



CHAPTER 9

Managing Jobs (CLUI)

Revised: October 10, 2008, OL-16995-01

This section includes the following topics:

- [Job Log Window: Managing Jobs Before Submission, page 9-1](#)
- [Job Status Window: Managing Submitted Jobs, page 9-12](#)

Job Log Window: Managing Jobs Before Submission

This section includes the following topics:

- [Introduction to the Job Log Window, page 9-1](#)
- [Understanding the Job Log Window, page 9-2](#)
- [Job Log Menus, page 9-3](#)
- [Adding Jobs to the Job Log, page 9-6](#)
- [Submitting Jobs from the Job Log Window, page 9-7](#)
- [Creating a New Job Log, page 9-7](#)
- [Saving the Job Log, page 9-8](#)
- [Opening a Saved Job Log, page 9-8](#)
- [Editing Jobs in the Job Log, page 9-8](#)
- [Assigning Job Profiles in the Job Log Window, page 9-9](#)
- [Changing the Priority of Jobs in the Job Log Window, page 9-9](#)
- [Resetting a Job, page 9-9](#)
- [Updating Jobs in the Job Log, page 9-9](#)
- [Understanding Job Properties, page 9-10](#)
- [Viewing and Setting Job Properties, page 9-11](#)
- [Deleting Jobs from the Job Log, page 9-12](#)

Introduction to the Job Log Window

The Job Log window is one of four user interface windows available with the Cisco MXE 3000.

The Job Log window can be opened from any Cisco MXE 3000 window by selecting **View > Job Log**. The Job Log lists jobs in chronological order (most recently logged jobs last).

The Job Log window is used to display information about jobs that have been created in the main window. From the Job Log window, among other tasks, you can complete the following:

- [Assigning Job Profiles in the Job Log Window](#)
- [Submitting Jobs from the Job Log Window](#)
- [Changing the Priority of Jobs in the Job Log Window](#)
- [Deleting Jobs from the Job Log](#)

The entire set of information displayed in the Job Log window can be saved for later use, and previously saved log files can be reopened. Log files are saved in a standardized Avid Log Exchange (ALE) format.

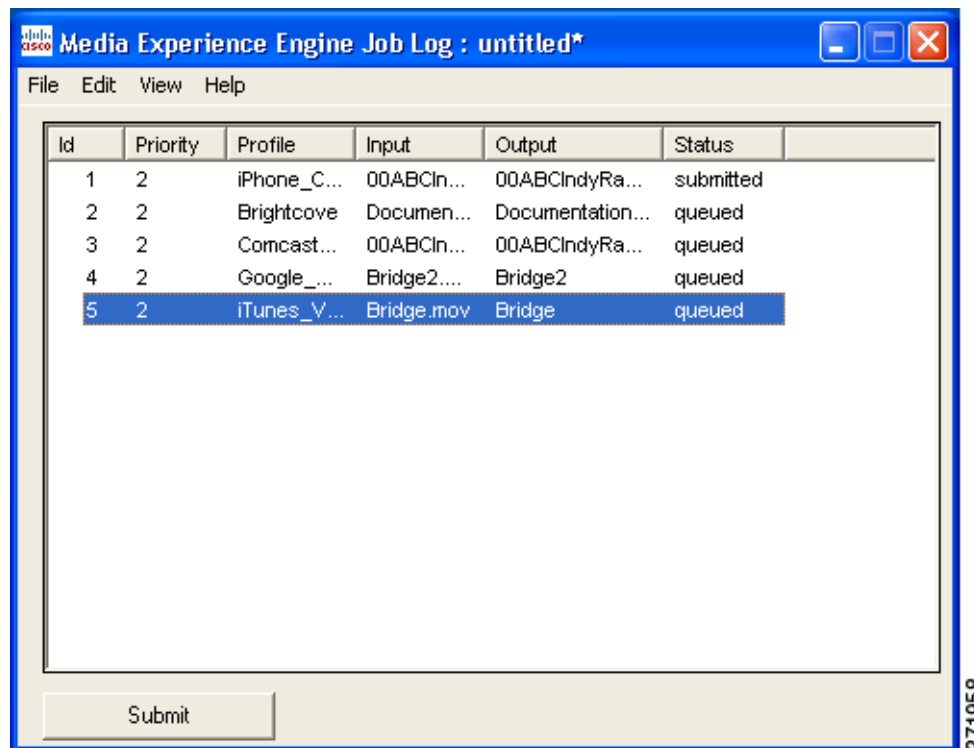
See also: [Saving the Job Log](#) and [Opening a Saved Job Log](#).

