webEdition User Guide

Scheduler (PRO) Module

webEdition Software GmbH

The Scheduler and Scheduler PRO Modules

User Guide

Standard 03.00
09 February 2004

© 2004 webEdition Software GmbH
All rights reserved.

Printed in Germany

webEdition Software GmbH does not extend any guarantee or warranty concerning the accuracy and correctness of any information contained in this manual.This manual may not be reproduced by any means, either electronically or mechanically, photocopied, recorded, reproduced or transferred by information storage or information retrieval systems by the purchaser, for purposes other than private use without the express written consent by webEdition Software GmbH.The purchaser is authorized to make one backup copy of the software. A copy of this software can be requested from webEdition Software GmbH at any time or it can be downloaded at www.webedition.de.Neither webEdition Software GmbH nor suppliers of webEdition Software GmbH shall be held liable for any damage (this shall include, without restriction, any damage arising from lost profits, operation breakdowns, loss of business information or data or any other financial losses), which arise from the use of this product or from the inability to use this product, even in the event that webEdition Software GmbH has been informed of the possibility of such damage. In any case of damage, liability of webEdition Software GmbH shall be limited to the amount you have actually paid for the product.

Microsoft Windows and Explorer are trademarks of Microsoft Corporation. Macintosh and Apple are trademarks of Apple Computer Inc. UNIX is a trademark of UNIX System Laboratories. All other trademarks are the property of their respective owners.

Contents

About this document 11

1 Scheduler: Introduction 15

What are the webEdition Scheduler modules? 15
The basic scheduler 15
The Scheduler Module 15
The Scheduler PRO Module 15
Installation 16
Scheduler Module: general information and navigation 16
Scheduler PRO: general information and navigation 17
Scheduler PRO view 17
Date and time considerations 19
Summary page requirement 19

2 Using the Scheduler Module for automatic publishing 21

Publishing your document 21
Taking a document off-line 21
Publishing automatically vs. publishing normally 22

3 Using the Scheduler PRO Module 23

Selecting a task 23
Publishing, unpublishing and deleting a document 23
Changing a document type 23
Changing the categories for a document 24
Changing the directory document 24
Scheduling a task 24
Scheduling an item once 24
Scheduling an hourly task 25
Scheduling a daily task 25
Scheduling a weekly task 25
Scheduling a monthly task 26
Scheduling a yearly task 26
Options when saving a scheduled task 26

Index 27

List of figures

Figure 1 The location of the Scheduler in the Properties view 16
Figure 2 Documents main screen showing the Scheduler PRO tab 17
Figure 3 Scheduler PRO view 17
Figure 4 Task operation select box 18
Figure 5 The Frequency select box 18
Figure 6 Entering the start date/time 21
Figure 7 Scheduling to take a document off-line 22
Figure 8 Saving and publishing a scheduled task 22
Figure 9 Document type select box 24
Figure 10 Adding or deleting categories 24
Figure 11 Selecting a new directory 24
Figure 12 Scheduled frequency: Once 25
Figure 13 Scheduled frequency: Hourly 25
Figure 14 Scheduled frequency: Daily 25
Figure 15 Scheduled frequency: Weekly 25
Figure 16 Scheduled frequency: Monthly 26
Figure 17 Scheduled frequency: Yearly 26
Figure 18 Saving a scheduled task 26

List of procedures

About this document

Purpose of this document

This document treats the webEdition Scheduler and Scheduler PRO Modules and how to use them.

You can use this manual to learn:

- what the Scheduler and Scheduler PRO Modules do
- how to install the modules
- how to use these modules to schedule the publication of specified Web pages

Audience

This document is intended for personnel in the following groups:

- Web administrators
- Web editors

The webEdition customer documentation suite

The documentation team publishes new webEdition documents to support the release of all webEdition features, modules and enhancements.

You can consult our documentation suite for detailed information about the modules you have purchased or about webEdition products that you may wish to purchase in the future. All customer documentation is available in portable document format (PDF) on the webEdition documentation Web page.

