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Preface

- About this guide
- Document conventions
- Other learning resources
Welcome to Cisco® Interaction Manager™, multichannel interaction software used by businesses all over the world to build and sustain customer relationships. A unified suite of the industry’s best applications for web and email interaction management, it is the backbone of many innovative contact center and customer service helpdesk organizations.

Cisco Interaction Manager includes a common platform and one or both of the following applications:

- Cisco Unified Web Interaction Manager (Unified WIM)
- Cisco Unified E-Mail Interaction Manager (Unified EIM)

**About this guide**

*Cisco Unified Web and E-Mail Interaction Manager System Console User’s Guide* introduces you to the System Console and helps you understand how to use it to set up and monitor system services.

This guide is for installations that are integrated with Cisco Unified Contact Center Enterprise (Unified CCE).

**Document conventions**

This guide uses the following typographical conventions.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Indicates</th>
</tr>
</thead>
</table>
| *Italic*   | Emphasis.  
Or the title of a published document. |
| **Bold**   | Labels of items on the user interface, such as buttons, boxes, and lists.  
Or text that must be typed by the user. |
| `Monospace` | The name of a file or folder, a database table column or value, or a command. |
| `Variable` | User-specific text; varies from one user or installation to another. |
Other learning resources

Various learning tools are available within the product as well as on the product CD and our web site. You can also request formal end-user or technical training.

Online help

The product includes topic-based as well as context-sensitive help.

<table>
<thead>
<tr>
<th>Use</th>
<th>To view</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Help button]</td>
<td>Topics in <em>Cisco Unified Web and E-Mail Interaction Manager Help</em>, the Help button appears in the console toolbar on every screen.</td>
</tr>
<tr>
<td>F1 keypad button</td>
<td>Context-sensitive information about the item selected on the screen.</td>
</tr>
</tbody>
</table>

Online help options

Document set

Unified WIM and Unified EIM documentation is available in the documents folder on the product CD. It includes the following documents:

- *Cisco Unified Web and E-Mail Interaction Manager System Requirements*
- *Cisco Unified Web and E-Mail Interaction Manager Installation Guide*
- *Cisco Unified Web and E-Mail Interaction Manager Browser Settings Guide*
- *Cisco Unified Web and E-Mail Interaction Manager Administration Console User’s Guide*
- *Cisco Unified Web and E-Mail Interaction Manager Agent Console User’s Guide*
- *Cisco Unified Web and E-Mail Interaction Manager Reports Console User’s Guide*
- *Cisco Unified Web and E-Mail Interaction Manager Supervision Console User’s Guide*
- *Cisco Unified Web and E-Mail Interaction Manager System Console User’s Guide*
- *Cisco Unified Web and E-Mail Interaction Manager Tools Console User’s Guide*

The latest versions of all Cisco documentation can be found online at [http://www.cisco.com](http://www.cisco.com)

1

Console basics

- Key terms and concepts
- Elements of the user interface
A highly specialized workspace for system administrators, the System Console helps you set up and manage the system resources needed for your system to function effectively.

At the highest level, the application has two distinct spaces. The system level space that deals with all those components that are relevant to the application as a whole, but do not have any direct relationship with the everyday, business end of the application and the production level space that deals with the business end of the application. Architecturally too, the application is organized as two entities, with two databases, the master and the active and two different URLs - a system URL and a partition URL - to access the information within.

A single product installation may span multiple machines and databases. The unified view of System Console provides you with information about the system processes, machine load, and database servers.

### Key terms and concepts

#### Partition

The installation program creates two distinct spaces: a system level space and a business partition. All components that are relevant to everyday production reside in the business partition and are stored in the active database. System level components and information relating to them; such as configuration details for System processes, system wide monitors etc., reside in the system level partition and are stored in the master database or in configuration files. The system-level space also provides the context for system administrators to administer components that affect the business partition, but are not directly related to the everyday use of the application.

Within Unified CCE, the term partition is used to refer to the business partition.

#### System administrator

System administrators perform technical administration functions to manage the system. Using the tools provided to them, they can monitor the status of the application, modify resource allocation and manage the servers on which the application components are installed. The installation program creates the first system administrator during the installation process. A user name and password is specified during installation and the program uses it to create a system administrator. Once the installation is complete, this username can be used to log in to the application and create additional peer system administrators.

#### System administrator view

A system administrator has a holistic view of the System Console through a unique URL. This URL is typically used only by system administrators. Within the System Console there are two nodes at the highest level: Shared Resources and Partition. Some of the components a system administrator can view and administer within the Shared Resources node are:

- **Hosts:** servers that are part of the installation
- **Logger:** loggers and logger appenders within the application
- **Monitors:** custom monitors that keep you updated about the status of hosts and service processes
- **Services:** processes used to perform various functions within the system E.g. retriever, dispatcher etc.
The system administrator can also view all the business partition specific monitors and service instances from within the Partition node.

Partition administrator

Partition administrators are users whose main focus is to create and maintain the components of the business partition. They create new departments and all the users within a department. Department level users can then log in to the system and set it up based on their business needs. Partition administrators have jurisdiction across departments. They have the ability to set up permissions that are shared across departments to enable users from one department to work with another department.

The first partition administrator is created by the installation program based on the user id and password specified as part of the installation process. This partition administrator can then log in and create additional peer partition administrators using the user creation screens in the application.

Partition administrator view

A partition administrator has a partial view of the System Console from the partition URL. The tree displays only the Partition nodes and sub-nodes within it. The Shared Resources node is not visible to the partition administrator.

Shared resources

System administrators work with shared resources to enable hosts, services and service processes.

Partition resources

These are specific to the business partition. They consist of logs, monitors, and service instances. Typically, a partition administrator works with the partition resources.

Services and Service processes

Services, through service processes, perform specialized functions within the system. These include, but are not limited to fetching and dispatching emails, routing activities through appropriate workflows and determining the appropriate agents for activity assignment. Service processes have to be started in order to enable the basic functioning of the system.

Service instances

Service instances are derivatives of service processes. Service instances are configured within the business partition to accomplish specific functions. These instances are specific to the business partition. Depending on the estimated workload, multiple instances of certain services can be created to improve the performance of the system.
Hosts

Hosts are the physical machines on which the application is installed and are configured from the System Console for the whole system.

Loggers

Loggers are used for maintaining and debugging applications. Developers embed various types of trace messages in the code at critical points. These trace messages are logged in appropriate files on client side or server side as per the settings, helping the maintenance engineers trace the cause of a problem.

