspended destination: Enter Destination Name or Host Name (FTP Node) in text fields under Active Destinations section, then click applicable button (Suspend or View Requests).
      • NOTE: Data in the FtpPush Requests List For this Destination section are not in a “terminal” state.
    - To view suspended destinations details: Click the Host Name link on the Suspended Destination Monitor.
      • The list of failed destination requests displays in the FtpPush Monitor page.
    - Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Destination Monitor – Suspended Destinations

- **Figure:** Suspended Destinations Monitor (A) and Ftp Push Monitor-Suspended Configured Destination (B) Pages

Other possible destinations listing:
- Destination Failed Request List:
  - FtpPush Requests List For this Destination
  - SCP Requests List For this Destination
- FTP Push Operations that Caused the Suspension:
  - FTP Push Requests That Are Not In A Terminal State
OM GUI – ARCHIVE DATA

- The Operator (whether full-capability or limited capability) is provided with the option of viewing the repository for all historical distributed and processed requests on the OM GUI using filters.

- Archive Data submenus:
  - Historical Distribution Requests [filter].
  - Historical Processing Requests [filter].
Archive Data – Historical Distribution Requests Filter

- Provides a tool to view, by filtering the repository of archived distributed requests information on the OM GUI.

- Historical Distribution Requests Page has three working parts:
  1. Current Filter (Frame 1) – pre-defined filter criteria.
  2. Options (Frame 2) – features to change an individual or combined filter.
  3. Listing (Frame 3) – requested distribution filtered output.
Procedure: Viewing Historical Distribution Requests

- Click Archive Data menu, then click submenu Historical Distribution Requests [filter].
- Display data in a specific sort order: Click a specified underscored column header.
- Display more detailed data concerning a particular order or request: Click the Order<ID> or Request <ID> under the identifying column header.
- Click the navigation Previous Page (⇐) button and return to the Historical Distribution Requests [filter] page.

Figure: Historical Distribution Requests Page (A) and Historical Distribution Requests Filter (B)
Procedure: Viewing Historical Distribution Requests (cont.)

To apply a filter to the Historical Distribution Requests listing, perform the following:

- Click the Change Filter button, in the Options section of the page.
- The Historical Distribution Requests Filters window displays.
- Define filter criteria: Enter search data for any one field of the Individual Filter, then select multiple options for one or more fields of the Combined Filter. Click the Apply Combined Filter (or Apply Individual Filter) button to apply the filter criteria and view the filtered results.
- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Archive Data – Historical Processing Requests Filter

- Provides a tool to identify and filter archived external processing requests, by external subsetting processor on the OM GUI. Specific external processing services or HEG requests can be filtered.

- Historical Processing Requests Page has three working parts:
  1. Current Filter (Frame 1) – pre-defined filter criteria.
  2. Options (Frame 2) – features to change an individual or combined filter.
  3. Listing (Frame 3) – requested distribution filtered output.
OM GUI
Archive Data (cont.)

- Archive Data – Historical Processing Requests Filter
  - Procedure: Viewing Historical Processing Requests
    - Click Archive Data menu, then submenu Historical Processing Requests [filter].
    - Display data in a specific sort order: Click a specified underscored column header.
    - Display more detailed data concerning a particular order or request: Click the Order<ID> or Request <ID> under the identifying column header.
    - Click the navigation Previous Page (↩) button, to return to the Historical Processing Requests [filter] page.
    - To apply a filter to the Historical Processing Requests listing, perform the following:
      - Click the Change Filter button, in the Options section of the page.
      - The Historical Processing Requests Filters window displays.
      - Define filter criteria: Enter search data for any one field of the Individual Filter, then select multiple options for one or more fields of the Combined Filter. Click Apply Combined Filter (or Apply Individual Filter) button to apply filter criteria and view the filtered results.
      - Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Archive Data – Historical Processing Requests Filter

Figure: Historical Processing Requests Page (A) and Historical Processing Requests Filter (B)
OM GU – OM STATUS PAGES

- The Operator (full or limited capability) is provided summary information on current requests processing states, with the option of invoking queries to view the statuses on the OM Status Pages. The status pages parameters are modifiable using the OM Configuration Server/Database submenu options.

- [NOTE: Use the Server/Database Configuration menu to set database and server parameters to "fine tune" the Order Manager Server and the database. These are general parameters that affect the entire system, but no particular media types.]

- OM Status Pages submenus:
  - OM Queue Status.
  - HEG Order Status.
  - Staging Status:
    - Media Type.
    - FTP Push Destination.
    - SCP Destination.
    - Pending HEG Granules.
    - DPL File System Status.
OM Status Pages – OM Queue Status

- Full-capability Operator monitors and modifies the current status of request queues for all media, including for OMS, e-mail, staging and HEG request queues.

- The limited-capability Operator can only monitor activities of the queue status page, but cannot change status of queues.

- The OM Queue Status page displays (toggles) in both a graphical Text-only version (for visually impaired) or a plain-formatted Normal version.

- Both Operators (FC and LC) can determine the status (up or down) of the Order Manager Server:
  - **UP** (green): OM Server is currently operation.
  - **DOWN** (red): OM Server is not currently operating.
OM Status Pages – OM Queue Status

Procedure: Viewing/Modifying OM Queue Status

- Click OM Status Pages menu, then click submenu OM Queue Status.
- Toggle a different version of page: Click the Text-only version link in upper-right of page.
- Observe the information displayed under Current Request Processing States:
  - Green (no letter or A) – the queue is active (or resumed by either Operator or Server (automatic) intervention).
  - Red (no letter or O) – the queue was manually suspended by Operator or if yellow ( ), that the queue is suspend in progress.
  - Red (S) – the queue was automatically suspended by OM Server. This is a non-Operator controlled event.
  - Red (D) – indicates that the queue has been suspended by Datapool.
- To toggle the queue state: Click on the queue status indicator/button, then click OK button to confirm the dialog prompt, “Are you sure you want to <state> the <queue type> queue?.
- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM GUI

OM Status Pages – OM Queue Status

Figure: OM Queue Status Page
OM Status Pages – HEG Order Status

- The HEG Order Status page allows the full-capability Operator to monitor the number of HEG requests and data volume currently in HEG processing. HEG Order Status page is arranged in as follows:
  - Total HEG Requests Queued.
  - Total HEG Granules Queued.
  - Total Input Data (MB).