On-line reference documentation

The webEdition customer documentation suite comprises the following books, all of which you can obtain at URL:
http://www.webedition.de/english/downloads/Documentation.html

Standard webEdition documentation

The following books support the webEdition Standard suite:

- *The webEdition User Guide*
- *The webEdition Installation Guide*
- *The webEdition Tag Reference*

Documentation for webEdition modules

The following books support the webEdition modules:

- *The Customer Management and Customer Management PRO Module User Guide*
- *The Database/Object Module User Guide*
- *The Editor-PlugIn User Guide*
- *The Newsletter Module User Guide*
- *The Scheduler and Scheduler PRO Module User Guide*
- *The Shop Module User Guide*
- *The Task Messaging Module User Guide*
- *The User Management and User Management PRO Module User Guide*
- *The Workflow Module User Guide*

What precautionary messages mean

webEdition documents include attention and caution messages, which are designed to draw your attention to important instructions.

Attention boxes

An attention box identifies information that is necessary for the proper performance of a specified task. For example:

> **ATTENTION**
> You must have the appropriate permissions in your user profile to complete this procedure. Permissions are assigned to you by your webEdition system administrator. Contact your webEdition system administrator for further details.

Caution boxes

Caution messages indicate that there are possible risks to your software or database if you perform a specified task without taking the suggested appropriate precautions. For example:

CAUTION
Database warning
If you complete this procedure, your database will be overwritten.

How commands, system responses and we:tags are represented

The commands, system responses and webEdition tags (called we:tags) used in this document conform to the following conventions.

Web interface commands

Commands performed through a Web browser are shown in *italic* typeface. For example:

Click on the *Save* button.

Menu-based commands performed in a Web browser are shown in *italic* typeface. Drop-down or nested menu commands are separated by an input prompt (>). For example:

Select *Customers* > *New* from the main menu of the Customer Management Module.

webEdition tags and template code

The webEdition templates use a specialized set of programming tags based on the PHP programming language. These webEdition tags or we:tags are displayed in `courier` typeface and in angled brackets:

Opening tags appear thus: `<we:tag/>`

Closing tags appear thus: `</we:tag>`

The programming code used in webEdition templates is also represented in this document by `courier` typeface:

```
<we:sessionStart/>
<we:ifRegisteredUser>
Hello: <we:sessionField Last name="user name" type="print"/><br>
Logged in
</we:ifRegisteredUser>
```

Attribute variables

Attributes and variables appear in *`courier italic`* typeface. For example:

`<we:hidden name="`*`attribute1`*`">`

How to check the document version and issue

The information on the title page of this document indicates the version and issue for this publication. The version and issue also appear in the footer on every even-numbered page.

The first two digits in the document numbering scheme indicate the version. The version number increases each time the document is updated to support a new software release. For example, the first release of a document is 01.01. In the next software release cycle, the first release of the same document is 02.01.

The second two digits in the document numbering scheme indicate the issue. The issue number increases each time the document is revised and re-released in the same software release cycle. For example, the second release of a document in the same software release cycle is 01.02.

Customer service

For further information about webEdition, please consult our Web page, or contact our customer service department:

- Web Page:http://www.webedition.biz/
- E-mail:
  - Technical support: technik@webEdition.de
  - Sales: sales@webEdition.de
  - Information/Help: info@webEdition.de

1 Scheduler: Introduction

This introduction is intended to help you familiarize yourself with the webEdition Scheduler and Scheduler PRO Modules. This chapter treats what the modules do and how to install them. You can also find information here about the basic layout and command features for these modules. These topics are treated in the following sections:

- Section 1.1, "What are the webEdition Scheduler modules?" on page 15
- Section 1.2, "Installation" on page 16
- Section 1.3, "Scheduler Module: general information and navigation" on page 16

1.1 What are the webEdition Scheduler modules?

The webEdition suite offers three types of scheduling capabilities depending on the modules you have purchased: the basic scheduler, the Scheduler Module and the Scheduler PRO Module.

1.1.1 The basic scheduler

The basic version of webEdition allows you to decide whether to publish your files online either immediately or at a later date.

1.1.2 The Scheduler Module

The webEdition Scheduler Module is designed to help you to keep your Web site up to date by offering you enhanced capabilities for scheduling the publication and removal of material on your Web page.

1.1.3 The Scheduler PRO Module

The Scheduler PRO Module gives you complete control over the automated publication process.