Monitors

Monitors enable administrators to keep account of the status of operations. Different actions can be monitored from the System Console at shared resource level as well as partition level. Monitors can be set such that only required attributes are displayed in results.

Elements of the user interface

The console user interface can be divided into five functional areas:

1. **Console toolbar**: The main toolbar of the console appears at the top of the screen. It allows you to access some frequent commands with a single click.
2. **Tree pane:** The Tree pane is your main navigation area. It displays the System tree with the main nodes (folders), Shared Resources and Partitions. Shared Resources and Partitions are further divided into the respective sub-branches such as Monitors and Services.

   To expand all first and second level nodes with a single click, shift + click the plus [+] button next to the topmost node. The contents of all first and second level nodes are displayed in the Tree pane.

3. **List pane:** The List pane displays first-level contents of the folder selected in the Tree pane. You can view the name, description, date of creation, etc., of the displayed items. Note that you can view only those columns that the administrator has permitted for display. In this pane, you can create items or select existing ones to modify or delete them.

4. **Properties pane:** The Properties pane displays the contents of the item selected in the List pane. In this pane, you can edit the properties of the selected item.

5. **Status bar:** The status bar is present at the bottom of every screen. It displays the following information:
   - The user name with which the user has logged in the system.
   - The language currently in use.
   - The status of the system (*Loading, Ready*, etcetera).
Setting up the system

- Role of a system administrator
- Identifying requirements
- Managing resources
- Setting up services
Role of a system administrator

As a system administrator you perform technical administration functions to manage the system. You can allocate and manage resources across different components of your system.

The installation program creates the first system administrator by prompting for the user name and password during installation. Use this account to log in to the System Console to manage system resources. You can also create additional system administrators.

**Note:** System administrators are not mapped to any Unified CCE users.

### Identifying requirements

Once the installation is complete, it becomes your primary responsibility, as a system administrator, to set up the system in an effective manner for your business needs. We recommend that you plan your requirements before configuring the system accordingly. This would typically include:

- Creating hosts and service processes
- Creating service instances within the business partition
- Configuring monitors to cater to different requirements

There could be many more such requirements that you need to plan out before actually setting about configuring your system.

### Managing resources

**Across the system**

Since you have jurisdiction across all partitions, you will be working with shared resources quite often. Shared resources help you enable services, processes, and hosts.

The following folders are available within shared resources:

- **Hosts:** Configure hosts and their properties from the shared resources folder. Hosts are available throughout the system. However, you can create hosts only during installation.
- **Loggers:** You can view loggers, including appenders, from shared resources. The information required for inspection of the system is logged here.
- **Monitors:** Create and configure monitors to keep a check on the overall resource utilization. You can thus monitor the complete system and all its components.
- **Services:** Service processes are created from this node.
Within the business partition

System administrators as well as partition administrators work with partition resources to enable services, instances, and monitors specific to the business partition. Partition administrators can only work with the business partition.

At the outset, the installation program creates a default business partition.

The modifications you make under partition resources node are applicable only to the business partition.

The following folders are available under the business partition:

- **Monitors**: Create and configure monitors to keep a check on partition resource utilization. You can monitor specific process instances as well.
- **Service Instances**: The service instances created from this node run for this particular partition.

Setting up services

Service processes are managed at the system level as shared resources. Service instances are managed within the business partition. See “Managing service processes” on page 38 and “Managing service instances” on page 41 for details of the procedures mentioned in this section.

Setting up Unified EIM services

This section helps you set up processes and instances for the following services:

- **Retriever**: Gets incoming emails from configured aliases and parses them.
- **Workflow Engine**: Applies workflows on emails to automate their routing and handling.
- **Dispatcher**: Sends outgoing emails out of the system.
- **External Agent Assignment Service (EAAS)**: Identifies new activities that arrive into an external assignment queue, and routes requests for each of these activities to Unified CCE for routing to take place through Unified CCE.
- **Listener**: Assigns activities to target agents or user groups (skill groups) identified by Unified CCE, and reports the status of both the activity and the agent to Unified CCE throughout the life cycle of the given activity.
To set up Unified EIM services:

1. Open a new browser window, and launch the URL: http://Cisco_Interaction_Manager_Server/system. Log in as the system administrator (user name and password that were configured during the installation of Cisco Interaction Manager).

2. Go to the System Console.

3. Browse to the Partitions > Partition > Services > Retriever node. Click the Retriever instance you want to use, and select an available email alias.

Associate a Retriever instance with the email alias created earlier
4. Restart the Retriever process and instance based on the notification message that appears. Browse to Shared Resource > Services > Retriever, and stop and start the Retriever process for the system.

Start the Retriever process

5. Navigate back to the Partitions > Partition > Services > Retriever node. Stop and start the Retriever instance.

Start the Retriever instance
6. Browse to **Shared Resource > Services > Workflow > Workflow Engine** and verify that the Workflow Engine process is running. If the process is in a stopped state, start the process by clicking the Run button.

   ![Workflow Engine process screenshot]

*Verify that the Workflow Engine process is running*

7. Browse to **Partitions > Partition > Services > Workflow > Workflow Engine** and start the Workflow Engine instance.

   ![Workflow Engine instance screenshot]

*Start the Workflow Engine instance*
8. Browse to **Shared Resource > Services > Email > Dispatcher** and verify that the Dispatcher process is running. If the process is in a stopped state, start the process by clicking the **Run** button.

![](image)

**Verify that the Dispatcher process is running**

9. Browse to **Partitions > Partition > Services > Email > Dispatcher** and start the Dispatcher instance.

![](image)

**Start the Dispatcher instance**
10. Browse to **Shared Resource > Services > Listener > Listener** and verify that the Listener process is running. If the process is in a stopped state, start the process by clicking the **Run** button.

Verify that the Listener process is running

11. Browse to **Partitions > Partition > Services > Listener > Listener**. Configure the Listener instance by providing the primary CTI server IP address and port number, and the secondary CTI server IP address and port number (optional) in the format, CTI Server IP address: port number. The start the Listener instance.

Configure Listener instance
Configure CMB parameters for Listener instance

Start the Listener instance.

12. Browse to Shared Resource > Services > EAAS > EAAS and ensure that the MR Connection port field has the correct value. Verify that the EAAS process is running. If the process is in a stopped state, start the process by clicking the Run button.

Verify that the EAAS process is running

13. Browse to Partitions > Partition > Services > EAAS > EAAS and start the EAAS instance.

Start the EAAS instance
Unified EIM is now ready for use. To verify, log in as an agent, supervisor, or administrator and perform basic tasks.