Procedure: Viewing HEG Order Status

- Click OM Status Pages menu, then click submenu HEG Order Status to display its page.
- Figure: HEG Order Status Page (Read-Only)

- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM Status Pages – Staging Status

- Full-capability Operator can monitor the number of granules and data volume currently in staging states.

- Staging Status pages displays status in ALL or three ways:
  1. Media Type (Frames A).
  2. FTP Push Destination (Frames B).
  3. SCP Destination (Frames C).

- The granules staging information (Figure 15.9-3 Staging Status Pages and Table (Fields) is arranged in four categories:
  1. Granules Waiting for Staging.
  2. Granules In Staging.
  3. Granules that have been Staged and NOT Shipped.
  4. Granules that have been Staged, Shipped and In DPL.

- The DHWM (Data High Watermark) is the maximum volume of data in staging or already staged but not yet shipped. If the data volume and number of requests is above the DHWM, it is assumed the media devices have plenty of work to keep them busy.
OM GUI
OM Status Pages (cont.)

- OM Status Pages – Staging Status
  - The DLWM (Data Low Watermark) is the minimum volume of data that should be in staging or already staged, but not yet shipped. If the data volume is below the DLWM, the media devices may soon become idle.
  - DLWM is mainly used for dispatching high-priority work. Therefore, the amount of work kept in staging or staged below the HWM, of each output queue, will achieve a good balance among ftp output connections (or in the case of physical media, their various output devices).

- Procedure: Viewing Staging Status
  - Click OM Status Pages menu, then click one of three staging statuses: Media Type, FTP Push Destination or SCP Destination. To view another staging status page, select staging type from the list box on the current page.
  - Observe the information displayed under Granule Count and Volume section:
    - Staging Status – page display information columns, except data is generated as media or destination.
    - The System Totals – the manually suspended queue by Operator (or if yellow, the suspended queue is in progress).
    - AutoRefresh – if ON, the Staging Status by <staging type> page refreshes automatically, as often as specified in the Refresh screen every <number> minutes.
  - Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM Status Pages – Staging Status

Figure: Staging Status Pages and its Table (Fields)

<table>
<thead>
<tr>
<th>Media Type</th>
<th>DHWM</th>
<th>DLWM</th>
<th>Waiting for Staging</th>
<th>In Staging</th>
<th>Staged &amp; NOT Shipped</th>
<th>Staged, Shipped &amp; In DPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDROM</td>
<td>100</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DLT</td>
<td>600</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DVD</td>
<td>100</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>FlipFile</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

System Totals:
- System-wide totals for all granules in their various states, regardless of individual totals shown in all staging views.
OM Status Pages – Pending HEG Granules

- The Pending HEG Granules page allows the full or limited capability Operator to monitor pending HEG granules.

Procedure: Viewing Pending HEG Granules

- Click OM Status Pages menu, then click submenu Pending HEG Granules to display its page.
- Click a specific Request ID under Listing, to view detailed data concerning that request.
- To view processing instructions: Click the View… link in the column. Data displays in a separate Processing Instructions window. View the information in window, then click the Close Window button to exit window.
- To cancel pending HEG granules: Under Options, select Select All (or Sel) check box of the specific pending HEG granules, then click Bulk Cancel button to fail granules.
- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM Status Pages – Pending HEG Granules

Figure: Pending HEG Granules Page and Table (Options and Display)
OM Status Pages – DPL File System Status

- The Operator (full or limited capability) to view-only ongoing activities of the DPL File System Status in two categories:
  
  2 – Archive File Systems.

Procedure: Viewing Data Pool File System Status

- Click OM Status Pages menu, then click submenu DPL File System Status to display its page.

- Figure: DPL File System Status Page

- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
The Operator (FC) is allowed to configure aging rules for each priority level – Aging Parameter; to set database and server parameters, which affect the entire system – Server/Database Configuration; and to set and adjust media types attributes – Media Configuration.

The Operator (LC) can view the values assigned to OM Configuration Parameters, but is not allowed to change any parameter values.

Users can perform validity tests against received granules using checksum validation on OMS distributed files.

OM Configuration submenus:
- Aging Parameters.
- Server/Database:
  - [All] [queue], [cleanup], [email], [media], [staging], [partition], [misc.], [HEG].
- Media
- Media Creation.
- ODL Metadata Users
- Checksum Users
- External Processing
- FtpPush/SCP Policy
OM Configuration – Aging Parameters

- Aging parameters affect how distribution requests are aged over time. The Operator (FC) has the option to configure aging parameters (rules) for each priority level using the Aging Parameters Configuration page.

- There are three types of aging parameters, however only two are configurable for each ECS Priority Level (i.e., XPRESS, VHIGH, HIGH, NORMAL or LOW):

  1 – **Age Step** is the aging rate (0-255, including decimal fractions) by which the requests effective priority increases at hourly intervals, but not to exceed the “Maximum Priority”. If the parameter is set to zero, waiting requests priority never increases. For example, if the Age Step = 5.5 with an initial priority = 100, waits 10 hours to be pushed, then the request’s priority increases by 5.5 hourly until delivery:
    
    Hour 0:priority = 10
    Hour 1:priority = 105.5
    Hour 2:priority = 111
    ...
    ...
    Hour 10:priority = 155.

  2 – **Maximum Priority** is a request’s maximum priority attained in aging process.

  3 – **Starting Priority** is a non-configurable arbitrary value representing the priority.
OM Configuration – Aging Parameters

Procedure: Checking/Modifying Assigned Values of Aging Parameters

- Click **OM Configuration** menu, then submenu **Aging Parameters** to display the **Aging Parameters Configuration** page.

**Figure: Aging Parameters Page**

- To modify (as authorized) aging parameter value(s): type **new value(s)** in relevant parameter(s) text entry box(es), then click **Apply** button (or **Reset** button to clear new value(s) and retain original value(s)).

