



## CHAPTER 13

# Setting Up Folder Attendant Directories and Watches

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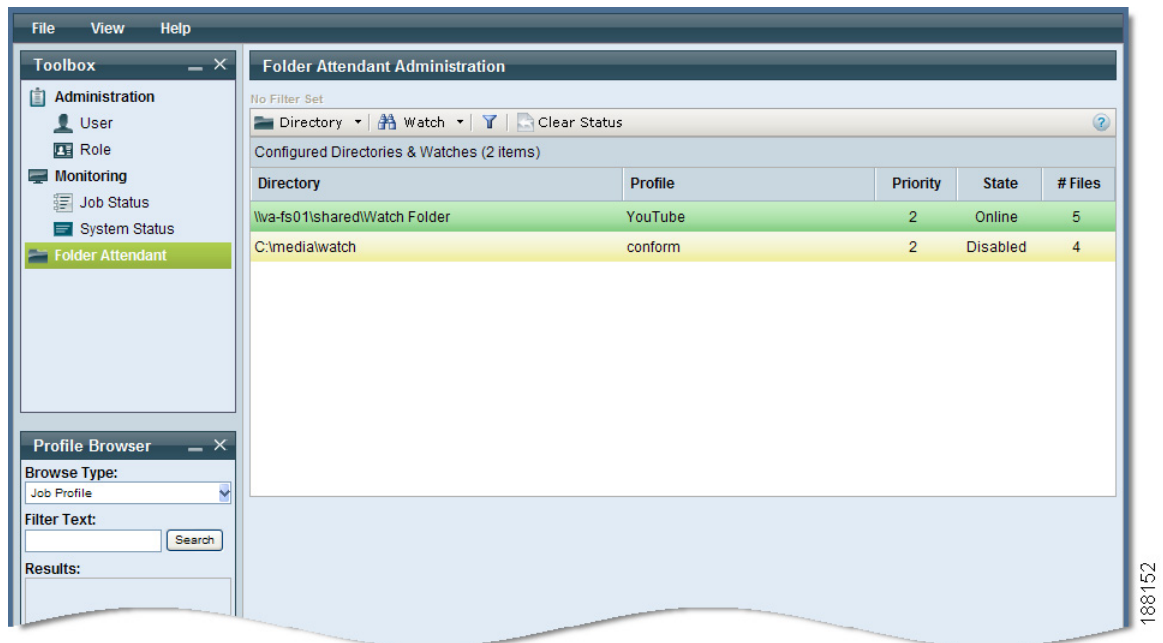
This section includes the following topics:

- [Folder Attendant Tasks, page 13-1](#)
- [Setting Up Directories, page 13-2](#)
- [Determining When a File is Completely Copied, page 13-6](#)
- [Setting Up Watches, page 13-6](#)
- [Setting Filters, page 13-13](#)

## Folder Attendant Tasks

Folder Attendant tasks include setting up directories and watches and filtering the data displayed on the Folder Attendant Administration page, as shown in [Figure 13-1](#).

Figure 13-1 Folder Attendant Administration Page

**Note**

You must have Folder Attendant permissions to perform these tasks. If you do not have Folder Attendant permissions, skip to [Monitoring and Managing Folder Attendant Jobs](#).

Folder Attendant watches the directories you define on the Folder Attendant Administration page.

The tasks that can be performed from the Folder Attendant Administration page are the following:

- [Setting Up Directories](#)
- [Setting Up Watches](#)
- [Setting Filters](#) for data displayed on the Folder Attendant Administration page

## Setting Up Directories

One of the key features of Folder Attendant is its ability to monitor directories and automatically initiate job processing when new or updated media/XML files appear. When a new or updated file, meeting the specified criteria, appears in a directory being monitored, Folder Attendant automatically initiates job processing based on the configured job parameter settings, such as profile and priority.

You must first define directories to be watched on the Folder Attendant Administration page. Then multiple watches can be configured per directory.

