Scheduler Module

The Scheduler Module
User Guide

Standard 4.1.1
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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.living-e.de

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@living-e.de
    — Sales: sales@living-e.de
    — Information/Help: info@living-e.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:

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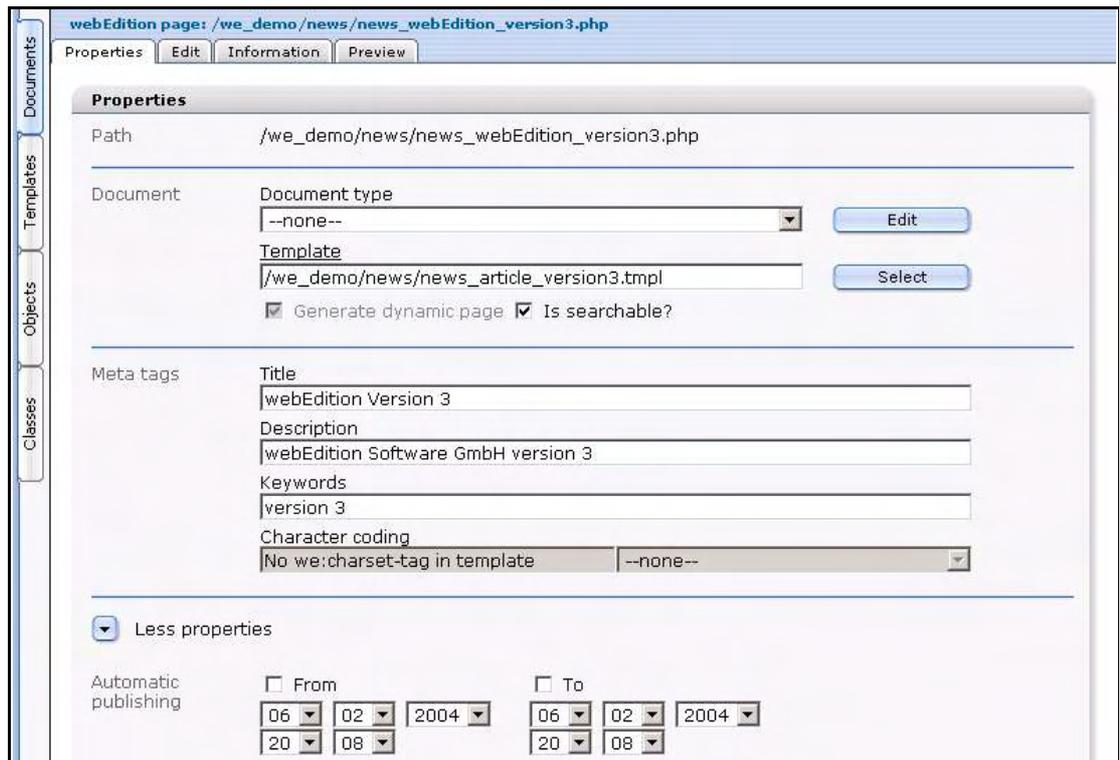
The *Automatic publishing* option allows you to determine when and for how long the document should be published.

For details on how to schedule a task using the Scheduler Module, see Chapter 2, "Using the Scheduler Module for automatic publishing" on page 19.

## 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**
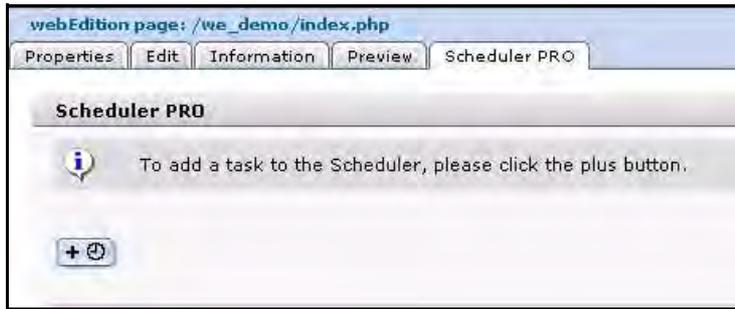
1.4.1 Scheduler PRO view

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
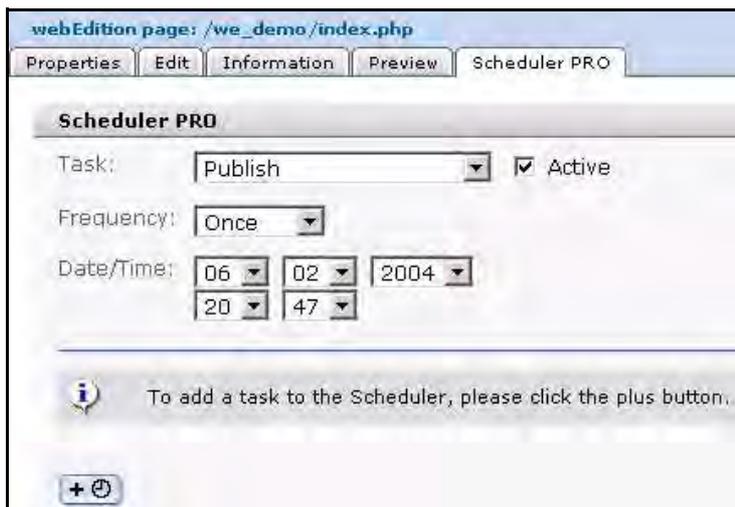
The Scheduler PRO offers three command parameters:

- *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 16).