Setting up stand-alone email services

The following services are required for stand-alone email:

- **Retriever**: Gets incoming emails from configured aliases and parses them.
- **Workflow Engine**: Applies workflows on emails to automate their routing and handling.
- **Dispatcher**: Sends outgoing emails out of the system.

To set up these services, follow the instructions in steps 1-9 in “Setting up Unified EIM services” on page 16.

Setting up stand-alone chat services

Use this section only if you are using stand-alone chat that is not integrated with IPCC/ICM or a legacy ICM. This section helps you set up processes and instances for the following services:

- **Agent Assignment**: Routes chats to agents.

**To set up stand-alone chat services:**

1. Open a new browser window, and launch the URL: http://Cisco_Interaction_Manager_Server/system.
2. Log in as the system administrator.
3. Browse to **Shared Resource > Services > Chat > Agent Assignment** and verify that the Agent Assignment process is running. If the process is in a stopped state, start the process by clicking the **Run** button.

Verify that the Agent Assignment process is running.
4. Browse to **Partitions > Partition > Services > Chat > Agent Assignment**. Change the **Start type** to **Automatic** and start the Agent Assignment service instance.

*Start the Agent Assignment instance*
Business Partition

- About the business partition
- Adding partitions
- Managing partitions
About the business partition

The business partition in a system contains all the information for the everyday functioning of the business unit. Use partitions to allow physical separation of data and ensure privacy of information for different business entities. You can configure multiple partitions on a single system.

Set up partitions such that each serves independent business units. These units may have no need to share customer information or knowledge base data because they may serve different customers. For example, a bank that provides services to retail consumers and corporate customers can use multiple partitions since the nature of product offering and customer service needs are different.

Create multiple partitions if you need to segregate your database into mutually exclusive business units. Multiple partitions can either serve different businesses or different units of the same business.

You would typically use separate partitions to serve distinct business units or clients. Thus, partitions catering to separate entities would not share any data amongst themselves. As a system administrator, you can allot system resources to your partitions from the System Console view. This does not affect the privacy of information.

The installation program creates the default business partition. It generates two URLs: one for accessing the Unified System view and the other to access the business partition. Unified System view and the partition view have separate users. Typically, only system administrators use the Unified System view. All partition administrators and other users of the system work in the business partition.

Adding partitions

Before setting up your system, plan out your requirements in a thorough fashion. Once you know your requirements, you can create the corresponding number of partitions.

When a new system is installed, the installation program creates the first or default partition. To create additional partitions use the Custom Install option of the installation program.

To add a new partition:

- Refer to *Cisco Unified Web and E-Mail Interaction Manager Installation Guide* for details.

Managing partitions

You may need to edit a partition if you want to adapt it to a changing business unit. You can modify the properties of a partition to meet changing requirements.

Disabling partitions

**Important:** If you have only one business partition in your system do not disable it. If you disable a partition, users will not be able to log into that partition.
You cannot delete a partition once it is created. However, you can disable a partition to avoid its use. By disabling a partition you free up the system resources. Once you disable a partition no user in that partition can log in to the application. If there are any users who are already logged in to the application, they are shown a message that the partition has been disabled, and they are logged out of the application. Before disabling the partition stop all service instances running in the partition.

**To disable a partition:**

1. In the Tree pane, browse to **System > Partitions**.
2. In the list pane, select the partition you want to disable.
3. In the Properties pane, go to the General tab and in the **Enabled** field select **No**.
4. Click the **Save** button.

Managing service instances

**Increasing the number of service instances**

Depending on the nature of your installation and the work load it receives, you may want to increasing the number of certain service instances to improve performance. You can have more than one service instance for the following services:

- Email services: Retriever and Dispatcher
- Workflow service: Workflow Engine
- Listener service

For all other services, only one instance is supported.

**To increase the number of instances of a service:**

1. In the Tree pane, browse to **System > Partitions**.
2. In the List pane, select a partition.
3. In the Properties pane, go to the Services tab and in the selected instances list increase the number of instances for the services.
4. Click the **Save** button.

Removing service instances

If your partition does not need a particular service, remove its service instance from the partition. Once an instance is removed, no user in the partition can start the service instance. Before removing an instance, make sure that the service process is not running.

**To remove a service instance:**
1. In the Tree pane, browse to **System > Partitions**.
2. In the List pane, select a partition.
3. In the Properties pane, go to the Services tab and from the selected service instances remove the appropriate instance.
4. Click the Save button.

**Viewing database details**

You cannot edit any information relating to the database from the System Console. You can, however, view database details from the Partitions node in the Tree pane.

**To view the database details:**

1. In the Tree pane, browse to System > Partitions.
2. In the List pane, select the business partition.
3. In the Properties pane, go to the Databases tab. It shows the details about the following databases:
   - Customer DB
   - Master DB
   - Mail DB
   - Archive DB
   - Archive app DB
   - Knowledge DB
   - IPCC DB
4. For each of these databases, information on the following attributes is available:
   - Name: Name of the database.
   - Active: Whether the database is active or not.
   - Type
   - Capacity increment
Assigning permissions

For a partition, you can give the following permissions to the system level users.

- Own
- View
- Edit
- Administer

**Important:** Permissions can be given only to users and user groups who have appropriate actions assigned to them. When permissions are given to a user group, all users in that user group get those permissions automatically.

**To assign permissions:**

1. In the Tree pane, browse to System > Partitions.
2. In the List pane, select a partition.
3. In the Properties pane, go to the Permissions tab and assign permissions to the users and user groups on the partition.

![Assign permissions to users and user groups](image)

4. Click the **Save** button.
Managing hosts

- About hosts
- Editing hosts
- Deleting hosts
- Stopping hosts
- Starting hosts
About hosts

Hosts can be configured from the System Console for the overall system. These are the physical machines on which software processes will be running. You can access details about the hosts from the Shared resources node in the System Console.

Hosts are created during the installation process. As of now a deployment can have only one host.

Editing hosts

Though you cannot create hosts from the System Console, you can modify the properties of hosts. There are only a very few properties that you can edit from the console.

You may want to edit a host property to change its availability in the system. You may also want to monitor the host functions frequently and hence want to change its monitoring interval.