From the Folder Attendant Administration page, you can perform the following directory-related tasks:

- [Adding Directories](#)
- [Editing Directories](#)
- [Deleting Directories](#)
- [Enabling or Disabling Directories](#)

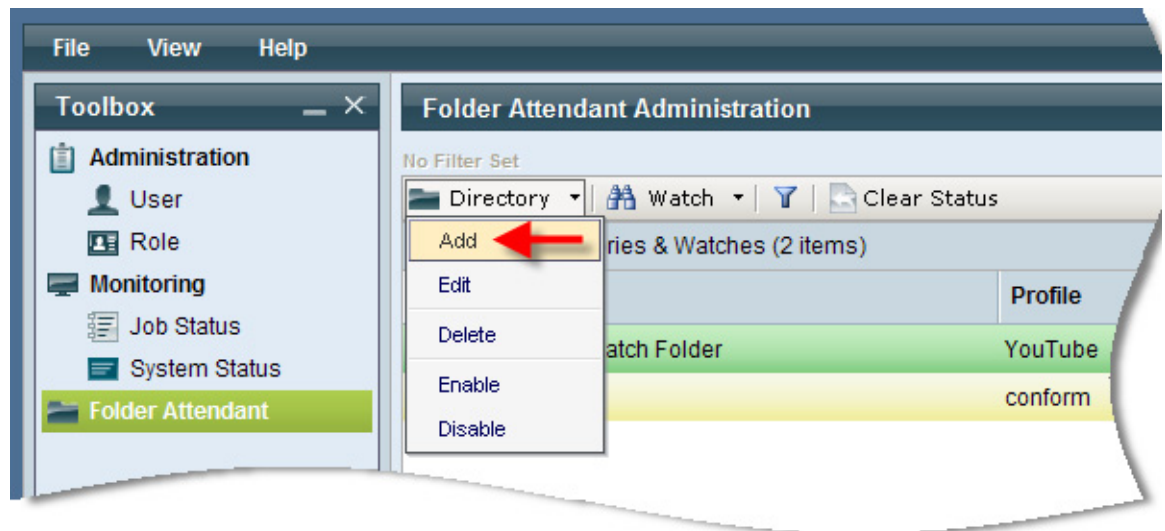
See also: [Determining When a File is Completely Copied](#).

## Adding Directories

### Procedure:

- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** From the Directory drop-down, select **Add**, as shown in [Figure 13-2](#). The Directory fields, shown in [Figure 13-3](#), display on the Folder Attendant Administration page.

**Figure 13-2** Selecting Add



**Figure 13-3** Directory Fields

The screenshot shows the 'Folder Attendant Administration' dialog box. At the top are 'Save' and 'Cancel' buttons. Below is a 'Directory' section with the following fields:

Directory Path	<input type="text"/>
Include Subdirectories	<input type="checkbox"/>
Refresh (seconds)	<input type="text" value="1"/>
Number of Retries	<input type="text" value="3"/>
Retry Interval (seconds)	<input type="text" value="300"/>
Copy Complete Method	<input type="text" value="rename-to-self"/>
Copy Complete Delay (seconds)	<input type="text" value="3"/>

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**Step 3** Enter the appropriate information in each of the fields described in [Table 13-1](#).

**Table 13-1** Directory Field Descriptions

Field	Description
Directory Path	<p>Enter the fully-qualified path name of the directory (use either a UNC or local path or the URL of an FTP folder to be monitored).</p> <p><b>Note</b> If the Directory Path points to a network location, make sure that the service accounts have appropriate access to that network location. For more information about service accounts, see the <i>Deployment and Administration Guide for Cisco Media Experience Engine 3000</i> on <a href="#">Cisco.com</a>.</p>
Refresh (seconds)	Enter (in seconds) how frequently you want Folder Attendant to check for new files.
Number of Retries	<p>Enter the number of times Folder Attendant will attempt to resubmit the job if it is unsuccessful.</p> <p><b>Note</b> Folder Attendant will not attempt to resubmit failed jobs. See also: <a href="#">Monitoring Job Status</a>.</p>
Retry Interval (seconds)	Enter the interval between retries (in seconds).
Copy Complete Method	<p>From the drop-down menu, select the method to be used by Folder Attendant to validate new files to determine if they are complete and ready to be processed.</p> <p>Choices are:</p> <ul style="list-style-type: none"> <li>• rename-to-self: The system will attempt to rename the file to its original file name.</li> <li>• rename-to-tmp: The system will attempt to rename the file to its original file name followed by tmp (filename.tmp), and then back to the original file name.</li> <li>• file-size-delay: The system will wait [FileSizeDelay] seconds since the last file size change.</li> <li>• file-last-modified-delay: The system will wait [CopyCompleteDelay] in seconds since the last file modification date change.</li> <li>• control-file: The system will wait for a specific control file (filename.ctl) to be added to the directory.</li> <li>• exclusive-open: The system will attempt to open the file exclusively.</li> <li>• immediate: The system will process the file immediately without waiting for the file to be completely copied.</li> </ul>
Copy Complete Delay (seconds)	<p>Enter the number of seconds to delay when copying a file to another destination.</p> <p><b>Note</b> This option is only active when the file-size-delay or file-modified-delay Copy Complete Method is selected.</p>

**Step 4** Save the new directory. The new directory displays on the Folder Attendant Administration page, and a message displays indicating the new directory was added successfully.

