<u>Program Sequencer</u>

Note: only the security officer is allowed to schedule programs to run in the sequencer, so be sure you have the initials and password before you start this.

1. SAV stands for System Analysis and Verification. These programs read through the data files and check the totals figures, such as the total due from p.o.'s or the total due to customers for each item. If the figures do not match, the system corrects them. These programs should be run quarterly or whenever there has been a power outage.

2. The Program Sequencer allows you to run programs unattended after hours. The user can schedule individual programs or create a group and then schedule all of the programs in the group. Groups are created through the GROUP MAINTENANCE option.

3. At the end of the day, check to make sure that you are the only terminal using Harvest. Use UTI #7 OPERATOR TASKING INFORMATION, which will show you everyone logged into Harvest.
NOTE: It is very important that you are the only one logged into the system, otherwise some of the programs will be unable to run.
NOTE: If you are scheduling them to run in the evening, send everyone a message reminding them to log off before they leave at the end of the day.

4. Leave the terminal logged into the system where you want the programs to run. If you forget and type in 'END at a menu to log off, the system will remind you that there are programs scheduled on your terminal.

5. On the P/S PROGRAM SEQUENCER menu, select #1 and put in the Terminal # where you wish the programs to run.
START DATE: MMDDYYYY
DATE TIME: use military time: 2000 = 8:00pm
SEQ: <ENTER> system will fill in
GROUP FIELD: fill in with the name of the Group. The system will show the name of the first program in the group.
PROGRAM: If a group has not been entered above, you can enter a program name. use <F3> to scroll up through the program names and <F2> to scroll down.
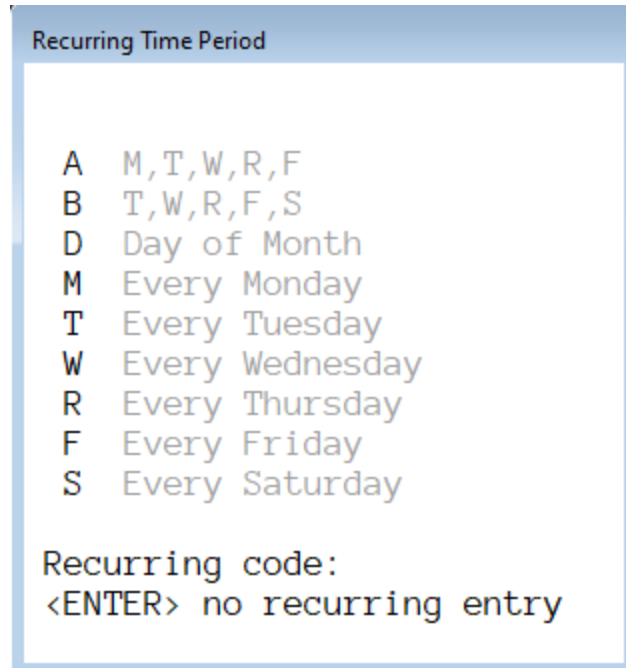
<u>Questions will appear as follows and repeat for each program being scheduled:</u>
Normally you should take the default answer to the questions below by hitting the <ENTER> key.
- Do you want to return to the menu if an error occurs (ENTER/NO)? <ENTER>
- Do you want to run other Programs if an error occurs (ENTER/NO)? <ENTER>

- ▪ -Recurring code: a chart will be shown that lists the options that can be entered to schedule the program on a recurring basis.

If you want the program to run automatically on a recurring basis then select a code from the list that indicates when you want the program to re-schedule.

```
Recurring Time Period


A   M,T,W,R,F
B   T,W,R,F,S
D   Day of Month
M   Every Monday
T   Every Tuesday
W   Every Wednesday
R   Every Thursday
F   Every Friday
S   Every Saturday


Recurring code:
<ENTER> no recurring entry
```

- ▪ Select printer
- ▪ Do you want the report to print immediately upon completion? (ENTER/N) <ENTER>

You may email reports that are run through the sequencer, but if you are printing them to paper, they can print when the program runs or, by answering NO to this question, they will not print when the program runs. At a later time you can either remove them without printing or indicate that you do want to print them and select the printer.

Repeat this process until all of the programs in the group have been scheduled.

Hit <ENTER> until you return to the menu.

6. The next day, you should check to see if there were any problems and clean out the sequencer.

- On the P/S menu, select #2 and print the report. If there were any problems, email this to Walden Services.
- On the P/S menu, select #1 and put in the Terminal # where you ran the programs. Hit <F1> to view each program and <F2> to submit the report to the printer or enter 'DE' to remove each one.

If you allow many programs to accumulate in the sequencer, then you can clean out older ones by scrolling to the enter of the list and entering "DE". Then the system will ask for a date (which must not be in the current or previous month). Then it will clear all entries before that date.

Note: If you wish to stop programs that have been scheduled (but not run) then enter the T## and the date that they are scheduled. Then enter the time and the sequencer # of the existing program, and the system will confirm that you wish to delete them. For the graphical software, click on the entries you wish to remove. This also applies to any scheduled programs that have a status of "RUNNING".

For more detailed information, see Chapter 3: UTILITIES of the documentation.