- Return to the **Order Manager Home** page, on left-pane of OM GUI, click the **HOME** link.
The OMS Server and Database Configuration page provides the full-capability Operator (limited-capability Operator has limited options) with options to check and modify OMS server or database parameters values. These parameters affect the functionality of the OM server and database.

Parameters are dynamically loaded from the OMS database into the OM GUI configuration pages. If a configuration parameter is deleted from the database, it is no longer displayed on the OM GUI - parameters displayed on the OM GUI are variable.

OMS Server and Database Configuration Parameters page has four displays:

1 – Parameter.
2 – Description.
3 – Units.
4 – Value.
## OM Configuration – Server/Database (Parameters)

### Figure: OMS Server and Database Configuration Parameters Types and Names

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>queue</td>
<td></td>
<td>Num Of Allowed Email Submissions</td>
</tr>
<tr>
<td>queue</td>
<td></td>
<td>Child Process Time Limit</td>
</tr>
<tr>
<td>cleanup</td>
<td></td>
<td>Delete Complete Interventions After</td>
</tr>
<tr>
<td>cleanup</td>
<td></td>
<td>Delete Complete Actions After</td>
</tr>
<tr>
<td>partition</td>
<td></td>
<td>Max Request Granules</td>
</tr>
<tr>
<td>partition</td>
<td></td>
<td>Max Subset Granules</td>
</tr>
<tr>
<td>partition</td>
<td></td>
<td>Delay Partition</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Max Action Retries</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Idle Sleep Time</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Action Retry Wait</td>
</tr>
<tr>
<td>queue</td>
<td></td>
<td>Num of Allowed Validations</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Action Check Interval</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Cleanup Check interval</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Suspend Check Interval</td>
</tr>
<tr>
<td>queue</td>
<td></td>
<td>Max Concurrent Requests Processed</td>
</tr>
<tr>
<td>email</td>
<td></td>
<td>Notify User for Partition Requests</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Global Staging Status</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Min Moderate Request</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Min Expensive Request</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Max Cheap Requests</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Max Moderate Requests</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Max Expensive Requests</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Max Failure Archive</td>
</tr>
<tr>
<td>email</td>
<td></td>
<td>Global Configured Email</td>
</tr>
<tr>
<td>cleanup</td>
<td></td>
<td>Max Orphan Req Age</td>
</tr>
<tr>
<td>cleanup</td>
<td></td>
<td>Cleanup Orphan Req Period</td>
</tr>
<tr>
<td>email</td>
<td></td>
<td>Forward On Email</td>
</tr>
<tr>
<td>cleanup</td>
<td></td>
<td>Unsuccessful Req Rat Time</td>
</tr>
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<td>cleanup</td>
<td></td>
<td>Cleanup Orphan Req Period</td>
</tr>
<tr>
<td>HEG</td>
<td></td>
<td>Max Num of Concurrent HEG Process</td>
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<tr>
<td>HEG</td>
<td></td>
<td>Max Num of Concurrent HEG Proc Pair Req</td>
</tr>
<tr>
<td>HEG</td>
<td></td>
<td>HEG Process Retry Interval</td>
</tr>
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<td>cleanup</td>
<td></td>
<td>Cleanup Delay Interval</td>
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### Parameters (cont)

<table>
<thead>
<tr>
<th>Parameters (cont)</th>
<th>Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>media</td>
<td></td>
<td>Due Data for Media Request</td>
</tr>
<tr>
<td>email</td>
<td></td>
<td>Global Configured Operator Actors Email</td>
</tr>
<tr>
<td>media</td>
<td></td>
<td>Qo TimeOut</td>
</tr>
<tr>
<td>media</td>
<td></td>
<td>Production TimeOut</td>
</tr>
<tr>
<td>media</td>
<td></td>
<td>Media Prep TimeOut</td>
</tr>
<tr>
<td>media</td>
<td></td>
<td>Rimage Order Pull Time</td>
</tr>
<tr>
<td>misc</td>
<td></td>
<td>Max Order History Days</td>
</tr>
<tr>
<td>media</td>
<td></td>
<td>Luminax TimeOut</td>
</tr>
<tr>
<td>media</td>
<td></td>
<td>Media Device Check Interval</td>
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<tr>
<td>staging</td>
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<td>Staging Action Retries</td>
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<td>staging</td>
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<td>Staging Action Retry Interval</td>
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<td>Fastest Interval</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Fastest Timeout</td>
</tr>
<tr>
<td>staging</td>
<td></td>
<td>Max No Cost Requests</td>
</tr>
</tbody>
</table>
OM Configuration – Server/Database (Parameters)

Procedure: Checking/Modifying Assigned Values of OMS Server and Database Parameters

- Click **OM Configuration** menu, then submenu [All] under the Server/Database header to display the OMS Server and Database Configuration: All parameters page. **NOTE:** This page displays all categories of parameters listed on the under the Server/Database submenu:
  - [All], [queue parms], [cleanup parms], [email parms], [media parms],
    - [staging parms], [partition parms], [misc. parms], and [HEG parms].

- To modified (as authorized) server or database parameter value(s): Type the **new value(s)** in the text entry box(es) for the relevant parameter(s), noting that the new value cannot be 0. Then click the **Apply** button (or the **Reset** button to retain the original value).

- The OMS Server and Database Configuration page refreshes and displays new value(s).