**Note**

The directories are sorted by alphabetical order (based on the path name), so the new directory may not appear at the end of the list. A watch has not been defined for the directory, if the Profile, Priority, and # Files fields are blank.

## Editing Directories

### Procedure

- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Select the directory, and from the Directory drop-down, click **Edit**. The Directory fields display.
- Step 3** Update the information in any of the fields, as needed.
- Step 4** Save the new information. The updated information replaces the original information for the selected directory, and a message displays at the top of the page indicating that the selected directory has been updated.

**Note**

Unless you change the Directory Path, no changes will appear on the Folder Attendant Administration page because most of the Directory fields are not displayed on the page.

## Deleting Directories

### Procedure

- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Select the directory, and from the Directory drop-down, select **Delete**. A delete confirmation message displays.
- Step 3** Select **OK** to delete the selected directory.  
The selected directory is removed from the list of users on the Folder Attendant Administration page, and the directory watches assigned to that directory are also deleted. The Directory successfully deleted message displays at the top of the page.

## Enabling or Disabling Directories

You can enable or disable directories as needed. When you enable a directory, it is online and Folder Attendant can watch it. If you disable a directory, it will be taken offline and Folder Attendant cannot watch it, but it is not deleted.

**Before You Begin**

Only Enabled/Disabled or Online/Offline directories can be set to Enabled or Disabled.

**Procedure**

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- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Select the directory, and from the Directory drop-down, select **Enable** or **Disable**.
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## Determining When a File is Completely Copied

There are several ways Folder Attendant can determine when a file has been completely copied to a monitored directory and is ready for submission. Folder Attendant may detect the presence of a file before it has been completely copied (via FTP, etc.). Each directory can be configured to use one of the following methods to determine if the file is ready for submission:

1. rename-to-self: attempt to rename the media or XML file to itself.
2. rename-to-tmp: attempt to rename file to ([filename].tmp) and back to original file name.
3. file-size-delay: wait [FileSizeDelay] seconds since last file size change.

**Note**


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File size must be > 0 bytes in order for the file to be considered completely copied. When copying files on some file systems (Avid Unity), the file size may be 0 bytes for a significant period of time.

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This method is the only method supported when monitoring FTP directories.

1. file-last-modified-delay: wait [CopyCompleteDelay] in seconds since the last file modification date change.
2. control-file: wait for control file named ([filename].ctl) to be added to directory along with media/xml file. Folder Attendant will not delete the control file. It must be added/deleted by a client process.
3. exclusive open: attempt to open file exclusively.

**Note**


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Some of these methods may not work on a particular operating or file system.

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## Setting Up Watches

One of the key features of Folder Attendant is its ability to monitor directories and automatically initiate job processing when new or updated media/XML files appear. A Watch is used to define the directories to be monitored and the types of files within the directories to be monitored. The watch also specifies a Job Profile and a priority for the job. When a new or updated file meeting the criteria specified appears in a directory being monitored, Folder Attendant automatically initiates job processing based on the configured job parameters, such as profile and priority.

Before defining a watch, first define directories to be watched on the Folder Attendant Administration page. Multiple watches can be configured per directory.

Once the directories of interest are defined, use the Watch menu on the [Folder Attendant Administration](#) page to perform any of the following tasks:

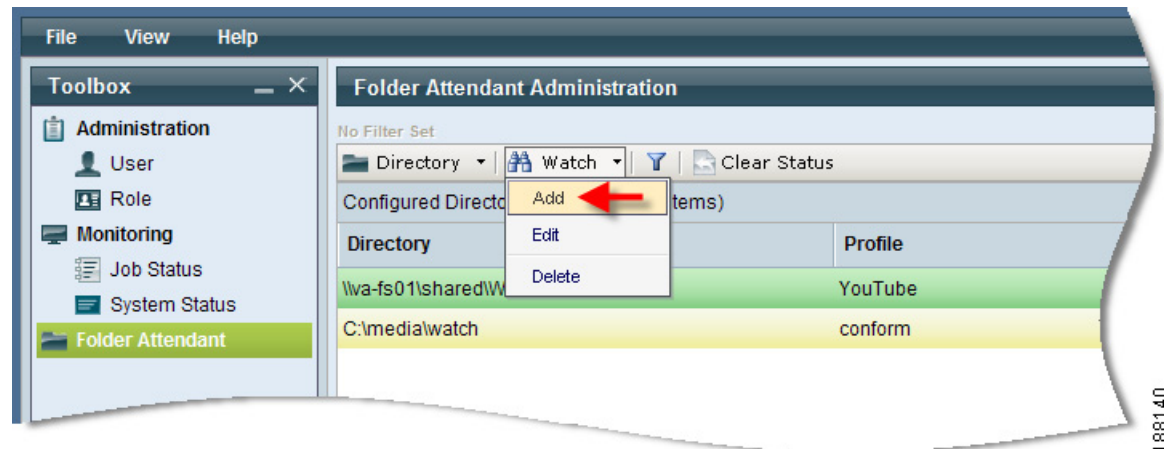
- [Adding Watches](#)
- [Editing Watches](#)
- [Deleting Watches](#)

## Adding Watches

### Procedure

- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Select the directory for which you want to add a watch, and from the Watch drop-down, select **Add**, as shown in [Figure 13-4](#).

**Figure 13-4** Select the Directory and Click Add



The Folder Attendant Administration page expands to display the fields related to setting up watches, as shown in [Figure 13-5](#).

This page has three sections: Directory, Watch, and Override System Settings, each of which contains a series of fields.

Figure 13-5 Add Watch Fields

The screenshot shows the 'Folder Attendant Administration' window. At the top, there are 'Save' and 'Cancel' buttons. Below them are expandable sections: 'Directory', 'Watch', 'Custom Meta Data', and 'Override System Settings'. The 'Watch' section is expanded and contains the following fields:

- Watch Extensions\***: A text input field containing '.lst;.mov;.mpg;.mpeg;.mp3;.qt;.ref;.wmv' and a 'Select...' button.
- Is XML Watch**: An unchecked checkbox.
- Title**: An empty text input field.
- Description**: An empty text input field.
- Rating**: A dropdown menu with 'none' selected.
- Author\***: A text input field containing 'admin'.
- Copyright\***: A text input field containing 'Copyright © Cisco Systems, Inc.'.
- Keywords**: An empty text input field.
- Job Profile**: A dropdown menu with 'AVC\_ATT\_SD\_VOD' selected.
- Job Priority (1-100)\***: A text input field containing '2'.
- Delete Source After Processing**: An unchecked checkbox.

At the bottom right of the window, the number '88137' is visible.

**Tip**

Expand or shrink each section of the page to display the fields of interest by clicking on the plus (+) and minus (-) signs to the left of each section heading.

**Step 3** Expand each section, and enter the appropriate information in each of the fields in the following areas. The fields marked with an asterisk (\*) are required.

- [Directory Section Settings](#)
- [Watch Section Settings](#)
- [Custom Metadata Section](#)
- [Override System Settings](#)

**Step 4** Save the new watch. The new watch displays on the Folder Attendant Administration page.

If this was the first watch specified for the directory, the Profile, Priority, and # Files fields for the selected directory on the Folder Attendant Administration fields are filled in for the selected directory. If this is a new watch for a directory that already had a watch, a second line appears in the list of directories containing the information for the new watch.

## Directory Section Settings

The fields in the Directory section are defined when you add or edit a directory. This information is displayed for information only when you add a watch. They appear grayed indicating that they cannot be changed from this page.

To change the Directory settings, see [Editing Directories](#).

## Watch Section Settings

The fields in the Watch section, shown in [Figure 13-6](#), define the parameters of the watch to be added:

**Figure 13-6** Watch Page: Watch Section

The screenshot shows a web form titled "Watch" with the following fields and values:

- Watch Extensions\***: .lst;.mov;.mpg;.mpeg;.mp3;.qt;.ref;.wmv (with a "Select..." button)
- Is XML Watch**:
- Title**: (empty text input)
- Description**: (empty text input)
- Rating**: none (dropdown menu)
- Author\***: admin (text input)
- Copyright\***: Copyright © Cisco Systems, Inc. (text input)
- Keywords**: (empty text input)
- Job Profile**: AVC\_ATT\_SD\_VOD (dropdown menu)
- Job Priority (1-100)\***: 2 (text input)
- Delete Source After Processing**:

Enter the appropriate information in each of the fields as described in [Table 13-2](#). The fields marked with an asterisk (\*) are required.

