AWA Quick Reference Guide

Contents

Links to AWA 1
Log on and navigating to My Catalog 1
Executing a workflow 3
Checking execution results 4
Viewing output files 5
Restarting a workflow 6
Submitting a workflow to run at a future date/time 7
Process monitoring 10
Really handy filtering 11
Display all workflows I have executed 11
Display past executions of a specific workflow 13
What to do if your workflow aborts 15
Notes and known issues 16

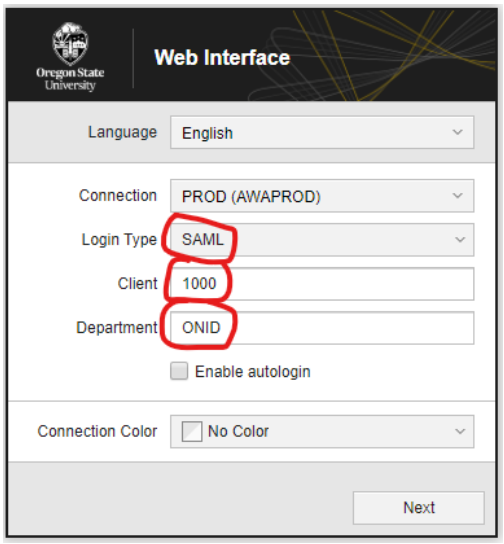
Links to AWA

PROD: http://awaprod.isadm.oregonstate.edu/prod

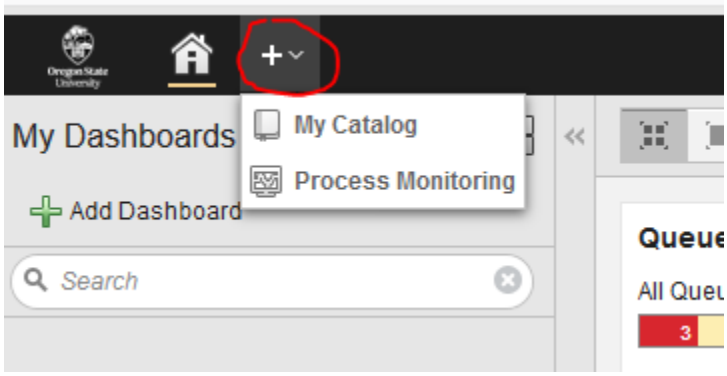
PPRD (for testers): http://awadev.isadm.oregonstate.edu/pprd

Log on and navigating to My Catalog

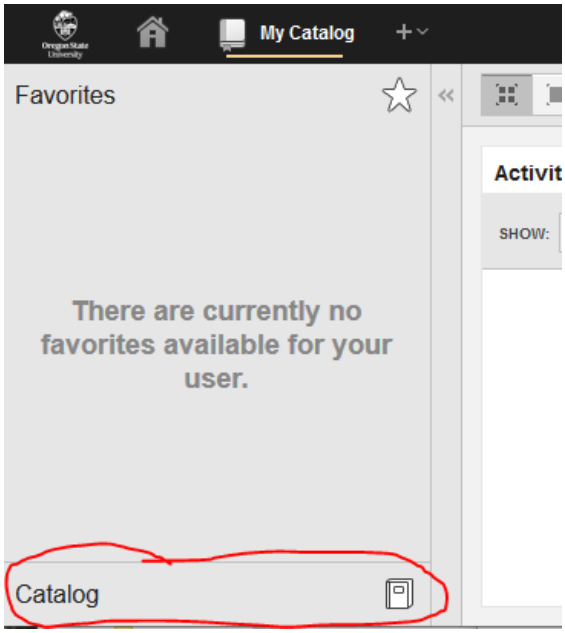
- Log on with OSU's single sign on and DUO.
- Broadcom's default login screen has a bad habit of occasionally appearing. If you see the Web Interface screen (below) instead of the normal OSU single sign-on, set the following values to force it to use single sign-on
    - Login Type = SAML
    - Client = 1000 (1300 for PPRD)
    - Department = ONID
    - Click "Next" to sign on



- Don't bother logging out when done—you'll again see Broadcom's login screen—just close the browser tab.
- If prompted, accept notifications
- To locate workflows, go to My Catalog
    - Click on "+v" at the top of the screen and select My Catalog

