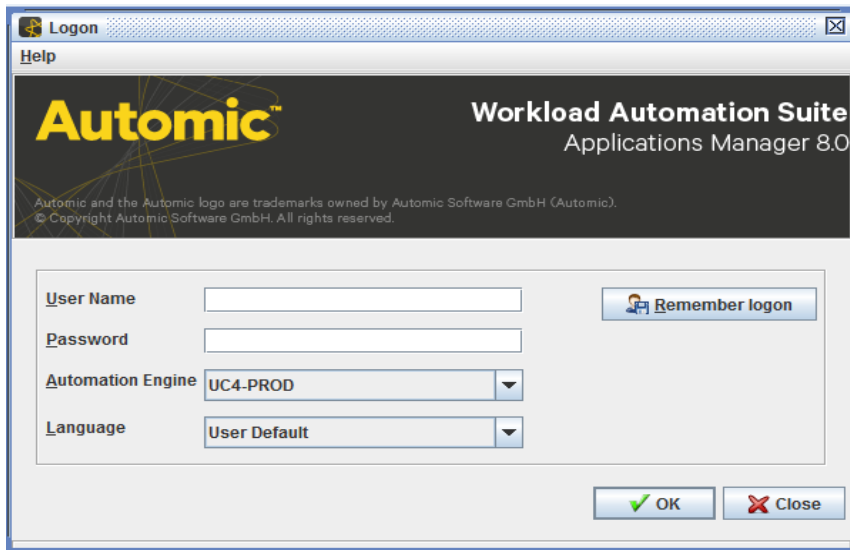


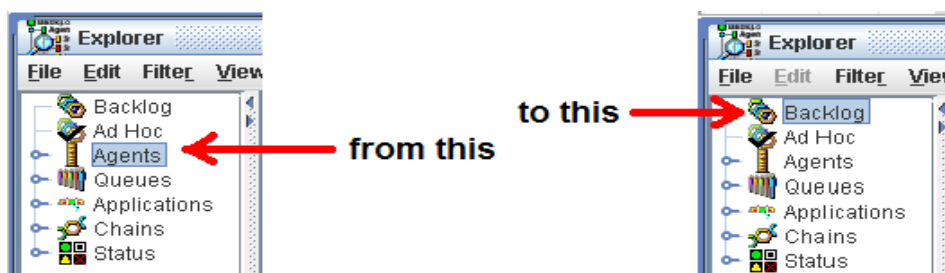
Cuyahoga Community College Information Technology Services Automic Applications Manager Reference Document

You can access UC4 Applications Manager by double clicking on “Tri-c Resources” in your start menu. Then double click on “UC4- Prod Applications Manager” for **production** or “UC4- Test Applications Manager” for the **test** system. Login with your username and password. Please note that your password is case sensitive.



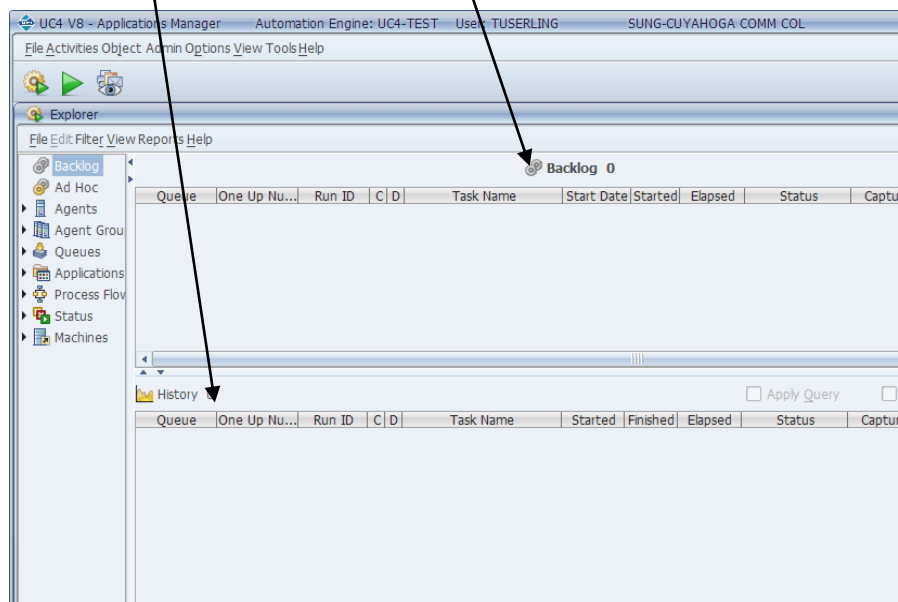
Explorer Window - Upon logging in, the Explorer window opens, the **Navigation panel** is on the left, and the **Backlog** panel is at the top in the panel on the right and the **History** panel at the bottom.