The webEdition Scheduler PRO Module offers more flexibility than the Scheduler Module in helping users to determine exactly what types of automated tasks are to occur to your web site content (such as publishing and un-publishing a document, moving a document to a new directory, and deleting a document). It also offers a user-friendly interface allowing you to schedule individual tasks on a singular, hourly, daily, weekly, monthly or yearly basis.

1.2 Installation

The installation procedure for all modules is described in *The webEdition Installation, Update and Backup Procedures*. A .pdf version of this guide is available at the following URL: http://www.webedition.de/english/downloads/Documentation.html

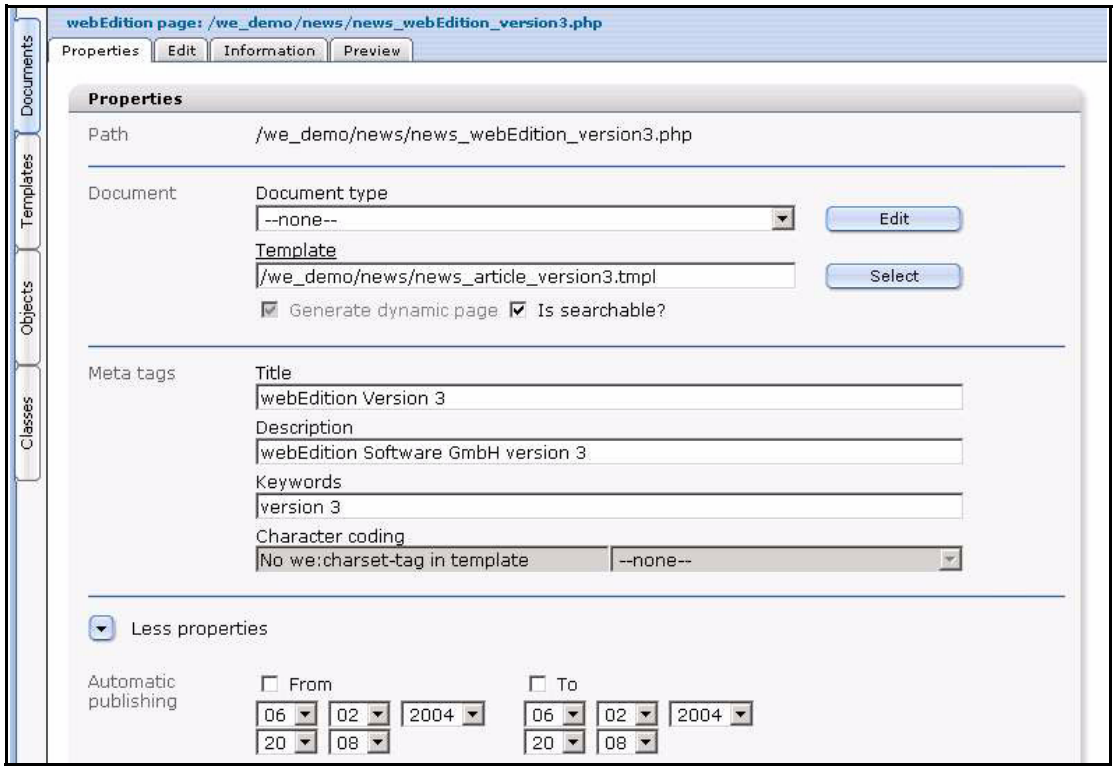
> ***Note:*** You can also use the webEdition "Live update tool", which is available on the webEdition home page at www.webedition.de.

1.3 Scheduler Module: general information and navigation

After installing the Scheduler Module, you will find the options for scheduling documents in the *Properties* view of the *Documents* main screen. The task you are scheduling is always associated with a document, therefore you must first open a document in webEdition.

You can create your files in the usual fashion. However, in addition to the normal webEdition options (such as *Path*, *Copy*, *Document*, *Categories* and *Owners*), you will also see an area called *Automatic publishing* in the *Properties* view (see Figure 1).