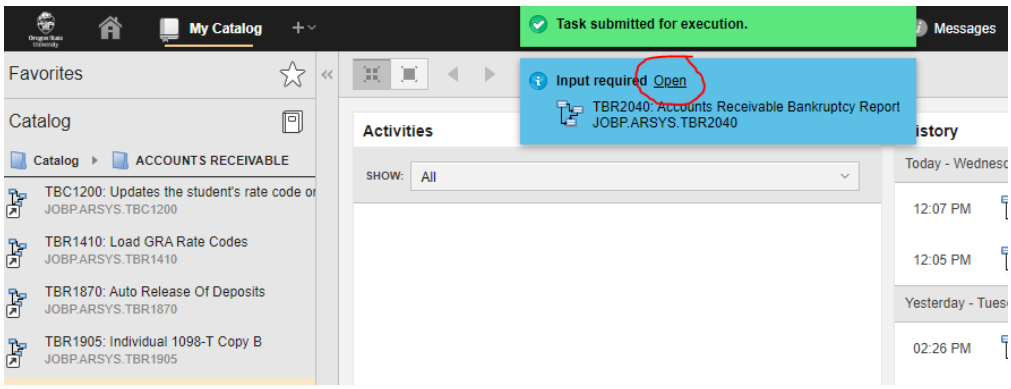


    - Click on Catalog in the left Navigation panel

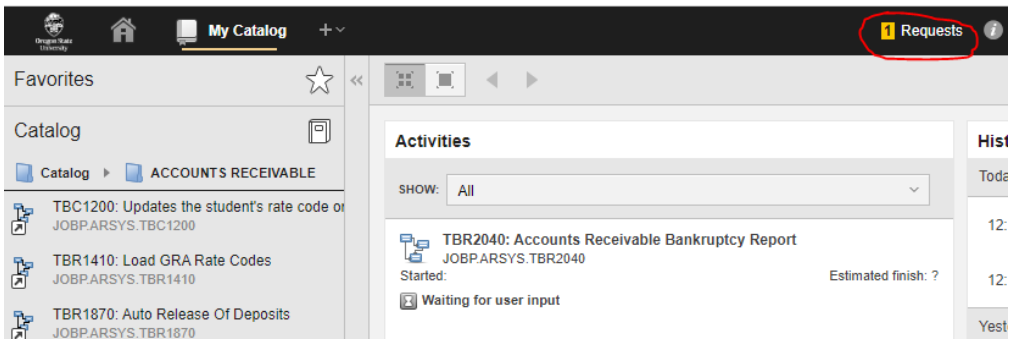


Executing a workflow

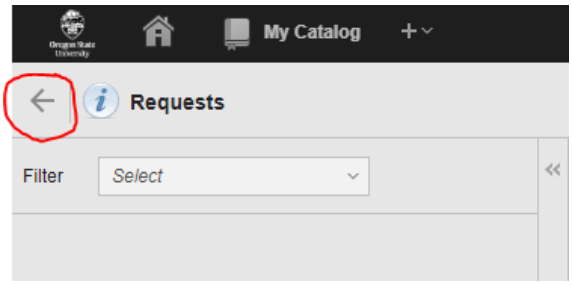
- From the catalog menu, select a catalog (ARSYS, FINAID, etc.) to view available workflows
- Select the desired workflow and click "▶ Execute"
- Confirm execution
- If task requires input, provide it in one of two ways:
    - An Input required box will be briefly displayed. Click on the Open link to enter input



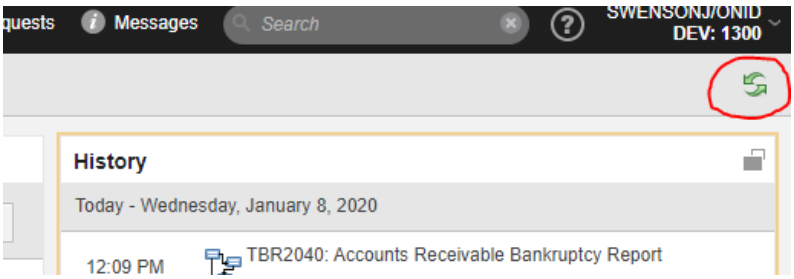
    - If the Input required box disappears, click on the Requests prompt in the top menu bar



- Select the desired task
- Enter values as prompted
- Click Submit
- Click the arrow in the Request ribbon to return to the Catalog



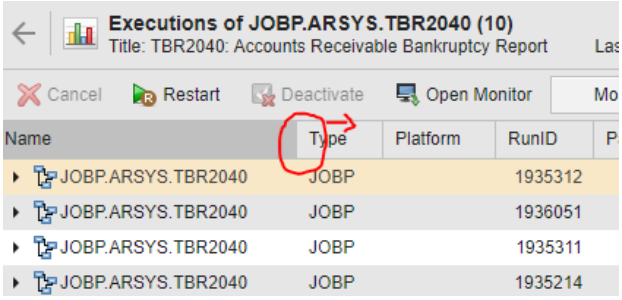
- Note…this screen does not automatically refresh frequently. If running processes do not appear in the Activities or (when complete) History panes, click the green arrows/refresh button to refresh the screen manually



Checking execution results

- Click on the desired execution instance on the History pane. This opens a separate History window.

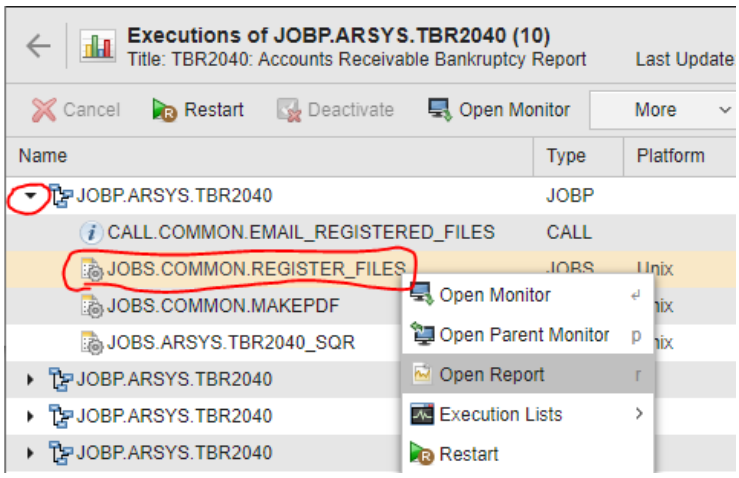
- If necessary, expand the Name column to view the full name



