



CHAPTER 10

Folder Attendant Overview

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Folder Attendant Components

Folder Attendant is one component of the Cisco Media Experience Engine 3000 (Cisco MXE 3000). This document describes Folder Attendant and how to use it.

Folder Attendant is made up of following two components:

- [Folder Attendant Program](#)—A Windows-based program that facilitates integration between external systems and the Cisco MXE 3000.
- [Folder Attendant User Interface](#)—A web-based user interface (UI) that allows you to configure and control Folder Attendant functions.

Folder Attendant Program

The Folder Attendant program allows job submissions to be completely automated by monitoring watched directories on the network for the arrival of new and updated media XML files.

Folder Attendant uses a configurable resource called a watch. Each directory can be assigned one or more watches. Each watch is configured to look for a list of file types by extension and is assigned a job profile, related job parameters, and system settings.

When a file that is copied into the watched directory matches the file type specified in the watch, it is matched with the configured profile and is automatically submitted to the configured platform for processing.

Folder Attendant User Interface

Folder Attendant includes a web-based user interface (supporting Firefox 2 and Internet Explorer 6 or later) that allows you to set up directories, define watches, and monitor the jobs that are automatically processed by Folder Attendant. It also includes administration functions, such as creating users and roles to give various users different levels of access to the program.


Note

You must have Admin privileges to perform Admin tasks. If you do not have Admin privileges, see [Opening Folder Attendant](#).

Basic Folder Attendant Workflow

This section includes the following topics:

- [First-Time Setup, page 10-4](#)
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First-Time Setup

The first time you use Folder Attendant, you must set up the system. The following setup tasks are performed once. After initial setup, these tasks are performed on an as-needed basis and are not part of the typical daily workflow.

Task	Reference
Start the Folder Attendant Service	Starting the Folder Attendant Service, page 12-2
Set up Folder Attendant to Start Automatically	Setting Up Folder Attendant to Start Automatically, page 12-3
Establish the watch folders on the appropriate hosts	—
Use the Client User Interface (CLUI) to set up Job Profiles	Creating Job Profiles (CLUI), page 4-1
Define Roles in Folder Attendant	Setting Up Roles, page 12-4
Define Users in Folder Attendant	Creating New Users, page 12-9
Define Directories in Folder Attendant	Setting Up Directories, page 13-2
Define Watches in Folder Attendant	Setting Up Watches, page 13-6

Typical Daily Workflow


Note

The actual steps you perform may vary slightly depending on your particular needs.

Task	Reference
Open Folder Attendant. All components of Folder Attendant launch automatically upon startup.	Opening Folder Attendant, page 10-5
Open Folder Attendant Administration, and verify that the required directories and watches have been defined. Update the directories and watches as required.	Folder Attendant Administration, page 11-12
Open the Job Status Monitor to monitor the jobs currently being processed. As jobs are automatically submitted from the watched directories, they appear on the Job Status Monitor. When jobs are complete, they are reaped (removed) from the monitor based on the Auto Reap interval. For more information on setting the Auto Reap interval, see the <i>Deployment and Administration Guide for Cisco Media Experience Engine 3000</i> on Cisco.com .	Job Status Monitor, page 11-7
Monitor the status (shown in the last column) of each job being processed. If any jobs are not complete, double-click the job, and select the Tasks tab to view the status of the tasks for each job being processed. If any jobs fail, select the Errors tab to view a summary of errors that have occurred. (To obtain additional details on why jobs failed, contact your Cisco MXE 3000 administrator.) Take the necessary actions to correct any jobs that have failed. Make appropriate corrections and resubmit or reschedule the job.	Monitoring Job Status, page 14-3
From the Job Status Monitor, you can view the XML code for the selected job to see more detail on how it is being processed. You can also reschedule, stop, or delete a job, or reset a job's priority.	Showing Job XML, page 14-5
When jobs are running, open the System Status Monitor to view the tasks being processed on each host.	System Status Monitor, page 11-12

Opening Folder Attendant

Before You Begin

If you are logging in to Folder Attendant for the first time, use the following default user name and password:

- User Name: **admin**
- Password: **admin**

Procedure

Step 1 On the Cisco MXE 3000, select **Start > All Programs > Cisco > MXE Folder Attendant > Media Experience Engine UI**.

or

To access Folder Attendant from Cisco MXE 3000, enter **http://localhost/MxeUI** in the Windows Explorer address bar.

or

To access Folder Attendant from another computer, enter **http://IP_Address/MXEUI** in the address bar of a web browser.



Note The localhost address works only from the Cisco MXE 3000.

Step 2 Enter your User Name and Password.



Tip If you want the system to remember your password the next time you log in during your browser session, check the Remember me the next time box.

Step 3 Click **Log in**.

If you entered your user name and password correctly, the Folder Attendant main page displays.

Logging Off Folder Attendant

Procedure

Step 1 Click the **Logout** link on the upper-right side of the page.

or

From the File menu, select **Logout**.

When you are logged out, the login pop-up displays.

Step 2 To log in as another user, enter your User Name and Password, and select **Log In**.

Step 3 To close Folder Attendant, either log out or close the browser window.