One of the first actions you may need to perform is to switch the top-right panel from **Agents** to **Backlog** by clicking on the word **Backlog** in the Navigation panel, if the software does not default to the **Backlog** view.



Explorer Window The **Backlog** panel allows you to view jobs which are scheduled to run, are running or, (briefly,) jobs which have finished running. It is also where jobs which have ended abnormally are displayed until they are resubmitted or deleted by ITS Operations.

1. The **History** panel shows the status of jobs which have completed, either normally or abnormally.



3. You may also want to use other applications to view your output files such as Excel to view output files that have the “.csv” file extension or use WordPad to view files that have “.txt”. If so, you can set this option up in Applications Manager by doing the following.

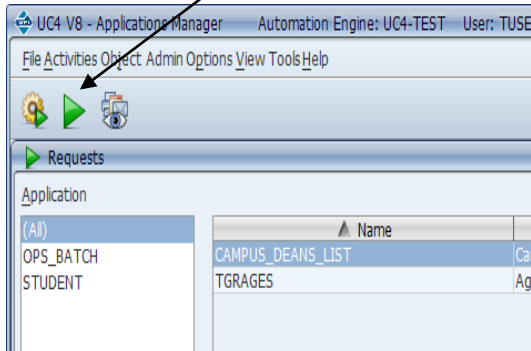
1. On the menu bar, click on **Options** and select **File Associations**.
2. Click in the field for **Pattern** and enter your file extension. For Excel enter: **.csv**
3. Click in the field for **Application** and enter the following string to set your application choice to Excel.
4. The **Use** field defaults to **always**, there are two other options available, click in the field to view.
5. Click **Add**, the file association will appear in the list at the top of the window.
6. Click **Ok** when you are finished adding file associations.

For windows NT enter: **C:\Program Files\Microsoft Office\Office12\EXCEL.EXE**
 For windows 7 enter: **C:\Program Files\Microsoft Office\Office14\EXCEL.EXE**

You may also click the **select** button at step 3 to browse for applications on your computer.

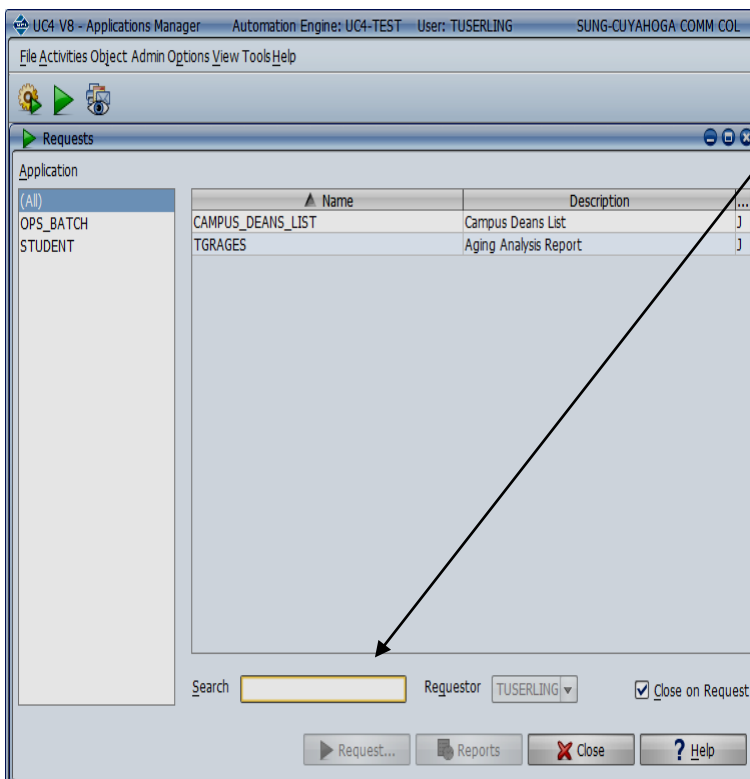
2. To request a job from the **Requests** window:

Select the Requests icon from the toolbar.