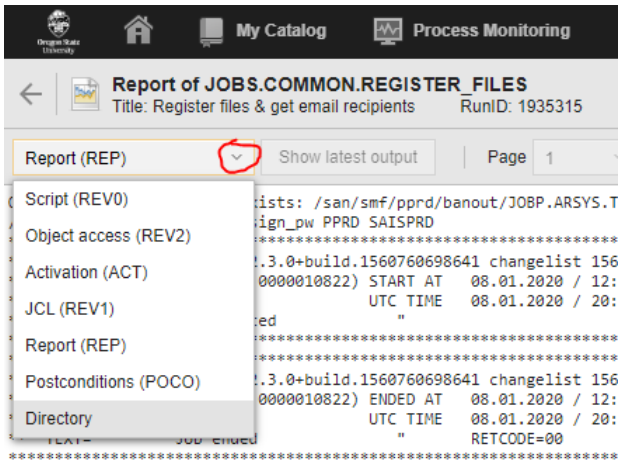
- See execution status in Status field

Viewing output files

- Click ▸ expansion arrow in front of desired execution instance
- Right-click on JOBS.COMMON.REGISTER_FILES
- Select Open Report



- To view additional files/directory content, use the pull down menu above the displayed contents



- If the navigation flummoxes you, check your email. A link to this page is added to emails sent when the workflow completes.

Restarting a workflow

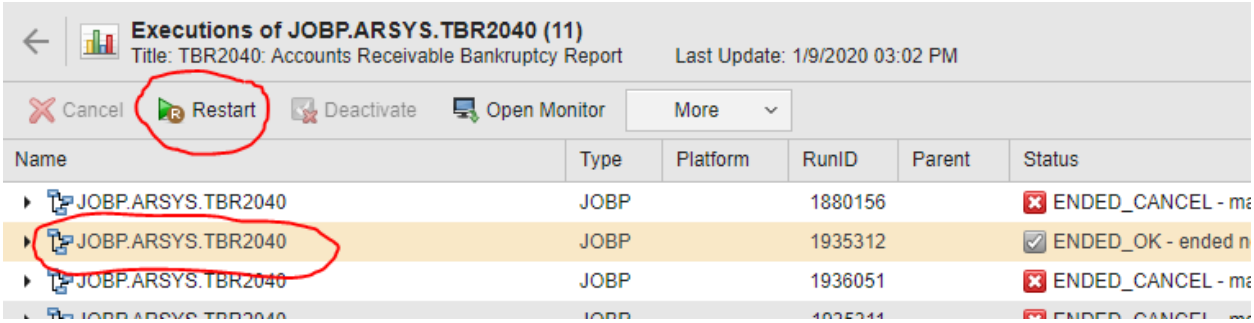
*** Be aware ***

AWA handles restarting differently than Appworx. Specifically, it alters input values in unexpected ways.

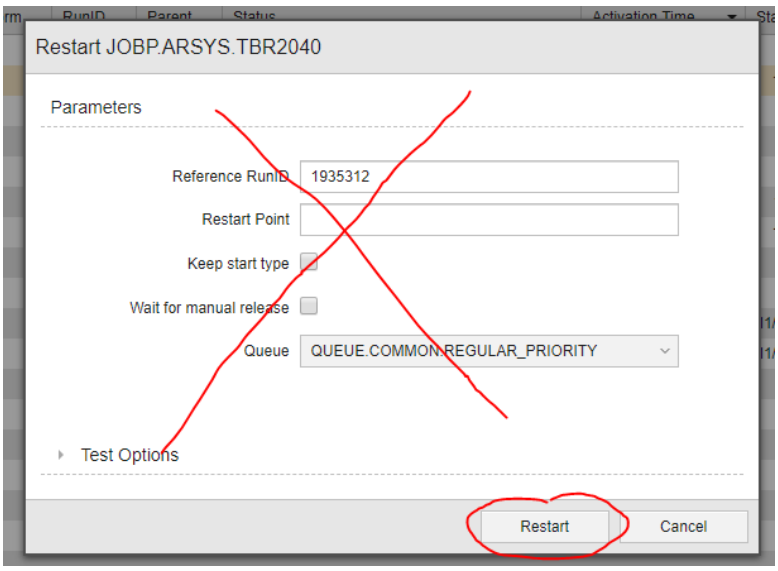
When you select a previous execution of a workflow to be restarted and you alter the input values to be passed, AWA updates those values on *both* executions (the execution you are about to launch *and* the previous execution you selected to restart).
Furthermore, even if you cancel the execution before entering new input values, the values for the previous execution are erased.

See the Notes and Known issues section for more information about this behavior
****

- From the history pane, select a past execution to restart
- Click on Restart



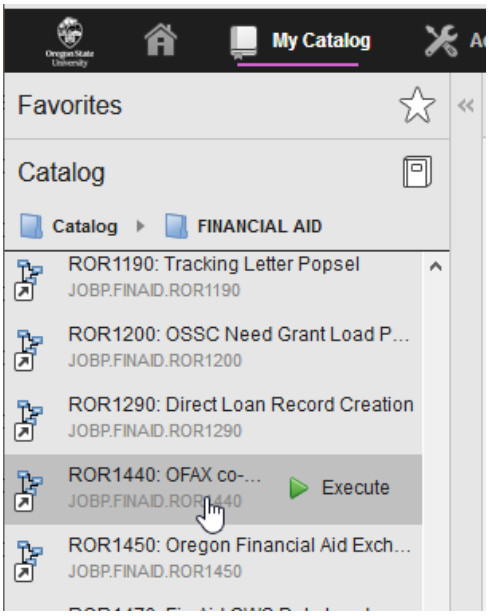
- Click Restart on the popup (no need to change options—these are meant for developers)