Figure 1 The location of the Scheduler in the *Properties* view



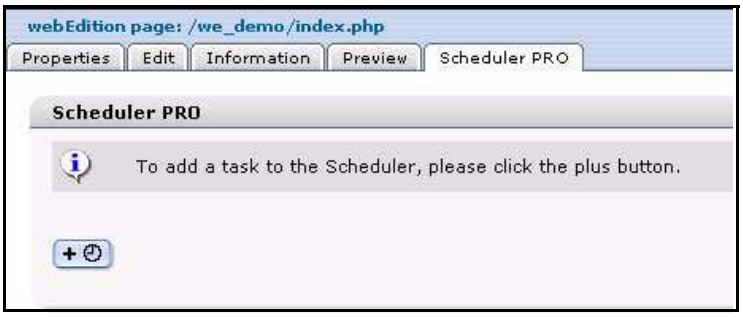
The *Automatic publishing* option allows you to determine when and for how long the document should be published.

For details on how to schedule a task using the Scheduler Module, see Chapter 2, "Using the Scheduler Module for automatic publishing" on page 21.

1.4 Scheduler PRO: general information and navigation

After installing the Scheduler PRO Module, you will see a new tab called *Scheduler PRO* in the *Documents* main screen. The task you are scheduling is always associated with a document, therefore you must first open a document in webEdition. To access the Scheduler PRO Module, click the (vertically-aligned) *Documents* tab, then click on a document of your choice in the explorer menu (see Figure 2):

Figure 2 *Documents* main screen showing the *Scheduler PRO* tab

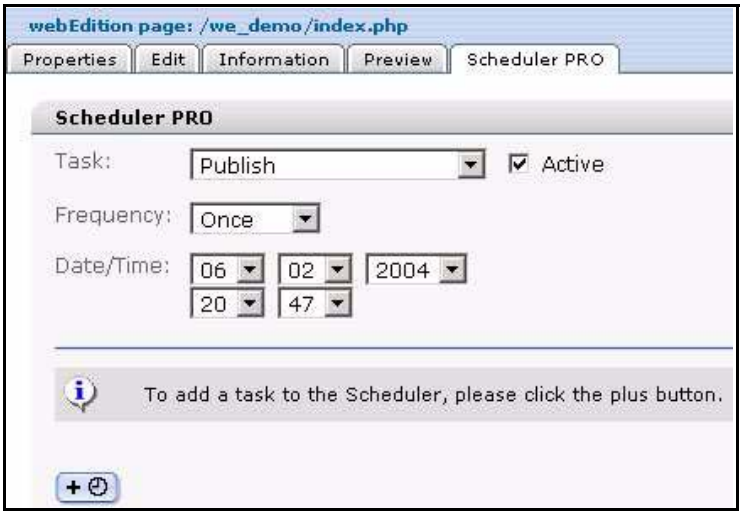


1.4.1 Scheduler PRO view

The Scheduler PRO Module gives you complete control over when to publish your documents. Each document that you wish to schedule is defined as a task in the scheduler. To open the Scheduler PRO view, choose a document, and click on the Scheduler PRO tab. Click on the + icon to open the Scheduler PRO view and to add a task to the scheduler (see Figure 3).

Note: You can add more tasks to the scheduler by clicking on the + icon.

Figure 3 Scheduler PRO view



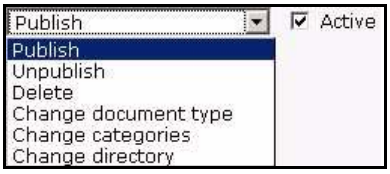
The Scheduler PRO offers three command parameters:

- *Task*
- *Frequency*
- *Date/Time*

1.4.1.1 *Task* commands

In the *Task* select box you can choose the type of operation you wish to perform (see Figure 4, "Task operation select box" on page 18).

Figure 4 *Task* operation select box



The *Task* select box offers you the following options:

- *Publish*
- *Unpublish*
- *Delete*
- *Change document type*
- *Change categories*
- *Change directory*

  Activate the *Active* checkbox to instruct the module to follow through with the scheduled task. If you do not activate the checkbox the scheduled task will not be executed.

1.4.1.2 *Frequency* commands

The *Frequency* select box allows you to choose the time interval between scheduled tasks (see Figure 5).