- Return to the **Order Manager Home** page: on left-pane of OM GUI, click the **HOME** link.
## OM Configuration – Server/Database (Parameters)

*Figure: OMS Server and Database Configuration [All] parameters Page*

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Units</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num Of Allowed Email Submissions</td>
<td>Max Number of concurrent submissions to PDS</td>
<td></td>
<td>111</td>
</tr>
<tr>
<td>Child Process Time Limit</td>
<td>Amount of time to wait to kill child process before retrying action</td>
<td>seconds</td>
<td>30</td>
</tr>
<tr>
<td>Delete Complete Interventions After</td>
<td>Time in hours Completed Interventions are maintained</td>
<td>hours</td>
<td>10</td>
</tr>
<tr>
<td>Delete Complete Actions After</td>
<td>Time in hours Completed Actions are maintained</td>
<td>hours</td>
<td>10</td>
</tr>
<tr>
<td>Max Request Granules</td>
<td>Maximum number of granules a request may contain</td>
<td></td>
<td>3000</td>
</tr>
<tr>
<td>Max Subset Granules</td>
<td>Maximum number of granules a request may contain if it specifies subsetting</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Delay Partition</td>
<td>Time delay in hours each successive partition is supposed to be dispatched</td>
<td>hours</td>
<td>24.0</td>
</tr>
<tr>
<td>Max Action Retries</td>
<td>Maximum number of times an action can be retried before the request is FAILED</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Idle Sleep Time</td>
<td>Length of time between OM Server checks for config parameters</td>
<td>seconds</td>
<td>10</td>
</tr>
<tr>
<td>Action Retry Wait</td>
<td>Time in seconds the OnServer waits before attempting to re-dispatch an action</td>
<td>seconds</td>
<td>10</td>
</tr>
<tr>
<td>Num Of Allowed Validations</td>
<td>Number of threads the OMServer uses for performing request validations action</td>
<td>threads</td>
<td>1004</td>
</tr>
<tr>
<td>Action Check Interval</td>
<td>Time in seconds the OnServer waits before checking on actions</td>
<td>seconds</td>
<td>20</td>
</tr>
<tr>
<td>Cleanup Check Interval</td>
<td>Time in seconds the OnServer waits before performing cleanup activities</td>
<td>seconds</td>
<td>3000</td>
</tr>
<tr>
<td>Suspend Check Interval</td>
<td>Time in seconds the OnServer waits before performing checking suspended queues</td>
<td>seconds</td>
<td>20</td>
</tr>
<tr>
<td>Max Concurrent Requests Processed</td>
<td>Number of concurrent requests the Om Server will process at one time</td>
<td>integer</td>
<td>100</td>
</tr>
<tr>
<td>Notify User For Partition Requests</td>
<td>Whether or not user want to recieve notification when partition happens yes or no</td>
<td>none</td>
<td>Y (Yes)</td>
</tr>
<tr>
<td>Global Staging Status</td>
<td>Synergy IV Staging Mode Status</td>
<td>none</td>
<td>A (Active)</td>
</tr>
<tr>
<td>Min Moderate Request</td>
<td>min number of tape mounts classified Moderate</td>
<td>number</td>
<td>590</td>
</tr>
<tr>
<td>Min Expensive Request</td>
<td>min number of tape mounts classified Expensive</td>
<td>number</td>
<td>100</td>
</tr>
<tr>
<td>Max Cheap Requests</td>
<td>Max number of Concurrent requests classified as Cheap that can be promoted to staging</td>
<td>number</td>
<td>100</td>
</tr>
<tr>
<td>Max Moderate Requests</td>
<td>Max number of Concurrent requests classified as Moderate that can be promoted to staging</td>
<td>number</td>
<td>500</td>
</tr>
</tbody>
</table>
OM Configuration – Media

- The Media Configuration page provides the full-capability Operator the ability to check and modify media parameters.
- Media parameters, specific to distribution medium type, affects the limit checking against standard media capacity and the partitioning of requests.
- The Media Configuration page has two display parts:
  1. Parameter Name – label or title of parameter for each media type:
     - FtpPull.
     - FtpPush.
     - CDROM.
     - DLT.
     - DVD.
     - scp.
  2. Value – parameter size or limit.
OM Configuration – Media

- Procedure: Checking/Modifying Assigned Values of Media Parameters
  - Click OM Configuration menu, then submenu Media to display the Media Configuration page.

Figure: Media Configuration Page
OM Configuration – Media

- **Procedure: Checking/Modifying Assigned Values of Media Parameters (cont.)**

  > Observe information on the Media Configuration page, specifically the parameter types:

  - **MediaCapacity (GB)** – initially set to the maximum capacity (in GB) for the type of media, but should be adjusted later to a lower or higher value, depending on data compression usage.
  - **PartitionGranuleLimit** – the maximum number of granules that may be partitioned for the type of medium.
  - **PartitionSizeLimit (GB)** – the size (in GB) at which point partitioning of a request can occur.
  - **MinRequestSize (GB)** – the minimum number of gigabytes that can be requested for the type of medium.
  - **MaxRequestSize (GB)** – the maximum total number (GB) that can be requested for that type of medium, regardless of whether or not it can be partitioned.
  - **MinBundleSize (GB)** – the minimum number of gigabytes in a bundle for the type of media.
  - **Request High Water Mark** – the RHWM is the desired maximum number of requests that may be in the Staging state, or that have completed Staging but are not yet in a terminal state (e.g., Shipped).
  - **Data High Water Mark (MB)** – the DHWM is the maximum volume of data in staging or already staged but not yet shipped. If the data volume and number of requests is above the DHWM, it is assumed the media devices have plenty of work to keep them busy.
OM Configuration – Media

Procedure: Checking/Modifying Assigned Values of Media Parameters (cont.)

- **Data High Water Mark (MB)** – the DHWM is the maximum volume of data in staging or already staged but not yet shipped. If the data volume and number of requests is above the DHWM, it is assumed the media devices have plenty of work to keep them busy.

- **Request Low Water Mark** – the RLWM is the desired minimum number of requests that may be in the Staging state or that completed staging, but are not in a terminal state (e.g., Shipped).

- **Data Low Water Mark (MB)** – the DLWM is the minimum volume (in MB) of data that should be in staging or already staged but not yet shipped. If the data volume is below the DLWM, the media devices may soon become idle.

- **Pull Gran Dpl Time (days) […]** – the number of days a granule for an FtpPull request would normally remain in the Data Pool.

- **Pull Gran Dpl Ret Pri (number) […]** – the normal retention priority for a granule for an FtpPull request.

- **Min Pri To Preempt (number) […]** – applies to granules put in the Data Pool for an FtpPull request.