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 21.

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
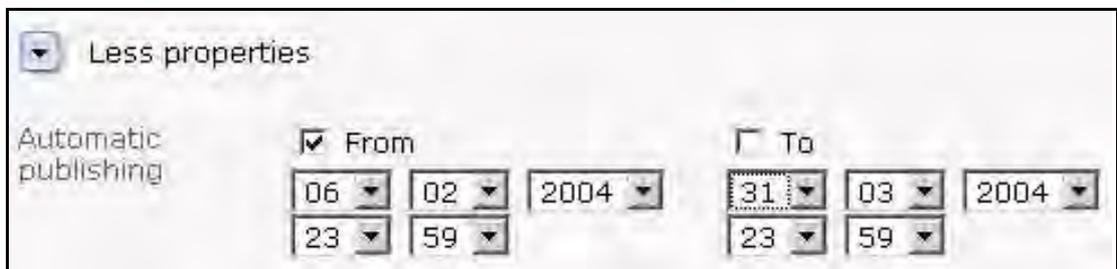
2.2 Taking a document off-line

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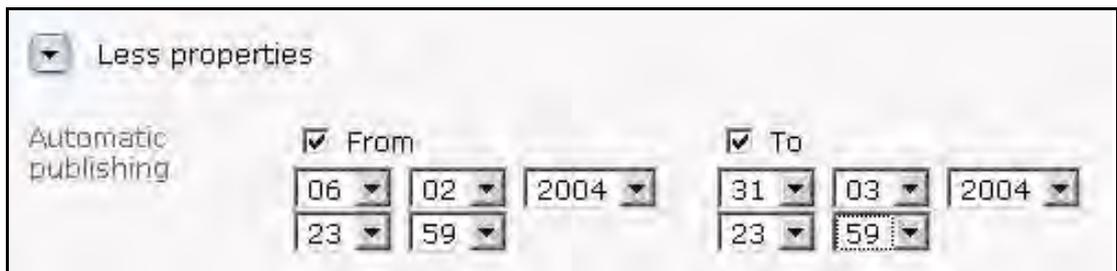
If you do not activate the *To* checkbox, the document will be displayed on-line until you take it off-line manually.

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
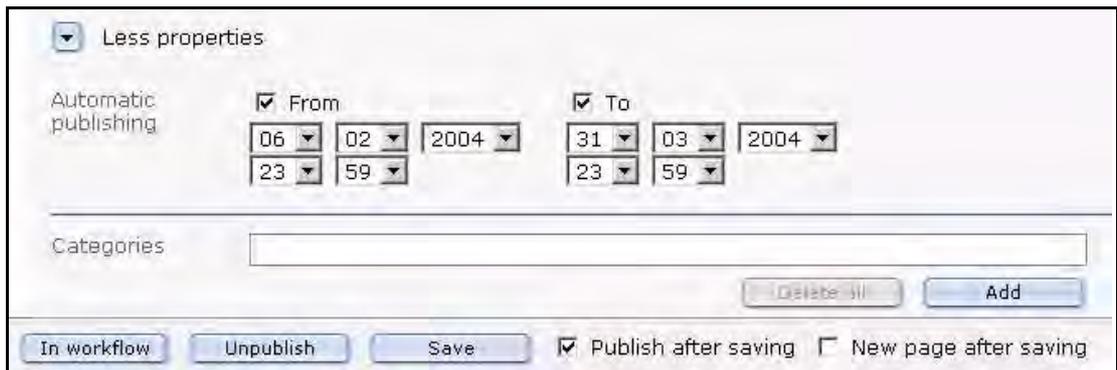
3 Using the Scheduler PRO Module

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.
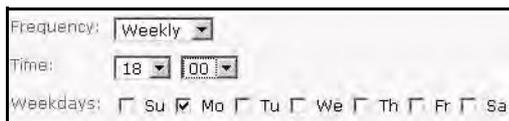
3.2.1 Scheduling an item once

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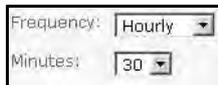
Choose a time (in minutes) between "00" and "59". The item will be scheduled at that minute every hour.

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.

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