Figure 5 The *Frequency* select box

The *Frequency* select box has the following options:

- *Once*
- *Hourly*
- *Daily*
- *Weekly*
- *Monthly*
- *Yearly*

1.4.1.3 *Date/Time* commands

The *Date/Time* select boxes allow you to set the time for the execution of the scheduled task.

For details on how to schedule a task using the Scheduler PRO Module, see Chapter 3, "Using the Scheduler PRO Module" on page 23.

1.5 Date and time considerations

The Scheduler and Scheduler PRO Modules operate in accordance with the date and time settings on your Web server.

1.6 Summary page requirement

The scheduling functions that you use in the Scheduler and Scheduler PRO Modules operate in conjunction with summary pages, that is, when the <we:listview> tag is used.

Because many service providers do not allow the use of scheduling (such as *cron jobs* on UNIX systems, or *schedule tasks* on Windows systems), there must be a trigger for the scheduler so that it can publish and unpublish a document. The trigger for the webEdition scheduler is in the <we:listview> tag. Whenever a visitor opens a page with the listview, the scheduler checks the server for scheduled tasks, then it publishes and displays an updated listview. Thereafter, the visitor can access any new items by clicking on the appropriate link in the listview.

2 Using the Scheduler Module for automatic publishing

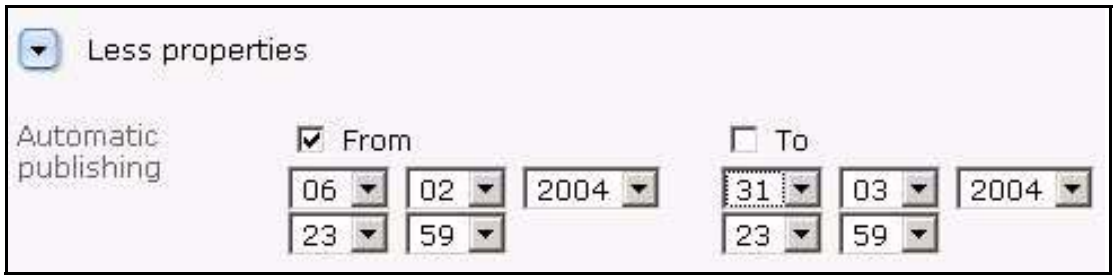
This chapter describes how to use the automatic publishing feature in the Scheduler Module.

2.1 Publishing your document

To specify when a document should first be published, activate the *From* checkbox. The default system response is the current time on the Web server.

When you activate the automatic publishing feature, webEdition responds by suggesting that the document be published at the current time. You can modify the suggestion using the select boxes to change the date and the time before saving your entries (see Figure 6). The document will appear on your Web page at the time and date you have specified.

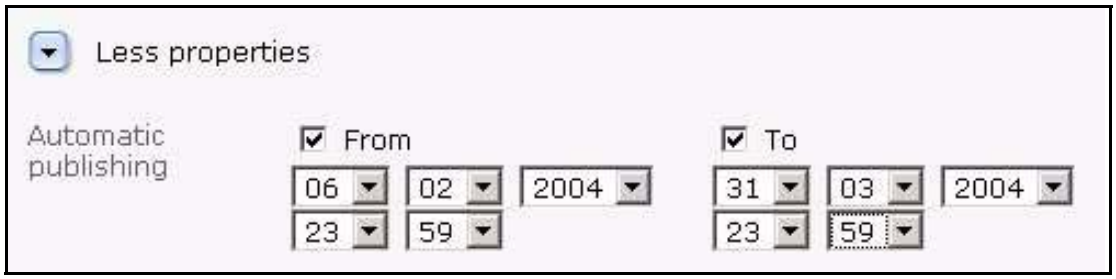
Figure 6 Entering the start date/time



2.2 Taking a document off-line

To specify when your document should be taken off-line, activate the *To* checkbox and use the select boxes to set the desired date and time. webEdition will suggest the current time on the web server. Save your entries. The document will no longer be accessible on-line after the time specified, nor will it be displayed (see Figure 7).