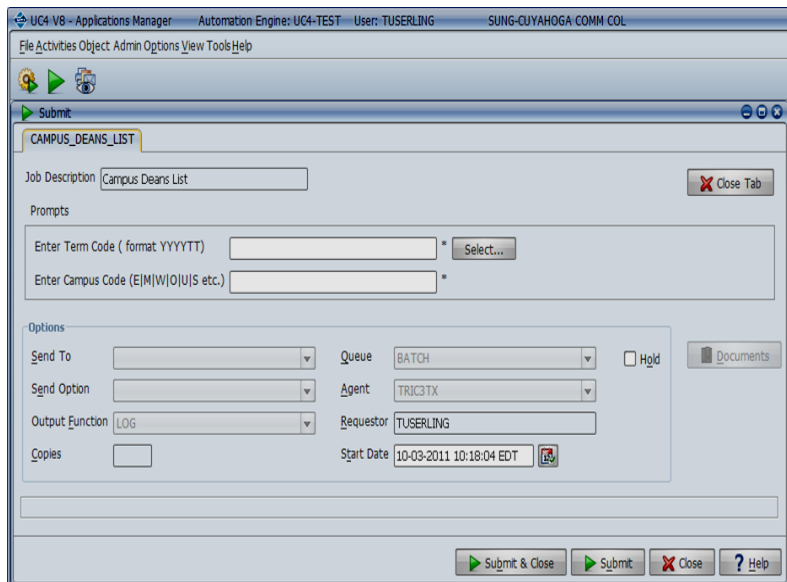


Note: Only the applications and jobs assigned to you will be displayed.

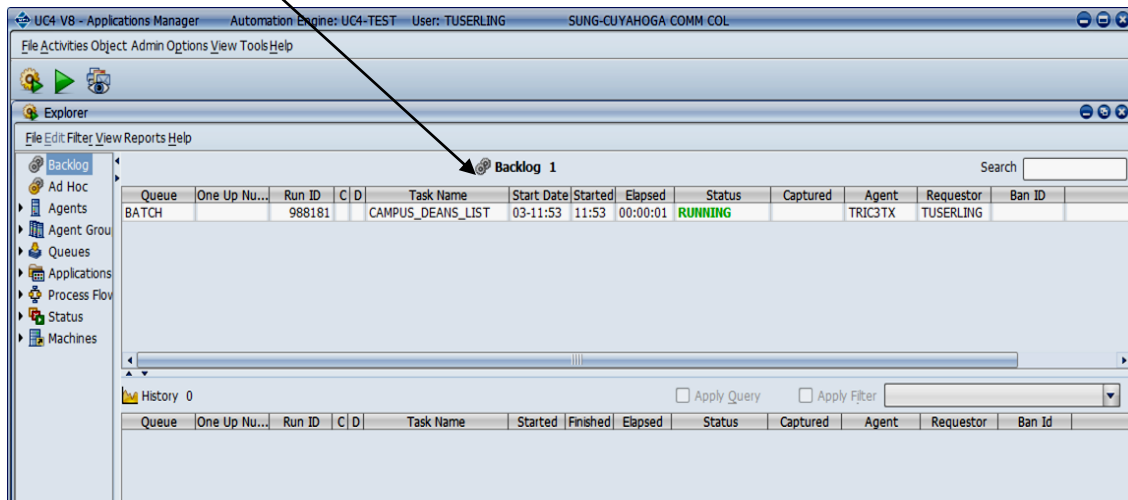
3. Select your job from the list of jobs on the right side of the screen and click **Request**. When looking for a specific job you can type the first few letters of its name in the **Search** field and Applications Manager will find it.