To change the media parameter value(s): Type **new value(s)** in the text entry box(es) for the relevant parameter(s), then click the **Apply** button to submit (or the **Reset** button to retain the original values).

Return to the **Order Manager Home** page: on left-pane of OM GUI, click the **HOME** link.
OM Configuration – Media Creation

- The Media Creation Configuration page provides the full-capability Operator with a means of checking and modifying media creation parameter values.

- Media creation parameters are specific to each kind of distribution medium and affect whether or not media orders are dispatched automatically.

- The Media Creation Configuration Page has two columns of information for each type of distribution media:
  1 – Parameter:
    - DispatchMode (Manual or Automatic Mode).
    - Max number of QC devices per Request (Automatic Mode).
    - Max number of Production devices per Request (Automatic Mode).
    - Default QC Volume Selection (All or None).
  2 – Current value.
OM Configuration – Media Creation

Procedure: Checking/Modifying Assigned Values of Media Creation Parameters

- Click OM Configuration menu, then submenu Media Creation to display the Media Creation Configuration page.
- Figure: Media Creation Configuration Page.

To modify the media creation parameter value(s): Highlight and delete current value, then enter new value in textbox. Click Apply to change configuration (or Reset to keep original value(s)).
- Return to the Order Manager Home page: on left-pane of OM GUI click the HOME link.
OM Configuration – ODL Metadata Users

- The ODL Metadata Files Users Configuration page allows the full-capability Operator to configure a list of Email addresses that signifies users that will receive metadata in ODL.met file format.
- Limited-capability Operator can only view Metadata File Users configurations.
OM Configuration – ODL Metadata Users

Procedure: Adding/Deleting User Email Address That Will Receive ODL Metadata File

- Click OM Configuration menu, then submenu ODL metadata Users to display the ODL Metadata File Users Configuration page.

- Figure: ODL Metadata File Users Configuration Page.
OM Configuration – ODL Metadata Users

- **Procedure: Adding/Deleting User Email Address That Will Receive ODL Metadata File (cont.)**
  - To Add User Email Address(es) to the ODL Metadata File Users Configuration: enter the **new User's email address** in the textbox (at page bottom), then click the **Add New User** button. The prompt indicating “A new user has been added…” appears, click the **OK** button.
  - To Delete User Email Address(es) from the ODL Metadata File Users Configuration: Click one or more **Del** checkboxes (or **Select all**) next to the User(s) to be deleted, then click the **Apply Deletion** link. The prompt indicating, “…Delete the selected users?” appears, click the **OK** button (or **Cancel** to discard changes)
  - Return to the **Order Manager Home** page: on left-pane of OM GUI click the **HOME** link.
OM Configuration – Checksum Users

- The Checksum Users Configuration page allows the full-capability Operator to configure a list of Email addresses of users that will receive a checksum in the notification email for a request. If Email address for a Distribution Notice (DN) contain one of these address, the DN will contain checksum values for each of the distributed files.

- Limited-capability Operator is limited to viewing Checksum Users configuration only.

- A checksum is a computed value associated with a data file, which can be used to verify data validity on files distributed by OMS.

- Users can perform data validity tests on the granule files they receive.
OM Configuration – Checksum Users

Procedure: Adding/Deleting User Email Address That Will Receive Checksum File

- Click OM Configuration menu, then submenu Checksum Users to display the Checksum Notification Users Configuration page.
- Figure: Checksum Notification Users Configuration Page (Frame A).
OM GUI
OM Configuration (cont.)

OM Configuration – Checksum Users

- Procedure: Adding/Deleting User Email Address That Will Receive Checksum File (cont.)
  - To Add User Email Address(es) to the Checksum Notification Users Configuration: enter the **new User’s email address** in the textbox (at page bottom; Frame B), then click the **Add New User** button. The new user has been added to the configuration page.
  - To Delete User Email Address(es) from the Checksum Notification Users Configuration: Click one or more **Del** checkboxes (or Select all) next to the User(s) to be deleted (Frame C), then click the **Apply Deletion** link. The User’s email address is removed from the configuration page.
  - Return to the **Order Manager Home** page: on left-pane of OM GUI click the **HOME** link.
OM Configuration – External Processing

- The External Processing Configuration page allows the full-capability Operator to define and configure the parameters of an external processing service as follows:
  - View the external processing services parameters.
  - Delete external processing service with no pending requests.
  - Add new external processing service.
  - Edit existing processing service configuration.

- The full-capability Operator is limited view-only External Processing Configurations.

- External Processing Services parameters descriptive listing:
  - External Processor Service Name is a unique name for the service.
  - End Point URL is the host URL address configured in the ECS registry.
  - DN Email Address is the DN email address used by the external processing service.
  - Total Requests Queued – is the total number of queued requests.
  - Total Granules Queued – is the total number of queued granules.
  - Request Acceptance – the acceptance of the request.
OM GUI
OM Configuration (cont.)

- OM Configuration – External Processing
  - Procedure: Checking/Modifying External Processing Services Configurations
    - Click OM Configuration menu, then submenu External Processing to display the External Processing Services Policy Configuration page.
    - Figure: External Processing Services Policy Configuration Page.
OM Configuration – External Processing

Procedure: Checking/Modifying External Processing Services Configurations (cont.)

- To Add a New External Processing Service: Select the Add a New External Processing Service button (or if editing, the edit button to the associated processing service), click Save to submit the input, then click Done to return to the previous page.

- To Delete an External Processing Service: Select the checkbox(es) of the External Processing Service, click the Delete Selected Processors button (at bottom of page), then click the OK button to confirm deletion (or Cancel to discard the action).

- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM Configuration – FtpPush/SCP Policy

- Provides the full-capability Operator the ability to define, configure and fine-tune parameter values of FtpPush/SCP destinations.

- Configuration parameters on the FtpPush/SCP Policy Configuration Page has three working parts:

  1 – **Global Settings for All Destinations** are parameters that apply to all destinations (both frequently used and non-configured), regardless of their individual settings.