To edit a host:

1. In the Tree pane, browse to System > Shared Resources > Hosts.
2. In the List pane, select the host.
   The Properties pane refreshes to show the properties of the host.
3. In the Properties pane, go to the General tab. All the properties of the host can’t be modified. You can only enable or disable the host, or change its monitoring interval. You can’t modify the name, description, and RMI port number of the host.
   - **Name**: Displays the name of the host.
   - **Description**: Displays the description of the host.
   - **Enabled**: By default the host is enabled. Select **No** to disable the host.
   - **Monitoring interval**: Set the monitoring interval in milliseconds. The default value is 60000 milliseconds.
   - **RMI port number**: The RMI port number of the host.
4. Click the **Save** button.

![Edit properties of a host](image)
Deleting hosts

Although the system allows you to delete hosts, it is advisable not to do so.

Stopping hosts

Once you stop the host all the service processes running on the host also stop running.

To stop a host:
1. In the Tree pane, browse to System > Shared Resources > Hosts.
2. In the List pane, select the host.
3. In the List pane toolbar, click the Stop button.

Starting hosts

Once you start the host all the service processes for the host don’t start running automatically. You have to run the service processes and service instances manually.

To start a host:
1. In the Tree pane, browse to System > Shared Resources > Hosts.
2. In the List pane, select the host.
3. In the List pane toolbar, click the Start button.
Services

- About services, service processes, and service instances
- Managing service processes
- Managing service instances
About services, service processes, and service instances

Services

Services accomplish specialized functions within the system. For example, a dispatcher service is responsible for sending out emails. Similarly other services perform varied functions for the system. Multiple processes and instances can be created for some of the services.

Services are of following types:

- Chat service
  - Agent Assignment service
- Content Index services
  - Attachment service
- EAAS service
  - EAAS
- Email services
  - Dispatcher service
  - Retriever service
- General service
  - Report service
  - Scheduler service
- Knowledge Base (KB) services
  - Article Rating service
  - KB Import service
- Listener service
  - Listener
- Workflow services
  - Activity Pushback service
  - Alarm service
  - Workflow Cache service
  - Workflow Engine service

Chat service

- **Agent Assignment service**: This service routes chat activities to stand-alone queues and assigns them to available stand-alone agents.
Content index services

- **Attachment service:** This service facilitates searches on different text-based attachments. It filters such attachments and stores the text content in a full text-enabled database column. It then indexes the text content periodically. Any search on an attachment is carried out on this index enabling the system to quickly return search results and improve user experience.

External agent assignment services

- **EAAS:** The external agent assignment service (EAAS) routes email, chat, callback, delayed callback, and blended collaboration activities requests to Unified CCE. EAAS sends a request to Unified CCE for every activity that arrives into an external assignment queue, for the identification of an agent who is available to handle the given activity.

  This service can have only one process and instance and neither can be deleted.

Email services

- **Dispatcher service:** This service turns the messages that agents write, into emails and sends them out of your Mail system. The dispatcher service acts as a client that communicates with SMTP or ESMT server.

- **Retriever service:** This service is a POP3 or IMAP client that fetches incoming emails from servers. It then turns them into messages that agents can view in their mailbox.

General services

- **Reports service:** This service generates the reports, which are scheduled to run automatically or are run manually, and sends notifications to users, if they are configured. Notifications are sent for both scheduled and manually run reports. For running the scheduled reports, the Scheduler service should also be running. The reports service also needs to be running for using the print feature available in the various console. This service can have only one process and instance.

- **Scheduler service:** This service schedules the messaging and reminder system.

Knowledge Base (KB) services

- **Article Rating service:** This service assigns an average rating to each of the articles present in the Knowledge Base. An article's average rating is computed based on its rating given explicitly by the users and the number of times the article was used. The average rating is used for selecting specific articles to be displayed in Most Popular Articles folder in KB Console.

- **KB Import service:** This service imports folders and articles from external file system to the knowledge base. The service imports folders and articles only from the external content folders specified in the knowledge base. The files are imported as knowledge base articles (either as internal or external attachments) and directories as folders. If any file is updated on the external file system, since the last run of service, the service also updates those files in knowledge base.
Listener services

- **Listener service**: This service initiates and maintains a reliable channel of communication with the Agent Peripheral Gateway (PG)/ARM interface of Unified CCE. Each instance of this service is dedicated to communicating with an Agent PG, and reports the current state of integrated agents and tasks to the appropriate Agent PG (i.e. the Agent PG to which the relevant agent belongs). For blended collaboration activities, the service opens a channel through which the Listener Instance communicates with CMB. All agent related messages that need to be passed to CMB are forwarded through this channel. These include, but are not limited to agent login events and agent activity assignment events. These events are then used by Unified CCE for reporting purposes.

Workflow services

- **Activity Pushback service**: Auto Pushback service is a continuous service that pushes agents’ unpinned activities, back into the queue after they have logged out. Those activities get reassigned to other users in the queue.

- **Alarm service**: The Alarm service processes Alarm workflows at specific time intervals. While processing a workflow, it determines if any alarm conditions are met. It then performs the relevant actions including sending out any configured notifications or alarms to the user.

- **Workflow Cache service**: This service maintains and updates the Rules Cache, KB Cache, and Queue Cache in the system. It generates a serialized file that is accessed by all rules engine instances before executing rules.

- **Workflow Engine service**: This service is the main Rules engine. It uses the cache from serialized files produced by Rules Cache service, and applies rules on activities on the basis of workflows. This service handles the general, inbound, and outbound workflows.

Service processes

At least one service process for each service should be running to enable the basic functioning of the system. Service processes can be set to start automatically, or can be started manually by the system administrator.

Service instances

Service instances are derivatives of service processes. Configure service instances within the business partition to accomplish specific functions. E.g. In an installation that is used to manage five different email aliases you could configure two service instances of the retriever service process and assign three aliases to one instance and two aliases to the other.

Managing service processes

For each service, a service process is provided in the system. In addition to these you can create new service processes. You have to start a service process before the system can use that process.
Creating service processes

Before creating a service process, estimate your system requirements well. Depending on your needs, you can create the number and type of service processes you require.

**To create a service process:**
1. In the Tree pane, browse to **System > Shared Resources > Services**.
2. Browse to the service for which you want to create a new process.
3. In the List pane toolbar, click the **New** button.
4. In the Properties pane, go to the General tab and provide the following details.
   - **Name:** Type a name for the process. This is required information.
   - **Description:** Provide a brief description.
   - **Start type:** From the dropdown list, select a start type for the service process. The following three options are available.
     - **Manual:** the service process has to be started manually by the system administrator.
     - **Automatic:** the service process is started automatically by the system when the application is started.
     - **On demand:** the service process is started by the system when it requires it to perform a function
   - **Maximum number of instances:** Type the maximum number of instances this service process can have. This option is available only for those services that can have more than one instance.
   - **Failover enabled:** This feature is not available in this release. From the dropdown list select No.