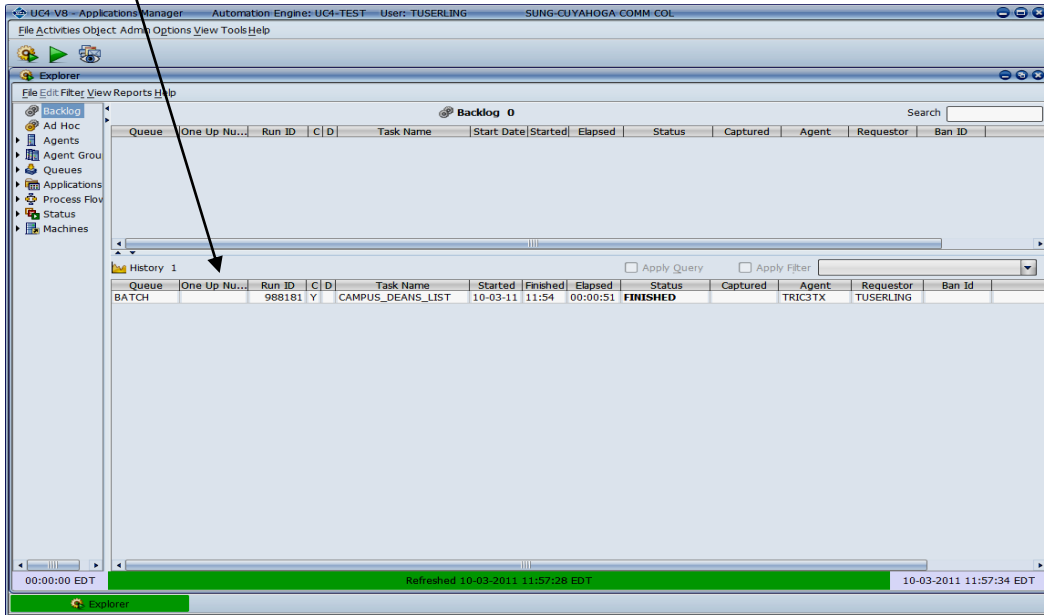
4. Enter values for any required prompts and select options before you click **Submit & Close**. Your screen will return to the Explorer window where you can view the process thru completion.



5. The **Backlog** panel allows you to view jobs, that are scheduled to run, are running or, (briefly,) jobs, which have finished running. In addition, it will display any jobs that have ended abnormally until they are resubmitted or deleted by ITS Operations.



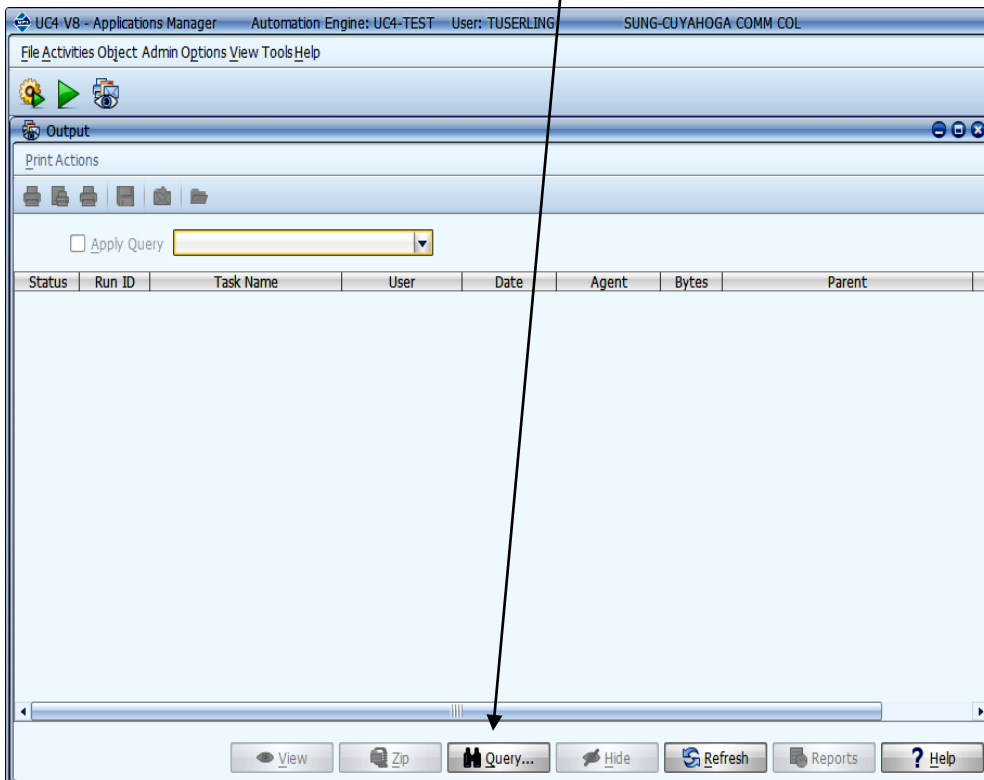
The **History** panel shows the status of jobs which have completed, normally or abnormally.