Figure 7 Scheduling to take a document off-line



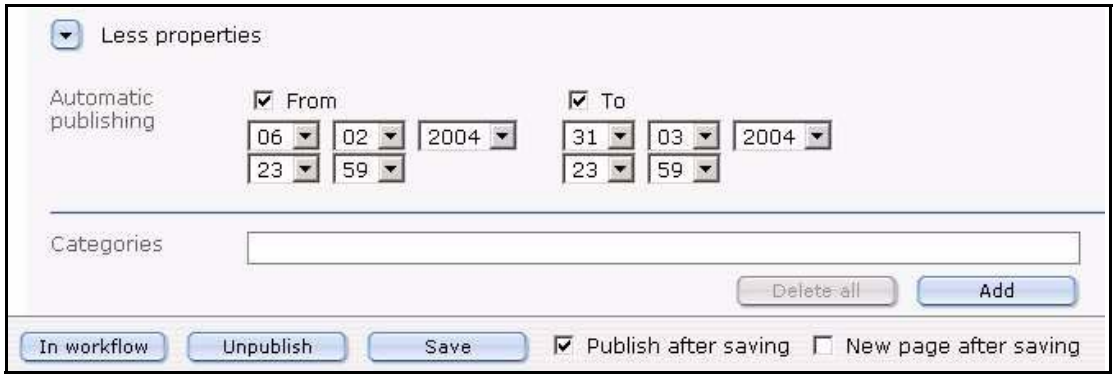
If you do not activate the *To* checkbox, the document will be displayed on-line until you take it off-line manually.

2.3 Publishing automatically vs. publishing normally

The Scheduler Module works only if you activate the *Publish after saving* checkbox when saving your document (see Figure 8).

If you have scheduled a task and selected the *Publish after saving* checkbox, the document will not be published immediately, but rather at the scheduled time.

Figure 8 Saving and publishing a scheduled task



3 Using the Scheduler PRO Module

This chapter describes how to use the Scheduler PRO Module. This module allows you to schedule several kinds of tasks including publishing, unpublishing, deleting, and changing the document type, category and directory of a webEdition document.

3.1 Selecting a task

The task you are scheduling is always associated with a document, therefore you must first open a document in webEdition, and then click the *Scheduler PRO* tab.

In the *Scheduler PRO* view, choose a task by selecting one of the following options from the *Task* select box:

- *Publish.* Use this item to schedule the publication of a document.
- *Unpublish*. Use this item to remove a page from the view of your Web page visitors.
- *Delete*. Use this item to delete a document at a specified time.
- *Change document type*. Use this item to change the document type.
- *Change categories*. Use this item to change the document category.
- *Change directory*. Use this item to move a document to another directory at a specified time.

After choosing one of these tasks, the options available to you vary depending on the choice you have made.

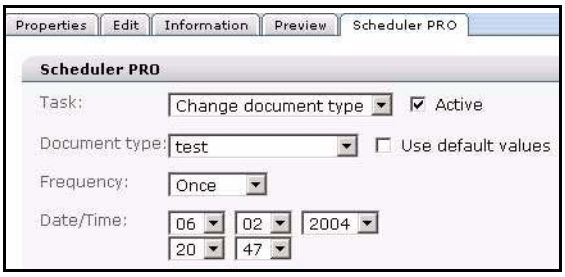
3.1.1 Publishing, unpublishing and deleting a document

If you choose *Publish*, *Unpublish* or *Delete*, you can go directly to the *Frequency* select box to determine the time span between scheduled events.

3.1.2 Changing a document type

If you choose *Change document type*, the *Document type* selection box appears under the *Task* select box (see Figure 9). Select an existing document type from your list.

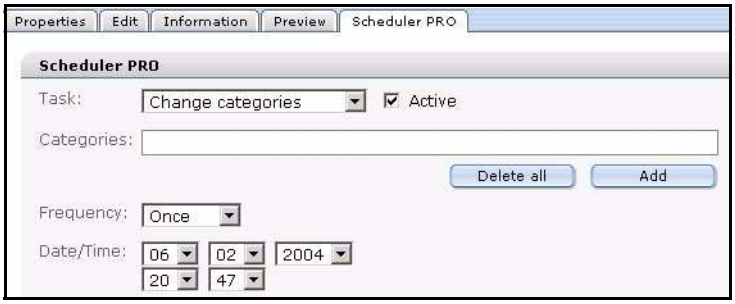
Figure 9 *Document type* select box



3.1.3 Changing the categories for a document

If you choose *Change categories*, the *Categories* selection field appears under the *Task* select box (see Figure 10). Click the *Add* button to open the category browser. Choose a category. Click *OK*. If you wish, you can add more categories. You can also remove all of the associated categories by clicking the *Delete all* button