Set the general properties

5. Next, go to the Hosts tab and select the host from the available hosts list. Ignore the other options as they are not available in this release.
6. Click the **Save** button.

Deleting service processes

The system will allow you to delete certain service processes that are not required in the system. Before you delete the service process make sure it is not running. Not all service processes in the system can be deleted.

**To delete a service process:**
1. In the Tree pane, browse to **System > Shared Resources > Services**.
2. Browse to the service for which you want to delete a process. In the List pane select the service process. Stop the service process if it is running.

3. In the List pane toolbar, click the Delete button.

**Increasing the number of instances for service processes**

The system allows you to create more than one instance of certain service processes to help increase performance. As a system administrator you can create these instances from the System Console. The following services can have more than one instance:

- Email services: Retriever and Dispatcher
- Workflow service: Workflow Engine
- Listener service

You can also set the maximum number of service instances that can be created for each of the above services processes.

**To increase the number of instances for a service process:**

1. In the Tree pane, browse to System > Shared Resources > Services.
2. Browse to the service for which you want to increase the number of service instances.
3. In the Properties pane, on the General tab go to the Maximum number of instances field, and type the maximum number of instances this service process can have.
4. Click the Save button.
5. Stop and start the service process.

**Starting service processes**

Unless a service process is configured to start automatically when a system is running, you have to manually start the particular process when you require it. Every time you start the service process, you need to manually start the instances for that service.

**To start a service process:**

1. In the Tree pane, browse to System > Shared Resources > Services.
2. Browse to the service for which you want to start a process. In the List pane select the service process.
3. In the List pane toolbar, click the Start button. The process starts on the selected hosts.

**Stopping service processes**

Stop the service process if it is not needed. This frees up system resources. Sometimes you may be required to stop and start a service process after making changes to its properties. For example, when you increase or
decrease the number of service instances that can be associated with a particular service process, you must stop and start that service process.

**To stop a service process:**
1. In the Tree pane, browse to **System > Shared Resources > Services**.
2. Browse to the service for which you want to stop a process. In the List pane select the service process.
3. In the List pane toolbar, click the **Stop** button.

   The process stops working on the selected hosts.

---

**Important:** Once the service process is stopped all service instances also stop.

---

**Managing service instances**

Service instances are specific to the partition. You can manage all the activities related to instances from the business partition. You can also create and delete instances as required.

**Creating service instances**

By default, one service instance is provided for each service in the system. The system allows you to create additional service instances for certain services. The services that can have more than one instance running at a time are:

- Email services: Retriever and Dispatcher
- Workflow service: Workflow Engine
- Listener Service

**To create a service instance:**
1. In the Tree pane, browse to **System > Partition > Your Partition > Services**.
2. Browse to the service for which you want to create a new instance.
3. In the List pane toolbar, click the **New** button.

   The Properties pane refreshes to show the attributes of the new process.

4. In the Properties pane, go to the General tab and provide the following details.
   - **Instance name:** Type a name for the instance. This is required information.
   - **Description:** Provide a brief description.
   - **Start type:** From the dropdown list, select a start type for the instance. The following two options are available.
     - **Manual:** the service instance has to be started manually by the system administrator
Automatic: the service instance is started automatically by the system when the application is started.

5. For retriever service instances, there is an additional Input tab. On the Input tab, select the aliases from the available list of aliases.

6. Click the Save button.

Deleting service instances

You can delete a service instance if it is not required anymore or occupies system resources.

To delete a service instance:

1. In the Tree pane, browse to System > Partition > Your Partition > Services.
2. Browse to the service for which you want to delete an instance. In the List pane select the service instance. Stop the service instance if it is running.
3. In the List pane toolbar, click the Delete button.

Starting service instances

Unless a service instance is configured to start automatically when a system is running, you have to manually start the particular instance when you require it. Every time you start the service process, you need to manually start the instances for that service in each partition.

When you create additional instances for a service, you can start those instances only after you do the following.

- Increase the number of instances that can be associated with the service process. And, restart the service process. For details, see “Increasing the number of instances for service processes” on page 40.
- Increase the number of instances that can be running in the particular partition. For details, see “Increasing the number of service instances” on page 27.

To start a service instance:

1. In the Tree pane, browse to System > Partition > Your Partition > Services.
2. Browse to the service for which you want to start an instance. In the List pane select the service instance.

3. In the List pane toolbar, click the Start button.

   The instance starts running.

---

Important: More than one Service Instance cannot be started on a partition, except for Retriever, Dispatcher, and Rules.

---

Stopping service instances

Stop the service instance if it is not needed. This frees up the system resources. Some times you need to stop and start a service instance after making some changes in its properties. For example, when you add an alias to a retriever instance, you need to stop and start the retriever instance and all the dispatcher instances for that partition.

To stop a service instance:

1. In the Tree pane, browse to System > Partition > Your Partition > Services.
2. Browse to the service for which you want to stop an instance. In the List pane select the service instance.
3. In the List pane toolbar, click the Stop button.

   The instance stops running.

---

Adding aliases to retriever instances

You can start the retriever instance only after you add an alias to the retriever instance. A retriever instance can have any number of aliases, but one alias can be associated with only one instance.

To add aliases to a retriever instance:

1. In the Tree pane, browse to System > Partition > Your Partition > Services > Email > Retriever.
2. In the List pane, select the retriever instance.
3. In the Properties pane, go to the Input tab and select the aliases to be associated with this instance.
4. Click the Save button.
5. Stop and start the retriever instance. The retriever picks emails from the alias only after you restart the retriever instance.
6. Also, stop and start all the dispatcher instances for the partition.
Loggers and appenders

- About loggers and appenders
- Managing appenders
- Managing loggers
About loggers and appenders

Logging is a mechanism for capturing log messages as they are encountered while the product is running. Messages are logged at seven trace levels and they are:

- **1 - Fatal**: This level identifies critical messages. If messages are getting logged at this level it generally indicates that some major component or functionality of the product is not working.
- **2 - Error**: This level identifies problems that cause certain actions in the product to fail.
- **3 - Warn**: This level identifies potential problem conditions in the product that might need attention.
- **4 - Info**: This level logs information messages that are required to check the sanity of the system.
- **5 - Perf**: This level is used by performance monitors that run in the product. Any performance related information is captured at this level.
- **6 - Dbquery**: This level logs database queries that are executed in the product.
- **7 - Debug**: This level logs messages to identify the complete flow of the code. This is the highest level of logging and produces maximum number of log messages.