  2 – **Non-Configured Destinations** are FtpPush destinations not specifically defined as Frequently Used Destinations, but uses the parameter values in the Settings for Non-Configured Destinations area.

  3 – **Frequently Used Destinations** are FtpPush destinations that are non-configured.

Figure: FtpPush/SCP Policy Destination Table (Fields)
OM Configuration – FtpPush/SCP Policy

Procedure: Viewing/Modifying FtpPush/SCP Policy Configuration

- Click OM Configuration menu, then submenu FtpPush/SCP Policy to display the FtpPush/SCP Policy Configuration page.

Figure: FtpPush/SCP Policy Configuration Page (A), Add Destination (B), Delete Destination (C) and Destination Details (D)
OM Configuration – FtpPush/SCP Policy

Procedure: Viewing/Modifying FtpPush/SCP Policy Configuration (cont.)

- To view details of a destination, click the underscored Destination Name (Alias) and the FTPPush/SCP Destination Details page (Figure D) displays. View detailed information on page and click the Done button to close without saving any possible changes.
- To Delete (remove) destination(s) from the Frequently Used Destinations sections: Click the Del checkbox of corresponding destination(s), then click the Delete Selected Destinations link (at bottom of section). At the confirmation prompt dialog box (Figure C), click OK to confirm deletion(s) and move the destination(s) to the non-configured group (and erase its parameter values).
- To Add a new destination to the Frequently Used Destinations sections: Click the Add New Destination button to display the Add New Destination window (Figure B), enter values/data to fields/parameters, then click the Save button to submit and to refresh the FTP Push/SCP Policy Configuration page (Figure A).
- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
OM GUI – HELP

- There are two Help submenu options:
  - About HelpOnDemand… which features context-sensitive help for each page, especially for non-descriptive controls or parameters.
  - Help which features text on various OM GUI related topics.

Figure: Help (A) and HelpOnDemand (B)

- Active search functions using the current web browser is also available on pages within the GUI.
OM GUI – PHYSICAL MEDIA DISTRIBUTION (PMD)

- Allows the Operator to perform media distribution of OM GUI requests.
  - Error handling is performed the same way as interventions for distribution requests are handled.

- Physical Media Distribution submenus:
  - Media Creation Console.
  - Device Configuration.
  - Open Interventions.
  - Printer Configuration.
  - PM Configuration.
  - Reports.
  - ESDT Configuration.
PMD – Media Creation Console

- One interactive console handles various types of media creation actions.
- Media Creation Console has three working parts:
  1. Request Actions:
     - Order ID
     - Request ID
     - Media Type
     - Volume Count
     - Request Status
     - Due Date
     - Note
     - Action Type
     - Options
  2. Device Actions
     - Media Type Device
     - Production
     - QC
     - Status
  3. Filter
     - Action Type
PMD – Media Creation Console

- Manually dispatched PD media must be activated using the console.
- OMS production software (EcOmPdModule) runs twice during media production:
  1 – for Media Preparation.
  2 – for Media Creation.

- Additional activities occur for disk and tape preparation and creation as displayed in table:
PMD – Media Creation Console

- Media creation has four basic actions (process order):
  1. Activate Request
  2. Collection Media for QC
  3. Activate Media for QC
  4. Assemble Package

Figure: Media Creation Console basic process display by column: Request Status (1), Action Type (2), Options (3)

NOTE: Additional actions (options) are available, but will not be covered in these procedures.
**PMD – Media Creation Console**

- **Procedure: Using the PMD Media Creation Console**
  - Click **Physical Media Distribution**, then submenu **Media Creation Actions** to display the **Media Creation Console** page. Use the console to process a request using four basic actions:
  - 1st **Activate Request**: Using the **Filter** (A3) to filter all options labeled **Activate Request**. (If none listed, change **Option** on a DLT media type). Under **Options**, select **Activate Request** from list. The **Request for RequestID <number> (media_type)** prompts, click **Activate Request** to move request to right-pane **Device Actions** for action. Locate request associated with a **Media Type Device**, then click **Assign** checkbox to assign volume (B) to the device.
PMD – Media Creation Console

Procedure: Using the PMD Media Creation Console (cont.)

- Once action completes processing (request moved back to console left-pane Request Actions) its labeled under **Action Type** as **Collection Media for QC**.

- **2nd Collection Media for QC:** Under **Options**, select **Media Collection Complete** from list. The **Media Collection for RequestID <number>** dialog box prompts, click **Media Collection Complete** to initiate **Transferring**.
PMD – Media Creation Console

Procedure: Using the PMD Media Creation Console (cont.)

- Once processing completes, request (moved back to the left-pane Request Actions) is now labeled under Action Type as Activate Media for QC.

  3rd Activate Media for QC: Under Options, select Activate QC from list. The Activate QC RequestID <number> dialog box prompts, click Activate QC to move request (and create volume) to right-pane Device Actions for action. Click OK to confirm action at prompt. Then locate request associated with specified Media Type Device, then click Assign checkbox to assign volume to the device and to initiate QC Hold.
PMD – Media Creation Console

Procedure: Using the PMD Media Creation Console (cont.)

- Once processing completes, request (moved back to the left-pane Request Actions) is now labeled under **Action Type** as **Assemble Package**.

  - **4th Assemble Package**: Under **Options**, select **Mark Request Shipped** from list. The **Mark Request for Shipped for RequestID <number>** dialog box (A) prompts, click **Mark Request Shipped** to initiate **Waiting for Shipment**. Request status can be monitored/reviewed using the **Distribution Requests** page (B), tracked by the **RequestID <number>**.
PMD – Device Configuration

- Displays the configuration of devices used in the Physical Media Creation Console.
- Provides the Operator with a quick visual indicator of the load for each Luminex device.
- Provides job limit parameter data that indicates the current load and maximum number of jobs percentage based on device’s configuration.

Physical Media Device: Device Configuration page displays information in five sections:
1. Production devices.
2. QC devices.
3. Production/QC devices.
4. Unclassified devices.
5. LUMINEX Device Loads:
   - Allocated Work Load
   - Actual Work Load
PMD – Device Configuration

Procedure: Filtering/Modifying PMD Device Configurations

- Click Physical Media Distribution, then submenu Device configuration to display the Physical Media Distribution: Device Configuration page.