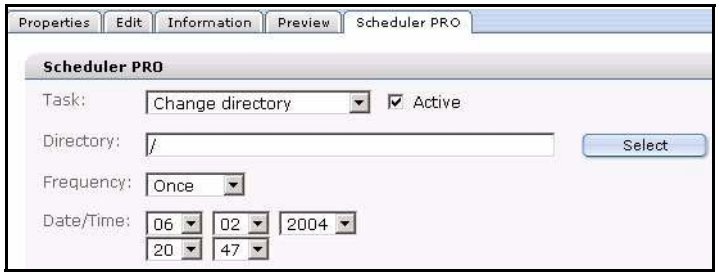
Figure 10 Adding or deleting categories



3.1.4 Changing the directory document

If you choose *Change directory*, the *Directory* selection field appears under the *Task* select box (see Figure 11). Click the *Select* button to open the server browser. Choose a directory. Click *OK*.

Figure 11 Selecting a new directory



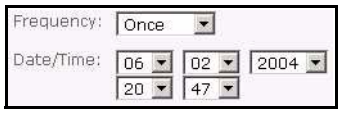
3.2 Scheduling a task

You use the *Frequency* select box to choose the frequency of a task. The options available to you vary depending on the choice you make.

3.2.1 Scheduling an item once

If you choose *Once* from the *Frequency* select box , the following screen appears (see Figure 12).

Figure 12 Scheduled frequency: *Once*



Select the date at which the task is to take place, by entering the date according to day, month, year.

Select the time in hours and minutes.

> ***Note:*** After the completion of the scheduled task, the item will appear "inactive" on the main document edit page.

3.2.2 Scheduling an hourly task

If you choose *Hourly* from the *Frequency* select box , the following screen appears (see Figure 13):

Figure 13 Scheduled frequency: *Hourly*

Choose a time (in minutes) between "00" and "59". The item will be scheduled at that minute every hour.

3.2.3 Scheduling a daily task

If you choose *Daily* from the *Frequency* select box , the following screen appears (see Figure 14):

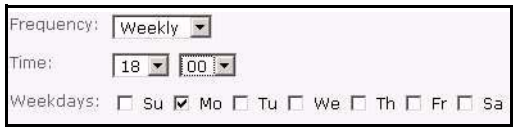
Figure 14 Scheduled frequency: *Daily*

Select the time in hours and minutes at which you wish the task to be completed each day.

3.2.4 Scheduling a weekly task

If you choose *Weekly* from the *Frequency* select box , the following screen appears (see Figure 15):

Figure 15 Scheduled frequency: *Weekly*

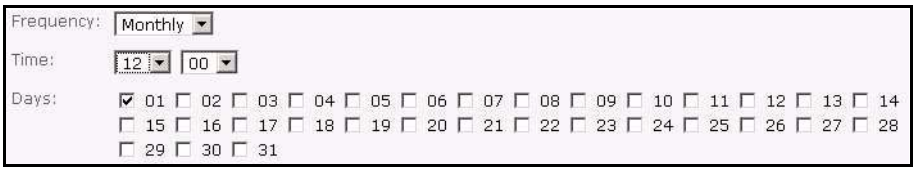


Select the time and the day that you wish to schedule your task. The task will be executed each week at the chosen time and on the chosen day.