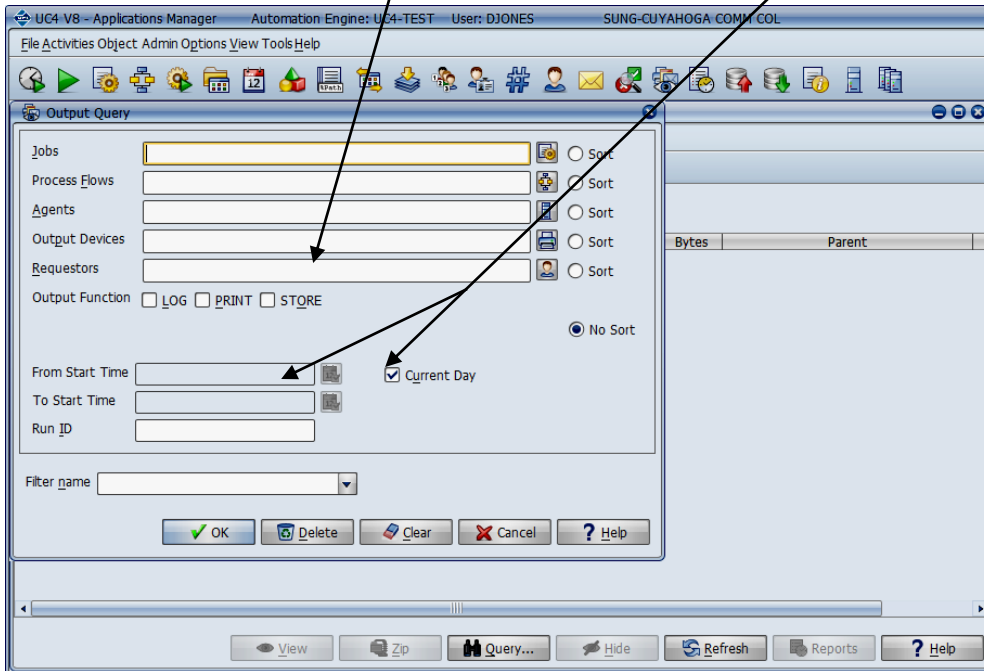
5. Select the Output icon from the toolbar.



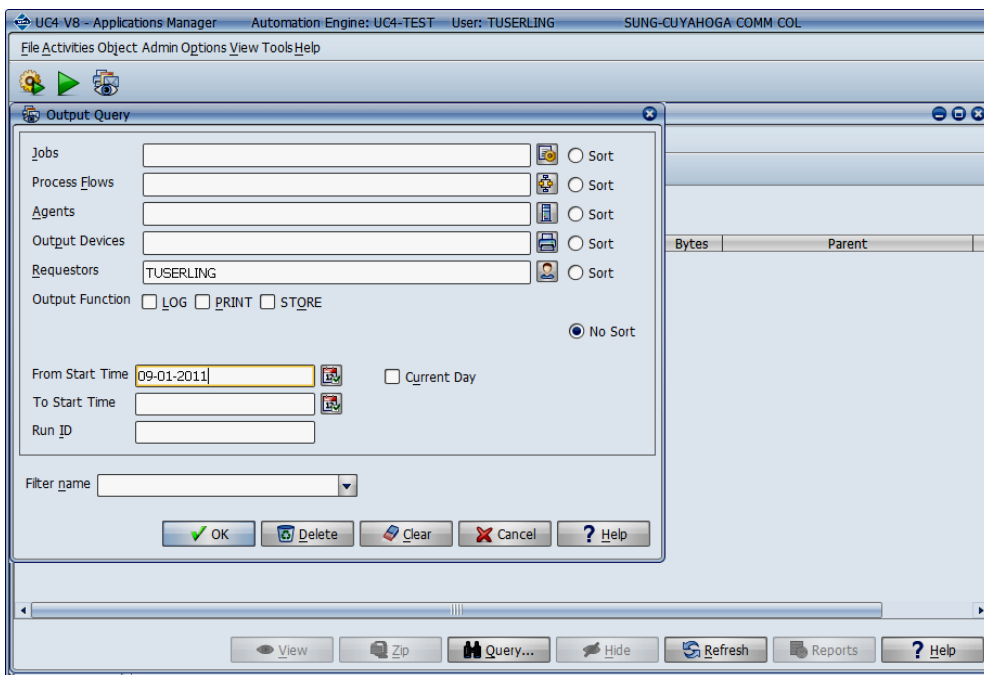
6. Click **Query** at the bottom of the Output window.