**Table 13-2** Watch Fields on the Watch Page

Field	Description
*Watch Extensions	Displays the list of file extensions that may be added to the watch. When a new/updated media or XML file matches one of these extensions, the file will automatically be submitted using the parameters defined for the watch.  To add file extensions, click Select to display the list. The Input File Extension page displays. Select one or more extensions from this page to select the types of files to be included in the watch.
Is XML Watch	Check this box to specify that the watch is monitoring XML files, rather than media files.  When submitting an XML file, all metadata, job profile, priority, etc. parameters are ignored. The XML is submitted 'as is' to the ECS with the watch's configured system settings. The configured extensions for determining if a file is an XML file are set in the Folder Attendant application configuration file. Current extensions are .rdf and .xml.
<b>Settings That Appear in the Metadata</b>	
Title	Enter a job title. If left blank, the title is set to the submitted file name.

**Table 13-2 Watch Fields on the Watch Page (continued)**

Description	Enter a job description.
Rating	<p>Select a ratings profile. For some formats, this will be included in the metadata of the output media.</p> <p>Possible choices are:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• General - All Ages</li> <li>• Parental Guidance Recommended</li> <li>• Adult Supervision Required</li> <li>• Adults Only</li> </ul>
*Author	Enter the job author. This value defaults to the name of the currently logged in user. For some formats, this may be included in the metadata of the output media.
*Copyright	Enter the copyright information. This may be included in the metadata of the output media. This defaults to the copyright system setting.
Keywords	<p>Enter one or more keywords. For some formats, this may be included in the metadata of the output media.</p> <p>Multiple keywords are separated by spaces.</p>
<b>Job Settings Fields</b>	
Job Profile	<p>Select the Job Profile that will be assigned to this watch.</p> <p>See also: <a href="#">Using the Profile Browser to Select a Job Profile</a>.</p> <p>This information is entered when you add a new watch. If this field is blank, a watch has not been set up for this directory.</p> <p>There are two ways to select the Job Profile for the watch being added.</p> <ol style="list-style-type: none"> <li>1. From the drop-down menu, select the Job Profile to be run once a file extension match is made in the directory being watched.</li> <li>2. Use the Profile Browser in the Navigation Column.</li> </ol>
*Job Priority (1-100)	<p>Enter the job priority of the watch. In general, jobs with higher priority are scheduled before jobs with lower priority.</p> <p>Possible choices are 1-100, where 1 is the highest priority and 100 is the lowest priority. In general, assign higher priority for jobs that are more time-sensitive (for example, Live jobs).</p>
Delete Source After Processing	<p>Check this box to delete a source file after it has been successfully processed. The file is deleted at the end of the job. Source files are not deleted if the job fails.</p> <p>By default, this box is unchecked so that source files are not deleted.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• XML files are not deleted.</li> <li>• This checkbox is disabled for XML watches.</li> </ul>

## Custom Metadata Section

This section, shown in [Figure 13-7](#), contains a grid that displays all custom user metadata fields that have been defined for the system. You have the option to enter a value of the appropriate metadata type (type entry is enforced). When the watch is saved, the user metadata values are saved into the watch config file using the above XML tags (udm-item). This section is only visible when adding or editing watches (not directories).