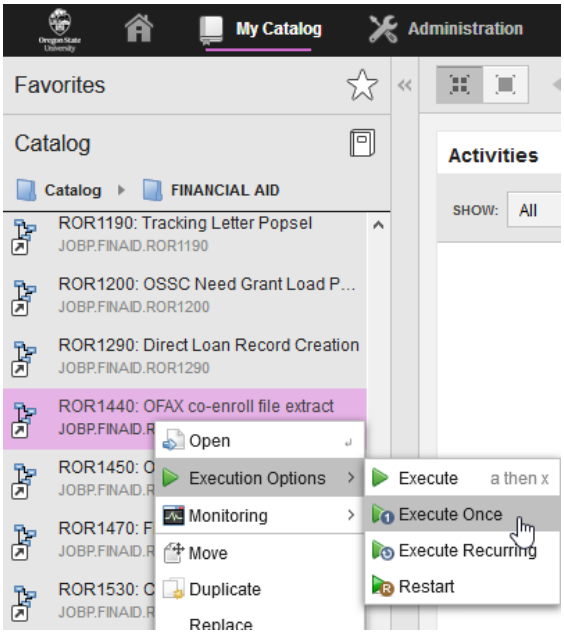
- You will be prompted to provide input, and can modify previous values before submitting the task for execution.

Submitting a workflow to run at a future date/time

- From the My Catalog locate the workflow you wish to run in the Catalog pane

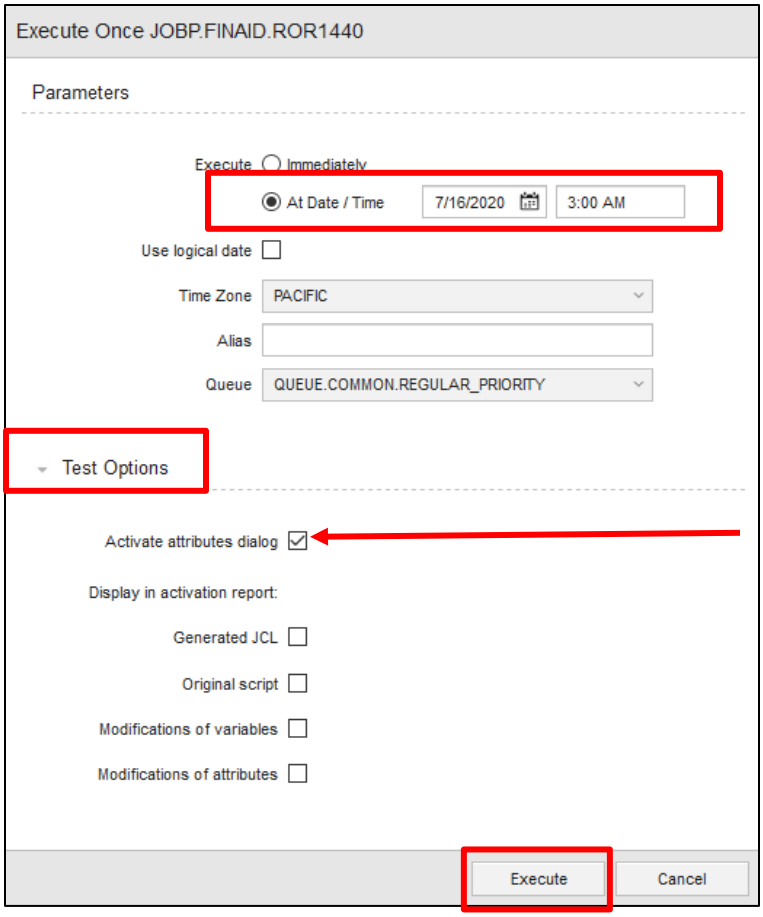


- Right-click the workflow and select Execution Options -> Execute Once



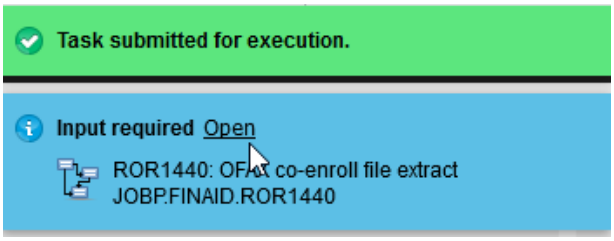
- In the resulting popup, click Test Options and check the “Activate attributes dialog” checkbox. If you do not check this box, the prompts will not popup and you will have to cancel this job and start over.

  Click the “At Date / Time” option and enter the date and the time you would like it to run. Then click Execute:

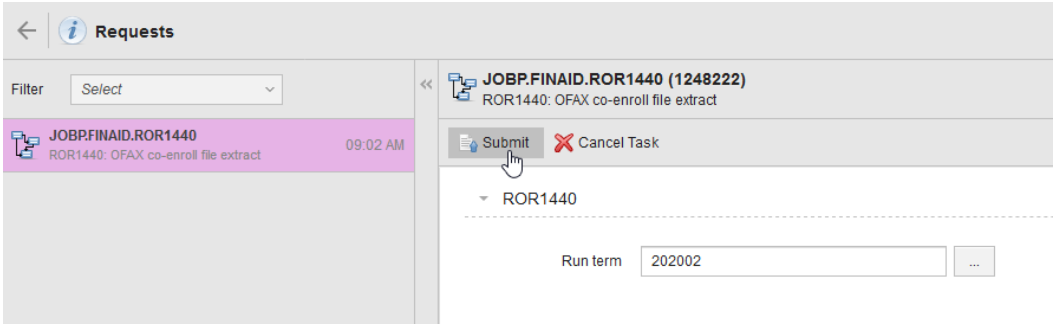


VERY IMPORTANT !!!