These trace levels are associated with loggers and appenders. The details are described in the following sections.

Loggers

A logger is an object that captures log messages as they occur, generates log statements in a specified format, and saves them in the process memory. The level of logs to be captured by a logger is determined by the trace level of the logger. For example, if the trace level of a logger is set to 5 - Perf, the messages logged at the following levels are captured by the logger: 1 - Fatal, 2 - Error, 3 - Warn, 4 - Info, and 5 - Perf.

The system comes with six loggers. You cannot delete these loggers or add new loggers. However, you can adjust the trace levels of loggers to decide what all type of messages the logger should capture.

List of loggers available in the system

1. **com.egain**: The default trace level is set to 2-Error.
2. **com.cisco**: The default trace level is set to 2-Error.
3. **com.egain.knowledge.central.importtask**: This logger is not in use.
4. **com.egain.knowledge.export**: This logger is not in use.
5. **egain.dal.connpool**: The default trace level is set to 7-Debug.
6. **egain.dal.querytimeout**: The default trace level is set to 7-Debug.

Appenders

An appender is an object that saves the messages generated by the logger in the log file associated with the appender. The level of logs to be saved in a log file is determined by the trace level of the appender. For example, if the trace level of an appender is set to 5 - Perf, the messages logged at the following levels are saved by the appender: 1 - Fatal, 2 - Error, 3 - Warn, 4 - Info, and 5 - Perf.
Appenders are associated with loggers, and more than one appender can be attached to a logger. It is important to note that since appenders are attached to loggers, the trace level of appenders cannot be set higher than the trace level of the logger with which it is associated. This is because, if the logger is capturing messages only till a certain level, then the messages above that level will not be available to the associated appender to write in a log file.

An appender and an associated log file is created for each java process in the product. The first time the product is started, appenders and log files are created only for the processes which start at that time. As more processes are started, appenders and log files for those process are created. And, if a process is not started, the appender and log file for that process is never created.

The names of the appenders are created in the following format: `ServerNameleshootingName`, where `ServerName` is the name of the server where the java process is running and `ProcessName` is the name of the java process.

Similarly, the names of the log files are created in the following format: `eg_log_ServerNameleshootingName.log`, where `ServerName` is the name of the server where the java process is running and `ProcessName` is the name of the java process.

If you rename a process and restart it, a new appender and log file with the new process name is created for the process. Also note that the old appender for that process will always show in the list of appenders.

Whenever the application is restarted, a folder with date and timestamp (for example, logs_09152008_927) is created and all the existing log files are moved to that folder and new log files are created in the logs folder.

When a log file reaches its maximum size (that is 5 MB), the file is backed-up as “File_Name.log.<number starting from 1>” (for example, `eg_log_V22W2_Application Server.log.1`, `eg_log_V22W2_Application Server.log.2`, etc) and a new log file is created.

### List of appenders available in the system

This section provides a list of the default appenders available in the system. For each appender, we list the loggers used by it and the name of the log file in which it records information.

<table>
<thead>
<tr>
<th>#</th>
<th>Component</th>
<th>Appender name</th>
<th>Log file name</th>
<th>Logger name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>System monitoring and health check</td>
<td>dal_connpool</td>
<td>eg_log_dal_connpool.log</td>
<td>again.dal.connpool</td>
</tr>
<tr>
<td>2.</td>
<td>System monitoring and health check</td>
<td>dal_query_timeout</td>
<td>eg_log_dal_query_timeout.log</td>
<td>again.dal.querytimeout</td>
</tr>
<tr>
<td>3.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_</td>
<td>eg_log_Services_Server_Name_ _</td>
<td>com.egain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSMController</td>
<td>DSMController.log</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_</td>
<td>eg_log_Services_Server_Name_ _</td>
<td>com.egain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>dsm-registry</td>
<td>dsm-registry.log</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_</td>
<td>eg_log_Services_Server_Name_ _</td>
<td>com.egain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HostController</td>
<td>HostController.log</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_</td>
<td>eg_log_Services_Server_Name_ _</td>
<td>com.egain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>license-manager</td>
<td>license-manager.log</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_</td>
<td>eg_log_Services_Server_Name_ _</td>
<td>com.egain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>platform-rsm</td>
<td>platform-rsm.log</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Component</td>
<td>Appender name</td>
<td>Log file name</td>
<td>Logger name</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------</td>
<td>------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>8.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_ServerMonitoring</td>
<td>eg_log_Services_Server_Name_ServerMonitoring.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>9.</td>
<td>Distributed Services Manager (DSM)</td>
<td>Services_Server_Name_ServiceController</td>
<td>eg_log_Services_Server_Name_ServiceController.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>10.</td>
<td>Application server</td>
<td>Application_Server_Name_Application Server</td>
<td>eg_log_Application_Server_Name_Application Server.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>11.</td>
<td>Agent Assignment service process</td>
<td>Services_Server_Name_agent-assignment-process</td>
<td>eg_log_Services_Server_Name_agent-assignment-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>12.</td>
<td>Alarm service process</td>
<td>Services_Server_Name_alarm-rules-process</td>
<td>eg_log_Services_Server_Name_alarm-rules-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>13.</td>
<td>Archive service process</td>
<td>Services_Server_Name_archive_process</td>
<td>eg_log_Services_Server_Name_archive_process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>14.</td>
<td>Activity Pushback service process</td>
<td>Services_Server_Name_auto-pushback-process</td>
<td>eg_log_Services_Server_Name_auto-pushback-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>15.</td>
<td>Dispatcher service process</td>
<td>Services_Server_Name_dx-process</td>
<td>eg_log_Services_Server_Name_dx-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>16.</td>
<td>KB Import service process</td>
<td>Services_Server_Name_import-process</td>
<td>eg_log_Services_Server_Name_import-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>17.</td>
<td>Article Rating service process</td>
<td>Services_Server_Name_kb-article-rating-process</td>
<td>eg_log_Services_Server_Name_kb-article-rating-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>18.</td>
<td>Attachment service process</td>
<td>Services_Server_Name_kb-attachment-cs</td>
<td>eg_log_Services_Server_Name_kb-attachment-cs.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>19.</td>
<td>Report service process</td>
<td>Services_Server_Name_report-process</td>
<td>eg_log_Services_Server_Name_report-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>20.</td>
<td>Workflow Cache service process</td>
<td>Services_Server_Name_rules-cache-process</td>
<td>eg_log_Services_Server_Name_rules-cache-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>21.</td>
<td>Workflow Engine service process</td>
<td>Services_Server_Name_rules-process</td>
<td>eg_log_Services_Server_Name_rules-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>22.</td>
<td>Retriever service process</td>
<td>Services_Server_Name_rx-process</td>
<td>eg_log_Services_Server_Name_rx-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>23.</td>
<td>Scheduler service process</td>
<td>Services_Server_Name_scheduler-process</td>
<td>eg_log_Services_Server_Name_scheduler-process.log</td>
<td>com.egain</td>
</tr>
<tr>
<td>24.</td>
<td>Cisco Interaction Manager Integration Wizard</td>
<td>File_Server_Name_ui_config</td>
<td>eg_log_File_Server_Name_ui_config.log</td>
<td>com.cisco</td>
</tr>
<tr>
<td>25.</td>
<td>EAAS service process</td>
<td>Services_Server_Name_EAAS-process</td>
<td>eg_log_Services_Server_Name_EAAS-process.log</td>
<td>com.cisco</td>
</tr>
<tr>
<td>26.</td>
<td>Listener service process</td>
<td>Services_Server_Name_LISTENER-process</td>
<td>eg_log_Services_Server_Name_LISTENER-process.log</td>
<td>com.cisco</td>
</tr>
<tr>
<td>27.</td>
<td>Not in use</td>
<td>knowledge_export</td>
<td>eg_log_knowledge_export.log</td>
<td>com.egain,knowledge.export</td>
</tr>
</tbody>
</table>
Managing appenders