**Figure 13-7** Custom Metadata Section

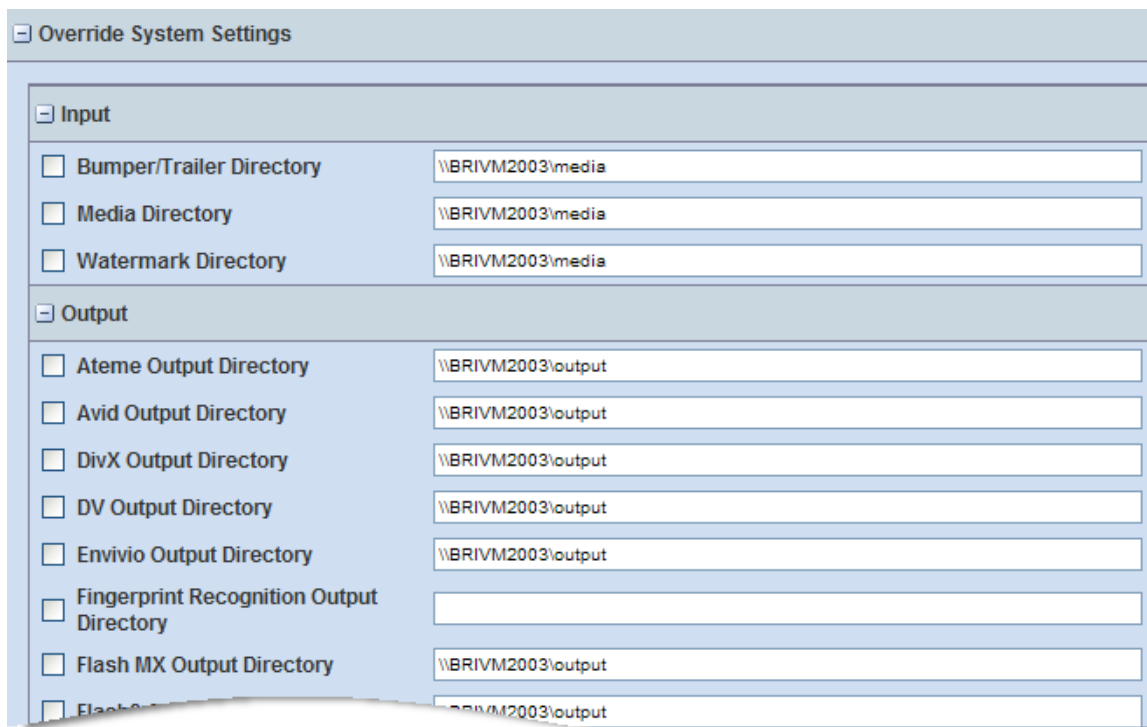
Custom Meta Data			
Custom User Metadata:			
Name	Description	Data Type	Value
cgms-code	CGMS-A code	INT	
cgms-enabled	Enable CGMS-A Ove...	INT	

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## Override System Settings

The fields in this section, shown in [Figure 13-8](#), allow you to override one or more settings for the selected watch. Check one or more boxes, and specify the location of the input or output files for the specified setting.

Figure 13-8 Watch Page: Override System Settings Section



To override a system setting:

1. Check the box on the left side of each field.
2. Enter a value in the text box for the selected field. The value specifies where the input or output file is located.

In the Folder Attendant, when you add a Watch to a Directory, one can opt to override the default system settings per watch for where the output files will be delivered. There are two listings for Quicktime.

One is called QuickTime Output Directory and the other is called QuickTime Temp Directory.

- The QuickTime Output Directory is where the files that were transcoded to a QuickTime format will be delivered.
- The QuickTime Temp Directory is a directory that the QuickTime Encoder uses for internal processing of its files before it finalizes them.

## Editing Watches

### Procedure

- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Select the watch that you want to edit, and from the Watch drop-down, click **Edit**.



**Tip** If you are not sure which watch you want to edit, select the directory and look at the parameters.

The Folder Attendant Administration page expands to display the fields related to setting up watches. This page has three sections: Directory, Watch, and Override System Settings, each of which contains a series of fields. Expand or shrink each section of the page to display the fields of interest by clicking the plus (+) and minus (-) sign to the left of each section heading.

- Step 3** Expand each section, and update the appropriate information in each section:
- Directory
  - Watch
  - Override System Settings
- Step 4** Save the new information. The updated information replaces the original information for the selected watch.
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## Deleting Watches

### Procedure:

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- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Select a watch, and from the Watch drop-down, click **Delete**. A delete confirmation message displays.
- Step 3** Select **OK** to delete the selected watch. The selected watch is deleted.

If there was only one watch on this directory, the directory remains in the table, but the Profile, Priority, and # Files fields are cleared to show there are no watches on the directory. If there is more than one watch for this directory, the line containing the selected watch is removed from the table.