- Click Open when the blue popup appears:

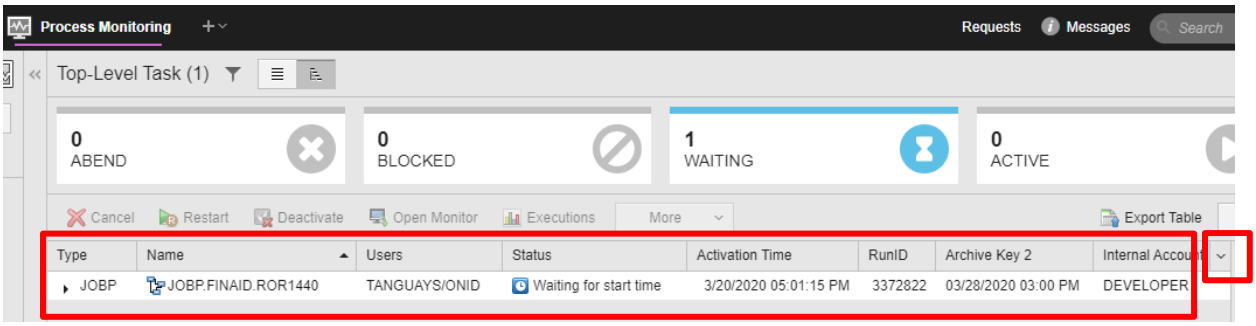


- Enter the prompts and click Submit:



- Go to Process Monitoring (see the following section for instructions on navigating to Process monitoring and locating your workflow).
- If necessary, add the Archive Key 2 column to the Process Monitoring menu by clicking the in the upper right corner and selecting "Archive Key 2".

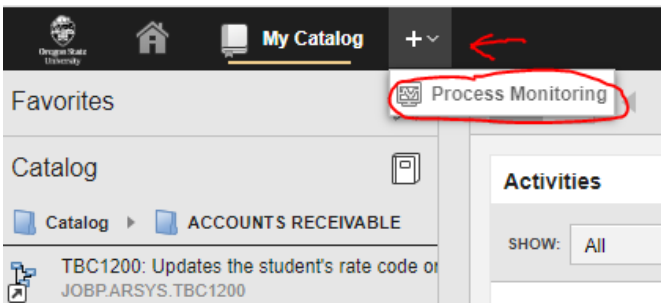
- The **Archive Key 2** column displays the day and time that the workflow will run. The **Internal Account** column will be populated if an Operator or a Developer submitted the job. This is useful for Operations to identify the workflows that they submit manually for other departments.



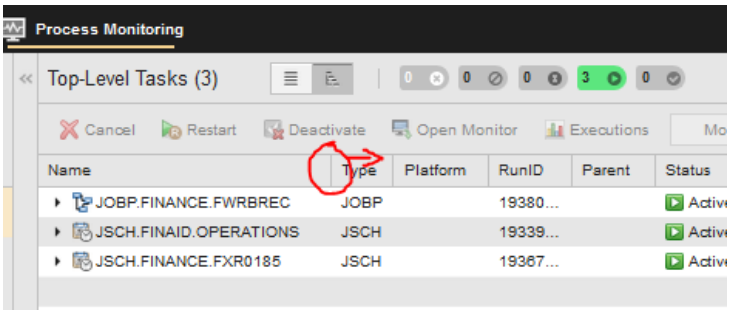
Process monitoring

The process monitoring view displays all workflows currently running on the system. Its filter feature is useful for finding past executions that have aged out of History or workflows run by a particular user.