Figure: PMD: Device Configuration Page
PMD – Device Configuration

- Procedure: Filtering/Modifying PMD Device Configurations (cont.)
  - To change on-line or off-line status of a device: Click the Device Label to display the PMD: Device Configuration Details page.
  - Figure: PMD: Device Details Page and Status Prompts
  - Then locate and click the Online Status (green or red) status button. At prompt:
    - If taking device off-line: Type justification in textbox, then click the Apply button to change the status and dismiss the prompt.
    - If placing device on-line: Click OK to continue and dismiss the prompt.
  - Click Apply button, at page-bottom to return to the PMD: Device Configuration page.
  - Click Apply button, at page-bottom to return to the PMD: Device Configuration page.
OM GUI
Physical Media Distribution (cont.)

- PMD – Device Configuration

  - Procedure: Filtering/Modifying PMD Device Configurations (cont.)
    - To add a new device: Click the Add New Device… button, at left-top of PMD: Device Configuration page to display the PMD: Add New Device page:
PMD – Device Configuration

Procedure: Filtering/Modifying PMD Device Configurations (cont.)

- Click the Device Purpose list box to display its options. There are three device purpose types:
  1 – Production.
  2 – QC.
  3 – Production and QC.
- Click desired Device Purpose from the list box and complete its options and input fields. Then click OK, to add the new device.
- Return to the Order Manager Home page, on left-pane of OM GUI click the HOME link.
PMD – Open Intervention

- Operator can view and respond to several Open Physical Media (PM) Interventions:
  - Change any/all volume status (pass or fail)
  - Fail or change any/all granules in a volume
  - Restart media creation
  - Continue media creation with selected volumes.

The Open PM Interventions page has three working parts:

1. Current Filters – pre-defined filter criteria.
2. Options – features to change an individual or combined filter and to bulk fail or bulk submit requests.
3. Listing – captures requested distribution of filtered output.
PMD – Open Intervention

- Procedure: Responding to Open PM Interventions
  - Click Physical Media Distribution menu, then submenu Open Interventions to display the Open Physical Media Interventions page.
  - To display details pages for Order ID or Request ID: Under the Listing section, click on the underscored <ID> to display its detailed page.

Figure: Detail displays of Request ID (A), Order ID (B), Filter (C)
PMD – Open Intervention

- **Procedure: Responding to Open PM Interventions (cont.)**
  - To fail intervention(s): On the Intervention For Request <ID> detail page, under Options section, click either the All (Bulk Fail) checkbox to fail all interventions or the individual (Sel) checkbox(es) associated with specific intervention(s), then click the Bulk Fail button. In the Confirm Bulk Fail Action dialog box, enter Operator Notes and/or Additional e-mail text in textboxes, as appropriate. Select Send email option to notify users whose requests are being failed, then click the Apply “Bulk Fail” button.
  - To submit intervention(s): On the Intervention For Request <ID> detail page, under Options section, click the All (Bulk Submit) checkbox to fail all interventions or the individual (Sel) checkbox(es) associated with specific intervention(s), then click the Bulk Submit button.
  - To check granules in a volume: Click the Volume Name [<number> granule…] link under the Request ID details page Volume List section. The Granule List for Volume Window displays. After review, click x-close window to close granule window.
  - To free-up a device: On the Intervention For Request <ID> detail page, click [deallocate this device…] link, adjacent to the Current Device entry, then click OK in the confirmation dialog box.
  - Return to the Order Manager Home page, on left-pane of OM GUI click the HOME link.
PMD – Printer Configuration

- The Printer Configuration page handles the configuration of printers used in physical media distribution.

- Printer configuration features two actions:
  - Add printers.
  - Edit printer parameters.

Figure: PMD Printer Configuration Page and activity displays
PMD – Printer Configuration

Procedure: Modifying Existing PMD Printer Configuration

- Click Physical Media Distribution menu, then submenu Printer Configuration to display the PMD: Printer Configuration page.
- To edit parameters values: Click the edit... button associated with printer (name). In displayed printer parameters window, change the following values:
  - Name = <new_printername>.
  - Network info = <new_network_text>.
  - Options: select only one.
    - Always, if designated as default module (for packing List and QC printers only).
    - Never, if not default module.
    - On QC Error Only.
- Click the Apply button to implement changes, then click OK at the update confirmation prompt.
- Return to the Order Manager Home page, on left-pane of OM GUI click the HOME link.
PMD – PM Configuration

- The PMD Module Configuration page displays information for all currently configured production modules. The OM GUI handles the configuration of production modules in physical media creation.

- Production modules can be “added” and parameters values “edited”.

Figure: PMD Production Module Configuration Page and Add Toggle Fields
PMD – PM Configuration

- **Procedure: Adding/Modifying PMD Production Module Configuration**
  - Click **Physical Media Distribution** menu, then submenu **PM Configuration** to display the **PMD: Production Module Configuration** page.
  - To edit assigned parameters values for a production module: Type `<new_values>` in corresponding **Image File Path** and **Text File Path** textboxes. Change the **production module default**, as appropriate: *yes* to set as default (or *no* as not being the default module). Then click the **Apply Changes** button to implement edits.
  - To add a new production module: Click the **Add New Production Module** button, add `<appropriate_values>` it textboxes. Select `<default>` option, the click **Add This Production Module** button implement new module. At confirmation prompt, click **OK** to acknowledge.
  - Return to the **Order Manager Home** page, on left-pane of OM GUI click the **HOME** link.
PMD – Reports

- A HTML display using the web browser print menu function.
- Report Summary page has two display types:
  2. Request Summary Report – displays a quick summary of the PMD requests (in states) from waiting-for-a-device to waiting-for-shipment.