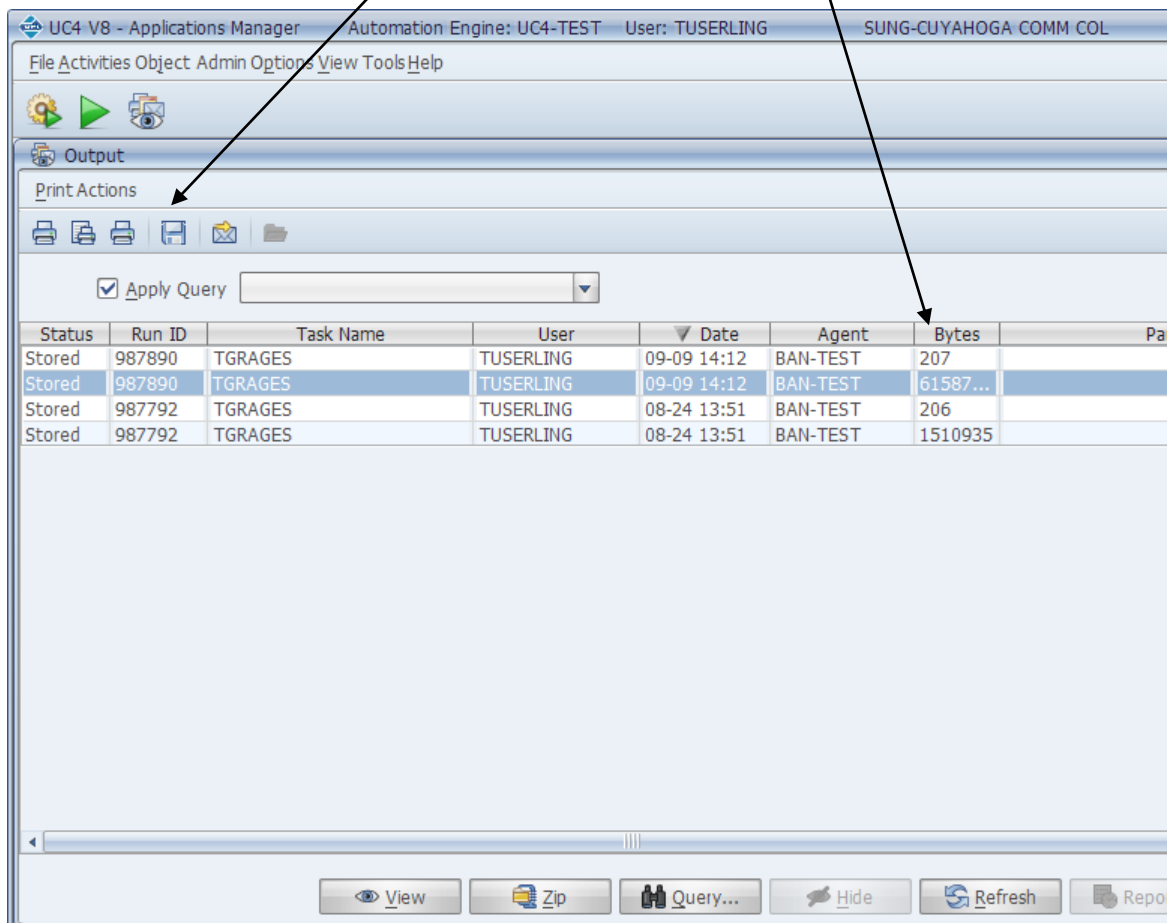
7. You can query for your jobs by searching on any of the following: Job name, Process flow name, Requestor, and Output status. You must select the current Day or enter a date range.



Example:



8. Once your **query** is complete, you can view your output by clicking on the **View** button at the bottom of the screen. The output file with the larger byte size will be your output report, and the file with the smaller byte size will be a software control report. In addition, you can **Print, FTP, or Email** your output using the **Print Actions** icons.



For more information click on the "Help" icon.