- If not displayed, use the pull-down to select the Process Monitoring tab

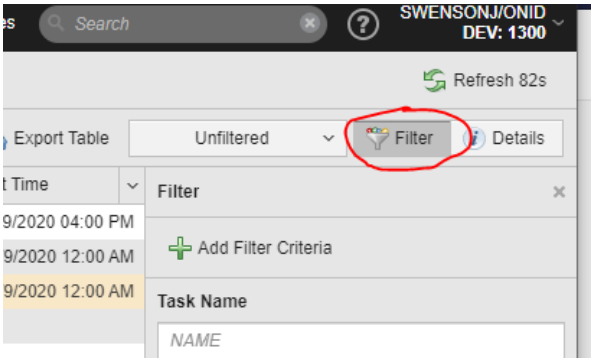


- If necessary, expand the Name column to view the full name



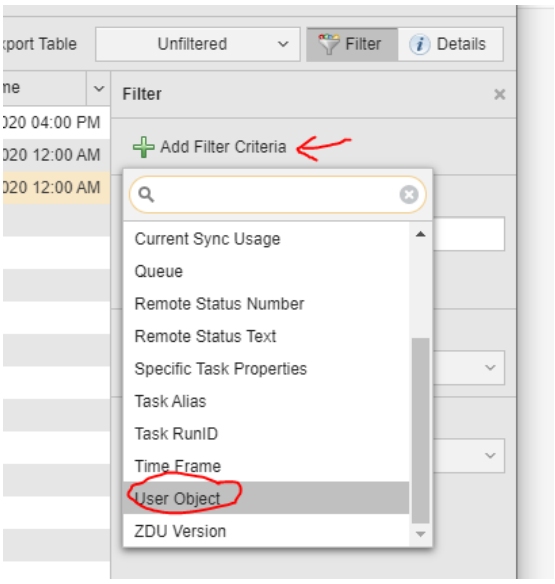
Really handy filtering

- Click the Filter button



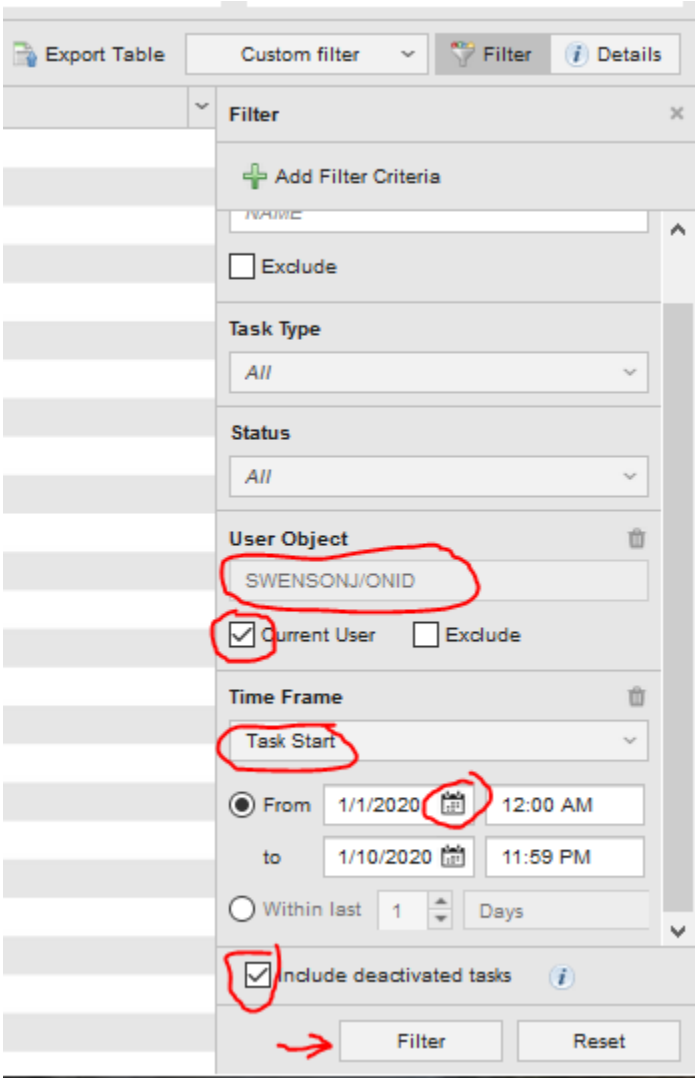
Display all workflows I have executed

- Select Filter/Add Filter Criteria
- Scroll and select User Object



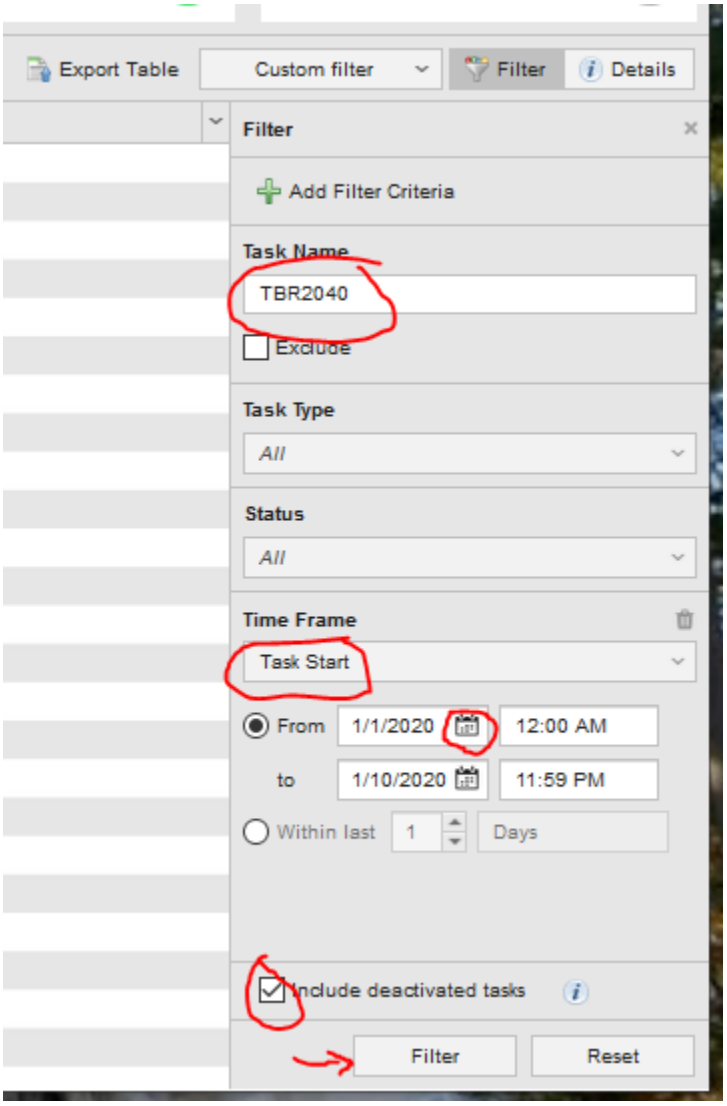
- Under User Object, click Current User (or enter ONID account)
- Under Time Frame (add this filter if necessary), select Task Start and pick a timeframe from which to display executions
- Select Include deactivated tasks to show completed executions