  Figure: PMD Report Summary Page
PMD – Reports

Procedure: Printing PMD Reports

- Click Physical Media Distribution menu, then submenu Reports to display the PMD: Report Summary page.
- To print a PMD Report using the web browser: First, reload the page to ensure the most current statistics are captured. Next, select File, Print (Figure B) from the menu, then select printer (and set printer properties, as needed). Click OK to print (Figure B1-B2).
- Return to the Order Manager Home page, on left-pane of OM GUI click the HOME link.

Figure: PMD Report Summary Print Menu (B) and Progress (B1-B2)
PMD – ESDT Configuration

- The full-capability Operator is allowed to add or remove names of ESDTs, which are stored in compressed format, to/from the PMD ESDTs page.

Figure: PMD Compressed Format ESDTs Page
PMD – ESDT Configuration

- Procedure: Adding/Deleting Compressed Format ESDTs
  - Click Physical Media Distribution menu, then submenu ESDT Configuration to expand the Physical Media Distribution: Compressed Format ESDTs page.
  - To add ESDT to the PMD ESDT list: Enter <new_ESDT_name> in New ESDT textbox, at right-bottom of page, then click the Add ESDT button. At prompt, click OK to acknowledge the update. The ESDT list updates.
  - To delete ESDT from the PMD ESDT list: Check one or more ESDTs on the list, click the Apply Deletion link, at left-bottom of page, then at prompt, click OK to acknowledge the deletion. The ESDTs is deleted from list.
  - Return to the Order Manager Home page, on left-pane of OM GUI click the HOME link.
OM GUI – View Order Status

- The OM GUI Order Status page allows the Operators (Full or Limited-capability) the ability to monitor and/or view the status of orders submitted via the OM GUI.

- The Operator can view detailed information in three status levels:
  - Order Status
  - Request Status
  - Granule Status.

View Order Status submenu:
- OM GUI Order Status.

Figure: Get Order Status Page
OM GUI
View Order Status (cont.)

- View Order Status – OM GUI Order Status
  - Provides a visual display of viewing multiple levels of a particular order status
  - The Operator can search through to the lower levels of the order, the status path is capture as a navigation bar.

  ❖ Figure: Get Order Status
  Pages Navigation Bars and Fields
**OM GUI**

**View Order Status (cont.)**

- **View Order Status – OM GUI Order Status**
  - **Procedure: Viewing Distribution Requests Order Status Pages**
    - Click **View Order Status** menu, then submenu **OM GUI Order Status** to display the **Get Order Status** page.
    - To retrieve a **current order status**: First, **Enter the Order ID** using a complete 10 digit order id. Next, click **GetOrderStatus** button to retrieve the most current status and to display the **STATUS FOR ORDERID:<OrderID>** page.
    - To retrieve the **status of a historical order**: First, **Enter the Email ID** address (id must be associated with an historical order) and select the number of **Number of Days** from the list box – select 30. Or, enter a valid range using the **BeginningDate** (MM/DD/YYYY) and **EndDate** (MM/DD/YYYY) text fields. Next, click the **GetRangeofOrder Status** button to retrieve the most current status and to display the **Order List page** of related historical status(es).

- **Figure: Order Status Pages (A-B2)**
View Order Status – OM GUI Order Status

Procedure: Viewing Distribution Requests Order Status Pages (cont.)

- To retrieve the status of a current order details: First, Enter the Order ID 10 digit order id from the Get Order Status page (Figure A). Next, click GetOrderStatus button to retrieve the most current status and to display the STATUS FOR ORDERID:<OrderID> page. Click the OrderId<number> under the OrderID column to display the Listing details of the Request Status (Frame C)

- To retrieve the Granule Status (Frame D): Click the RequestId<number> under the RequestId column to display the details of the Granule Status.

- Using the navigation bar, click the Search for Status link to return to the Get Order Status page (Frame A) and to perform other order status searches.

- Return to the Order Manager Home page, on left-pane of OM GUI click the HOME link.
OM GUI

View Order Status (cont.)

- View Order Status – OM GUI Order Status
  - Procedure: Viewing Distribution Requests Order Status Pages (cont.)
  - Figure: Order Status Details Pages (A-D)
OM GUI – LOGS

- The OM GUI Log keeps record of every page run and every stored procedure called within those pages.

- The log aid the System Administrator in problem resolution when errors are encountered.
  - EcOMGui.log is the log filename.
  - The log file path is typically in directory `/usr/ecs/MODE/CUSTOM/WWW/OMS/cgi-bin/logs` on the Data Pool Server host [x0dps01] where the OM GUI is installed.

Logs submenu:
- OM GUI Log Viewer.
Logs – OM GUI Log Viewer

- A convenient diagnostic tool that displays all current activity in the OM GUI and allows the Operator the capability to view entries captured (from page runs and stored procedures) in the log file.
- The log file that the log viewer displays is located under the [cgi-bin/logs] directory where the OM GUI is installed:
  - It is not the web server log or the SYSLOG.
  - It is a log [EcOmGui.log] that is specifically generated by and for the OM GUI.

Procedure: Viewing the OM GUI Log

- Click Logs menu, then submenu OM GUI Log Viewer to display its page
- To view the log file: Enter 20 in the View the last ____line(s) of the log file textbox, then click the OK button to generate a 20 page history.
- **NOTE**: The log viewer’s functions similar to that of the UNIX “tail” command – the number of lines need to be seen must be specified. Otherwise, if 0 is specified or left blank the entire log file will display.
- Return to the Order Manager Home page: on left-pane of OM GUI, click the HOME link.
Logs – OM GUI Log Viewer

Figure: OM GUI Log Viewer Page (A) and Log File Display (B)
OM GUI – Admin Tools

- The OM GUI Admin (Administrator) Tools page controls Operators’ profiles and configuration for every filed, on every page that is generated within the OMS GUI.

- Admin Tools submenus:
  - Server/Database Parameters – to check and modify server/database parameters values.
  - Media Parameters – to check and modify media parameters values.
  - Aging Parameters – to configure aging parameters (rules) values.
  - Actions Pages – provides a set of predefined permissions to set, remove, suspend or resume any/all related actions and/or related configurations on any/all related OM GUI pages

- This page is restricted for use by the site Administrator only and will not be trained.