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## Setting Filters

This section includes the following topics:

- [Filtering Directories, page 13-13](#)
- [Clearing Directory Filters, page 13-15](#)

## Filtering Directories

If you are watching a large number of directories, you may want to filter the data being displayed so that you can view only the directories of interest. The Filter command allows you to display a subset of all the directories. You can filter directories by any of the following parameters (or any combination of these parameters):

- Path name
- State
- Job Profile
- Filed Submitted

- Priority

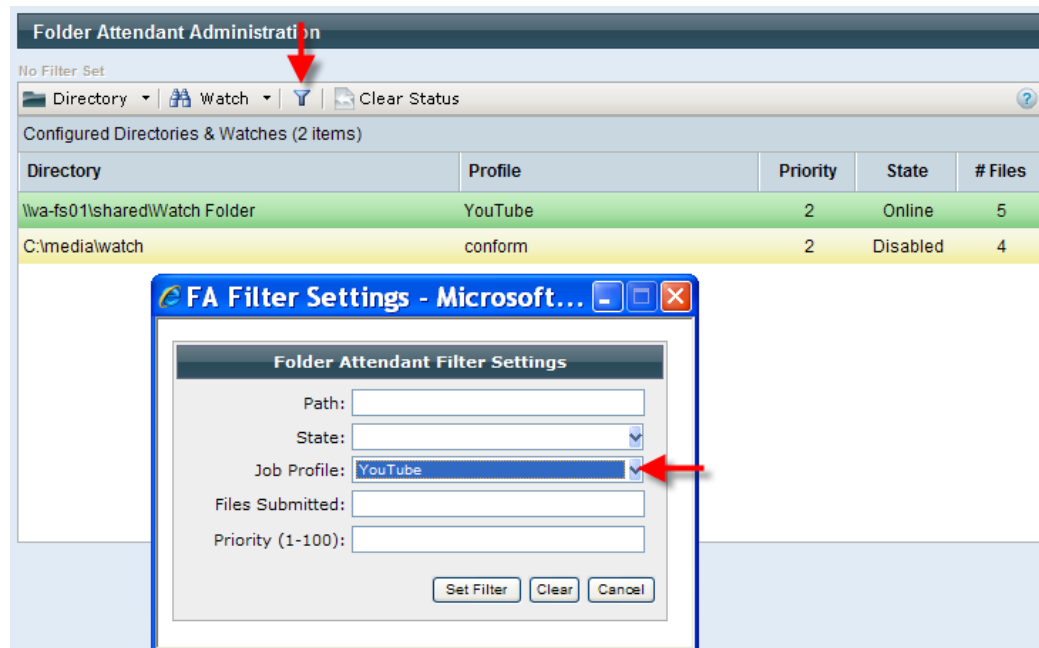
**Note**

Even if directories are filtered from the Folder Attendant Administration page, they are still being watched and processed as usual. This function only limits the number of directories displayed on the page.

**Procedure**

- Step 1** Access the [Folder Attendant Administration](#) page. All directories that have been defined display. Select the filter button from the menu bar. The Folder Attendant Filter Settings pop-up, shown in [Figure 13-9](#), displays.

**Figure 13-9** Folder Attendant Filter Settings Pop-Up



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- Step 2** Complete one or more fields on the page to specify how to filter the directory display. For example, if you enter YouTube in the Job Profile field, only the watches that have the YouTube profile display. [Table 13-3](#) describes the fields.

**Table 13-3 Folder Attendant Filter Field Descriptions**

Field	Description
Path	Enter the complete directory path name or FTP URL of the directory to display. The system will not match a partial path name or one that contains wildcards (*).
State	Select the state of the directories to display from the drop-down. Choices are: <ul style="list-style-type: none"> <li>• Online</li> <li>• Offline</li> <li>• Disabled</li> </ul>
Job Profile	Select the job profile to be displayed. All profiles that have been defined display in the drop-down.
Files Submitted	Enter the number of files submitted. If your directory matches that number, the directory will display.
Priority (1-100)	Enter a numerical priority (between 1 and 100). If the priority for the selected watch matches this priority, the directory displays.

## Clearing Directory Filters

Even if you exit the Folder Attendant Administration pane or log out of the program, when you return to the Folder Attendant Administration pane, the last filter applied dictates which directories display. To view all directories, you must clear any filters that have been specified.

### Procedure

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- Step 1** Access the [Folder Attendant Administration](#) page.
- Step 2** Click the Filter button. The Folder Attendant Filter Settings pop-up displays.
- Step 3** Select **Clear**. The fields are now blank.
- Step 4** Click **Set Filter** to display all directories.
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