The system allows you to view the properties of appenders and change their trace level. You cannot create new appenders or delete existing ones.

Viewing appenders

You can view appenders only if the “View appender” or “Edit appender” action is assigned to you.

To view the properties of an appender:
1. In the Tree pane, browse to System > Shared Resources > Logger > Appenders.
2. In the List pane, select an appender.
3. In the Properties pane, you can view the following details of the appender. Other than the trace level of the appender, you cannot change any other property of appenders.
   - **Name**: The name of the appender.
   - **Description**: The description of the appender.
   - **Type**: The type of appender. The value is set to **File**, which means that appender stores all messages in a log file.
   - **Maximum trace level**: The maximum level of logging done by the appender. For more details, see “Changing the trace level of appenders” on page 49.
   - **Log file name**: The name of the log file in which the appender records the log messages.
   - **Format**: The format of logging done by the appender. The value in this field is set to **Extended**, which means that complete details of the log message are stored in the log file.
   - **Maximum File Size**: The maximum size of the log file. The value is set to 5 MB.

<table>
<thead>
<tr>
<th>#</th>
<th>Component</th>
<th>Appender name</th>
<th>Log file name</th>
<th>Logger name</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Not in use</td>
<td>knowledge_import</td>
<td>eg_log_knowledge_import.log</td>
<td>com.again.knowledge.central.importtask</td>
</tr>
<tr>
<td>29</td>
<td>Not in use</td>
<td>Services_Server_Name_ss-article-rating-process</td>
<td>eg_log_Services_Server_Name_ ss-article-rating-process.log</td>
<td>com.cisco</td>
</tr>
</tbody>
</table>

View the general properties
Changing the trace level of appenders

You can change the trace level of appenders only if the “Edit appender” action is assigned to you.

Important: It is advised that you do not change the trace level until and unless Cisco TAC asks you to do so.

To change the trace level of an appender:

1. In the Tree pane, browse to System > Shared Resources > Logger > Appenders.
2. In the List pane, select the appender you want to edit.
3. In the Properties pane, change the value in the Maximum trace level field. The options available are:
   - 1 - Fatal: This level identifies critical messages. If messages are getting logged at this level it generally indicates that some major component or functionality of the product is not working.
   - 2 - Error: This level identifies problems that cause certain actions in the product to fail.
   - 3 - Warn: This level identifies potential problem conditions in the product that might need attention.
   - 4 - Info: This level logs information messages that are required to check the sanity of the system.
   - 5 - Perf: This level is used by performance monitors that run in the product. Any performance related information is captured at this level.
   - 6 - Dbquery: This level logs database queries that are executed in the product.
   - 7 - Debug: This level logs messages to identify the complete flow of the code. This is the highest level of logging and produces maximum number of log messages.

If Maximum trace level is set to 5-perf, the messages with trace levels 1 - Fatal, 2 - Error, 3 - Warn, 4 - Info, and 5 - Perf are logged, provided they have been considered for logging by the logger to which this appender is attached.

4. Click the Save button.

Managing loggers

The system allows you to view the properties of loggers and change their trace level. You cannot create new loggers or delete existing ones.

Viewing loggers

You can view loggers only if the “View loggers” or “Edit loggers” action is assigned to you.

To view the properties of a logger:

1. In the Tree pane, browse to System > Shared Resources > Logger > Loggers.
2. In the List pane, select a logger.
3. In the Properties pane, you can view the following details of the logger. Other than the trace level of the logger, you cannot change any other property of the logger.
Name: The name of the logger.

Description: The description of the logger.

Maximum trace level: The maximum level of logging done by the logger. For more details, see “Changing the trace level of loggers” on page 50.

Changing the trace level of loggers

You can edit loggers only if the “Edit loggers” action is assigned to you.

Important: It is advised that you do not change the trace level until and unless Cisco TAC asks you to do so.

To change the trace level of a logger:

1. In the Tree pane, browse to System > Shared Resources > Logger > Loggers.
2. In the List pane, select the logger you want to edit.
3. In the Properties pane, change the value in the Maximum trace level field. The options available are:
   - 1 - Fatal: This level identifies critical messages. If messages are getting logged at this level it generally indicates that some major component or functionality of the product is not working.
   - 2 - Error: This level identifies problems that cause certain actions in the product to fail.
   - 3 - Warn: This level identifies potential problem conditions in the product that might need attention.
   - 4 - Info: This level logs information messages that are required to check the sanity of the system.
   - 5 - Perf: This level is used by performance monitors that run in the product. Any performance related information is captured at this level.
   - 6 - Dbquery: This level logs database queries that are executed in the product.
   - 7 - Debug: This level logs messages to identify the complete flow of the code. This is the highest level of logging and produces maximum number of log messages.

   If Maximum trace level is set to 5-perf, the messages with trace levels 1 - Fatal, 2 - Error, 3 - Warn, 4 - Info, and 5 - Perf are logged.