- Click Filter to activate the filter



Display past executions of a specific workflow

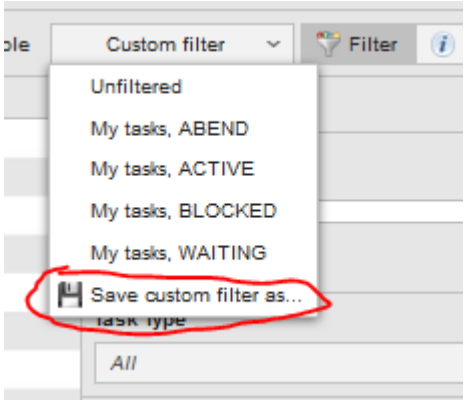
- Select Filter/Add Filter Criteria
- Enter the workflow name (partial names will work) in the Task Name field
- Under Time Frame, select Task Start and pick a timeframe from which to display executions
- Select Include deactivated tasks to show completed executions
- Click Filter to activate the filter



Saving custom filters

- After applying a filter, click Custom filter

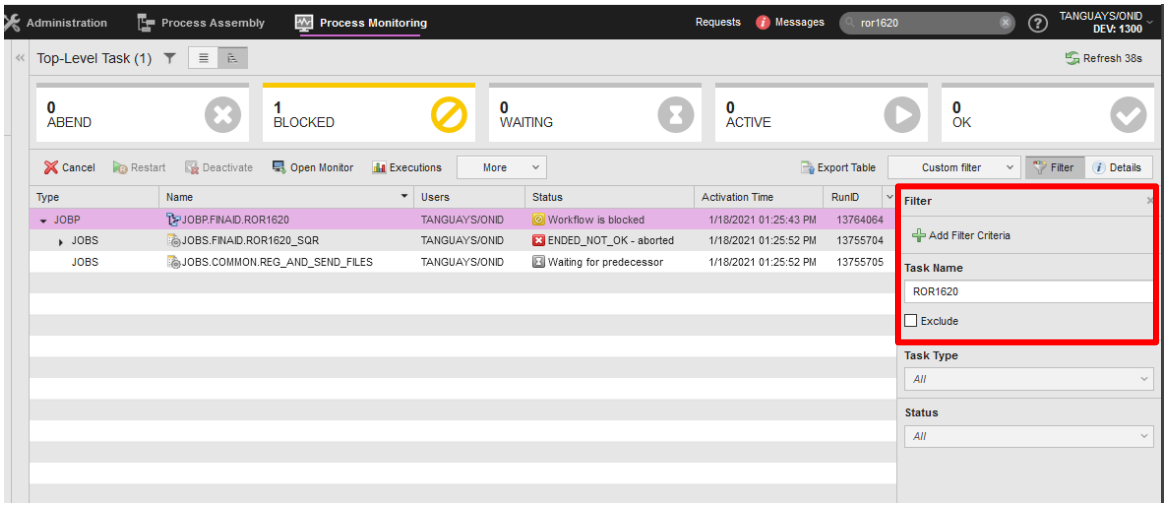
- Click Save custom filter as..



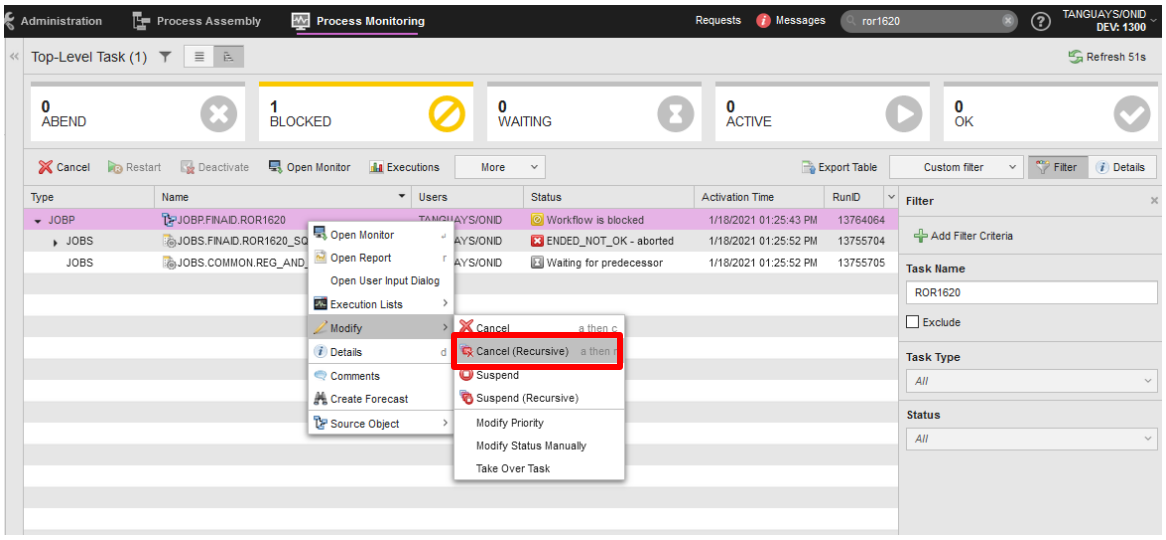
- Give it a name

What to do if your workflow aborts

- If you do NOT know why the job aborted, leave it in Process Monitoring, and contact ACT_Support@lists.oregonstate.edu. ACT_Support is also emailed when there is an abort in AWA, so they may contact you first.
- If you know what caused the abort (bad parameters, etc.), remove the abort from Process Monitoring so that you can run the job again.
    - Use the Process Monitoring filter to locate your aborted workflow