3.2.5 Scheduling a monthly task

If you choose *Monthly* from the *Frequency* select box , the following screen appears (see Figure 16):

Figure 16 Scheduled frequency: *Monthly*

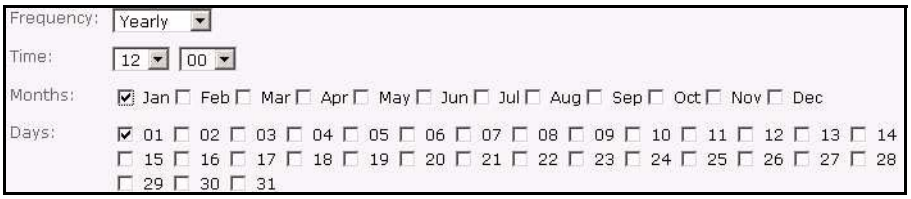


Select the time and the date that you wish to schedule your task. The task will be executed each month at the chosen time and on the chosen date.

3.2.6 Scheduling a yearly task

If you choose *Yearly* from the *Frequency* select box , the following screen appears (see Figure 17):

Figure 17 Scheduled frequency: *Yearly*



Select the time, the month and the date that you wish to schedule your yearly task. The task will be executed once a year at the chosen time in the chosen month and on the chosen date.

3.3 Options when saving a scheduled task

The Scheduler PRO Module has the following save options which you access at the bottom of the *Documents* main screen (see Figure 18).

Figure 18 Saving a scheduled task

All tasks of the Scheduler PRO Module will only be completed if you activate the *Publish after saving* checkbox when saving your document.

If you have scheduled a task and selected the *Publish after saving* checkbox, the document will not be published immediately, but rather at the scheduled time.

Index

A

Audience 11
audience profile 11
automatic publishing (Scheduler Module) 16, 21
  From command 21
  To command 21

C

Categories field (Scheduler PRO Module)
  changing 24
Change directory (Scheduler PRO Module) 24
Customer service 14

D

Daily command (Scheduler PRO Module) 25
Date/Time commands (Scheduler PRO Module) 19
document type
  changing 23
Document type select box (Scheduler PRO Module) 23

F

Frequency commands
  in the Scheduler PRO Module
    Daily 25
    Hourly 25
    Monthly 26
    Yearly 26
Frequency commands (Scheduler PRO Module) 18
  Once 24
From command (Scheduler Module)
  used for automatic publishing 21

H

Hourly command (Scheduler PRO Module) 25

M

Monthly command (Scheduler PRO Module) 26

O

Once command (Scheduler PRO Module) 24

P

Precautionary messages
  about 12
  Attention boxes 12
  Caution boxes 12
Publish after saving command
  Scheduler Module 22
  Scheduler PRO Module 26
publishing a document (Scheduler Module) 21
  at a later date or time 21
  automatically 21

R

reference documentation 11

S

scheduler
  basic 15
Scheduler Module
  accessed from Properties view 16
  automatic publishing function 16, 21
  automatic publishing with 21
  functions 15
  installation 16
  Publish after saving requirement 22
  publishing a document 21
  scheduling document publication using 21
  summary page requirement 19
  taking a document off-line 21
scheduler modules
  three types in webEdition explained 15
Scheduler PRO Module

accessed from the Scheduler PRO tab 17
Categories 24
Change directory function 24
document types 23
functions 15
Publish after saving requirement 26
scheduling a task using 24
summary page requirement 19
Task commands
explained 23
Scheduler PRO view
Date/Time commands 19
described 17
Frequency commands 18
Task commands 18
scheduling a task
with the Scheduler PRO Module 24
scheduling document publication (Scheduler Module) 21
Summary pages
using the we:listview tag 19

T

Task commands
in the Scheduler PRO Module 23
Task commands (Scheduler PRO Module) 18
Time settings for webEdition 19
To command
used for taking a document off-line 21
trigger for scheduler 19
Typographical conventions 12

W

we:listview tag
used as trigger for schedule function 19
we:tags
attribute values 13
we:listview tag 19
Web server time settings 19
webEdition
documentation suite 11
on-line documentation 11
we:tags 13
webEdition documentation
Customer documentation suite 11
on the World Wide Web 11
version and issue 13

Y

Yearly command (Scheduler PRO Module) 26

Scheduler and Scheduler PRO Modules

User Guide

Standard 03.00
09 February 2004
Printed in Germany

© 2004 webEdition Software GmbH
All rights reserved.

webEditon Software GmbH
Karlsburgstr. 2
76227 Karlsruhe
Germany

Internet: http://www.webedition.biz
E-mail: info@webedition.de

webEdition Software GmbH