4. Click the Save button.
Monitors

- About monitors
- Configuring monitors
- Deleting monitors
- Starting monitors
About monitors

Monitors enable you to constantly monitor the important resources in your system. At the shared resources level you can monitor the hosts and service processes, and at the partition level you can monitor service instances. For each monitor you specify the objects you want to monitor, i.e. the hosts, service processes, or service instances, and the attributes of the objects to be monitor. For each object, different attributes are available for monitoring. For example, you can monitor the free bytes, start time, stop time, and state of hosts.

Host monitors

Using host monitors, you can monitor the various components of the application, database, web, and services servers. For each of these servers you can monitor the various attributes like the state of the host, and its start and stop time. You can configure a single monitor for all the servers or you can configure a different monitor for each server. Also, while configuring the monitors you can decide if you want to monitor all the attributes or selective attributes.

Objects available for monitoring

- Host_name - DSM Controller
- Host_name - Host Controller
- Host_name - License Manager Server
- Host_name - Remote Session Manager Server
- Host_name - RMI Registry Server
- Host_name - RMID Registry Server
- Host_name - Application Server
- Host_name - JMS Server
- Host_name - Web Server
- Database_server_name - Database server

Attributes available for monitoring

- Host ID: ID of the host being monitored.
- Host Name: Name of the host being monitored.
- Free bytes: Disc space available on the host.
- State: State of the host. The state can be waiting, running, or stopped.
- Status description: Description of the state of the server.
- Start Time: Time when the host was started.
- Stop Time: Time when the host was stopped.
- Last Ping Time: Last time the DSM pinged the host.
Service process monitors

Using service process monitors you can monitor if the service processes are running as desired or not. For each service process you can monitor the various attributes like the state of the process, and its start and stop time. You can configure a single monitor for all the service processes or you can configure a different monitor for each service process. Also, while configuring the monitors you can decide if you want to monitor all the attributes or selective attributes.

Attributes available for monitoring

- **Host ID**: ID of the host on which the service process is running.
- **Host Name**: Name of the host on which the service process is running.
- **Process ID**: ID of the service process being monitored.
- **Process Name**: Name of the service process being monitored.
- **State**: State of the process. The state can be waiting, running, or stopped.
- **Start Time**: Time when the service process was started.
- **Stop Time**: Time when the service process was stopped.
- **Last Ping Time**: Last time the DSM pinged the service process.

Service instance monitors

Using service instance monitors you can monitor if the service instances for each partition are running as desired or not. For each service instance you can monitor the various attributes like the state of the instance, and its start and stop time. You can configure a single monitor for all the service instances or you can configure a different monitor for each service instance. Also, while configuring the monitors you can decide if you want to monitor all the attributes or selective attributes.

Attributes available for monitoring

- **Host ID**: ID of the host on which the service process is running.
- **Host Name**: Name of the host on which the service process is running.
- **Instance ID**: ID of the service instance being monitored.
- **Instance Name**: Name of the service instance being monitored.
- **Process ID**: ID of the service process with which the instance is associated.
- **Process Name**: Name of the service process with which the instance is associated.
- **State**: State of the instance. The state can be waiting, running, or stopped.
- **Last Run Time**: Time when the instance was last run.
- **Start Time**: Time when the service instance was started.
- **Stop Time**: Time when the service instance was stopped.
- **Processed in last run**: Number of activities processed when the instance last ran.
- **Processing Time (ms)**: Time taken to process the activities.
Pending: Number of pending email.
Emails Skipped: Number of skipped emails.
Throughput: Total number of activities processed since the instance was started.
Unable to Send: Number of emails unable to send.

Attributes available for monitoring for aliases
- Alias name: Name of the alias.
- Instance ID: ID of the instance with the alias is associated.
- State
- Throughput
- Pending
- Last Run
- Emails Skipped

Configuring monitors

Create different monitors to enable periodic checks on the system resources and partition resources. These monitors help you keep an account of which system resource is running. Configure monitors such that only the required attributes are displayed in results.

You can configure the monitor to keep running automatically all the time, or you can configure them to run automatically every time you log in to the application. If you don’t want to run the monitors automatically, run them manually whenever you need them.

To configure a monitor:
1. In the Tree pane, browse to the Monitors node.
   - If it is a shared resource monitor, browse to System > Shared Resources > Monitors.
   - If it is a partition monitor, browse to System > Partition > Your Partition > Monitors.
2. In the List pane toolbar, click the New button.
   The Properties pane refreshes to show the attributes of the new monitor.
3. In the Properties pane, go to the General tab and provide the following details.
   - Name: Type a name for the monitor. This is required information.
   - Description: Provide a brief description.
   - Start type: From the dropdown list, select a start type for the monitor. The following three options are available.
     - Manual
     - Automatic
     - On log in
4. Next, go to the Objects tab and select the object to be monitored.
   - For shared resources monitors select from the list of available hosts and service processes.
   - And, for partition resources from the list of available service instances.

5. Next, go to the Attributes tab and select the attributes of the objects to be monitored.

6. Click the **Save** button.

   Once you save the monitor the Notification tab is enabled.

7. On the Notification tab, in the Conditions section, specify the condition when a notification should be sent.

   Once you specify the condition, the Alerts and Message sections are enabled.

8. Next, in the Alerts section, you can set the alert type as:
   - **Display monitor window**
   - **Bring monitor window to the front**

9. Lastly, on the Notification tab, in the Messages section, specify the following.
   - The users to whom you want to send a message. You can send messages to internal user accounts or external email addresses.
   - The subject of the message.
The content of the message. From the Source tab you can view and edit the HTML code for the content of the message.

This message is sent when the conditions configured in the Conditions section are met.

Create a custom message

10. Click the Save button.

Deleting monitors

Delete the monitor if you don’t want to use it any more.

To delete a monitor:
1. In the Tree pane, browse to the Monitors node.
   - If it is a shared resource monitor, browse to System > Shared Resources > Monitors.
   - If it is a partition monitor, browse to System > Partition > Your Partition > Monitors.
2. In the List pane, select the monitor you want to delete.
3. In the List pane toolbar, click the Delete button.

Starting monitors

You can configure the monitor to keep running automatically all the time, or you can configure them to run automatically every time you log in to the application. If you don’t want to run the monitors automatically, start them manually whenever you need them.

To start a monitor:
1. In the Tree pane, browse to the Monitors node.
   - If it is a shared resource monitor, browse to System > Shared Resources > Monitors.
   - If it is a partition monitor, browse to System > Partition > Your Partition > Monitors.
2. In the List pane, select the monitor you want to start.
3. In the List pane toolbar, click the Start button.