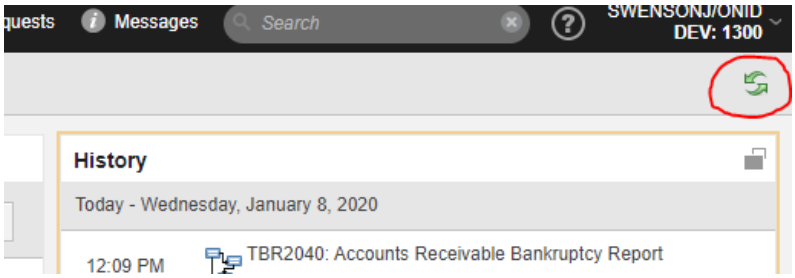
    - Right-click on the workflow (JOBP) and select Modify -> Cancel (Recursive)



- Resubmit the workflow.

Notes and known issues

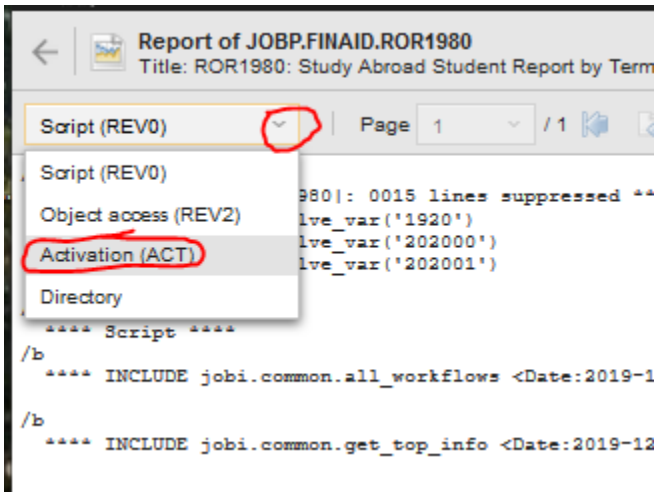
- Cannot find a job or workflow using Search
  - This is a known behavior. The catalog is not currently included in the search function. We have submitted a request to the vendor to add this feature
- A screen doesn't show real-time data
  - The refresh rate is set to 90 seconds. Some screens display a countdown timer, others do not.
  - Click the green arrows/refresh button to refresh the screen manually



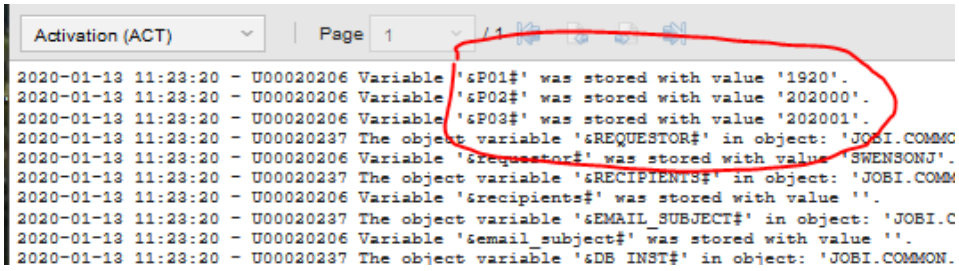
- The History screen shows executions started by others
  - The history pane under My Catalog displays the history of workflows you have executed.
  - If you click on an item, a History screen will open which displays the past 50 executions of the selected workflow—by any user—and highlights your selection. That history screen is not user-specific.
  - For a more extensive user-specific view, use Filters in the Process Monitoring view.
- When Restart is used to execute a workflow, and input values are altered before the workflow is executed, those values will be modified in both the newly-run execution and the execution selected to be restarted.

Additionally, if you begin to restart a workflow, but cancel before entering input values, the previous run's input values will be erased.

- The software is behaving as designed. We have submitted an idea to the vendor to modify this behavior to *not* modify the input values of the past execution.
- If this happens and you need to view the original input values for a past execution, do the following:
  - Locate the past execution in History or Process Monitoring
  - Right click the workflow name and select Open Report.
  - Use the pull down menu above the displayed contents and select Activation (ACT)



  - The input values (incrementally numbered in the order passed) will be displayed at the top of the page as variables beginning with "&P"



- Can't scroll to all the workflows you should see in the Catalog
  - Note that workflows that have not yet been converted or made available for testing won't be listed. If you think they're present, but you can't scroll to them, keep reading.
  - Chrome is recommended, but seems to have some quirks. We've noticed it sometimes won't scroll to the bottom of the catalog
    - The problem can be worked around by increasing the ZOOM level on the browser to 200%, but the vendor has not been able to reproduce this
    - Alternately, try another browser