Understanding the Job Log Window

The Job Log window, shown in [Figure 9-1](#), lets you manage each logged job in a central repository prior to submitting it for encoding. Jobs are created in the main window and are submitted by you to the Job Log.

Jobs are not automatically removed from the Job Log. You may want to [resubmit jobs](#) or make changes to jobs even after they have been submitted. See also: [Resetting a Job](#).

Figure 9-1 Job Log Window



Job Log information is displayed in six columns, as described in [Table 9-1](#).

Table 9-1 Job Log Window Displays and Descriptions

Display	Description
Id	<p>Displays the order of jobs submitted to the Job Log.</p> <p>Note Id is a temporary number assigned to the job to track its order in the Job Log. This number is different than the Job ID, which is assigned when jobs are submitted for encoding.</p>
Priority	<p>Displays the priority assigned to the job. By default, the Priority is set to 2. Jobs that are more urgent can be set to Priority 1, while jobs that are less time-critical can be set to the lowest priority, Priority 3.</p> <p>In the Job Log window, change Job Priority by highlighting the job and selecting Edit > Set Priority or by right-clicking the job and selecting Set Priority.</p>
Profile	<p>Lists the name of the Job Profile assigned to the job. A blank field indicates that no profile has been assigned. A job can be added to the Job Log without a Job Profile, but the job cannot be submitted without a Job Profile.</p> <p>Assign a Job Profile or change the currently assigned Job Profile from the Job Log window, by highlighting the job and selecting Edit > Set Profile or by right-clicking the job and selecting Set Profile.</p>
Input	<p>Displays information about the input media to be encoded. The name of the source file will display.</p>
Output	<p>Displays the Output Name assigned when the job was created. Output Name can be a text string defined by you or can be a unique name generated based on variables used by the Cisco MXE 3000.</p>
Status	<p>Displays the current status of the logged job.</p> <ul style="list-style-type: none"> • Queued: Indicates that the job either has not yet been submitted for encoding or has been reset and is ready to be submitted again. Only jobs with a status of queued can be submitted. • Submitted: Indicates that the job has been submitted for encoding. A job can only be successfully submitted if a Job Profile has been assigned and the Cisco MXE 3000 is able to establish communication with the server. Jobs that show a status of submitted cannot be resubmitted without being reset.

Job Log Menus

This section describes the following Job Log menus:

- [File Menu](#)
- [Edit Menu](#)
- [View Menu](#)
- [Help Menu](#)

File Menu

The Job Log File menu options are described in [Figure 9-2](#).

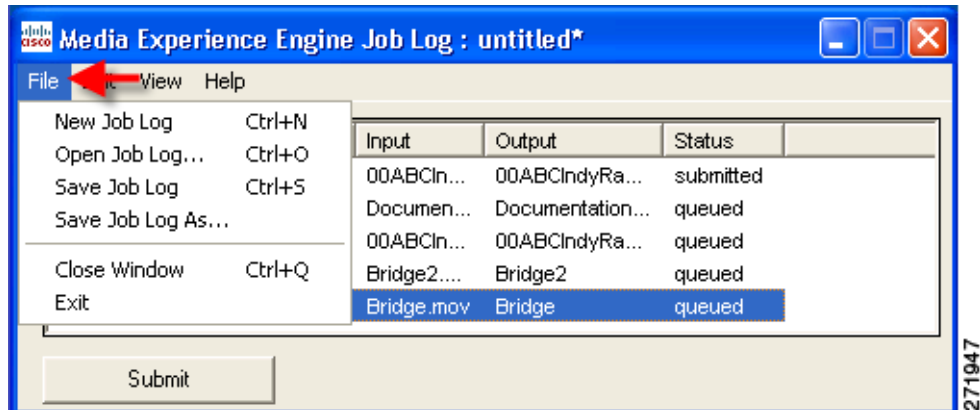
Figure 9-2 Job Log File Menu

Table 9-1 describes the menu options.

Table 9-2 Job Log Window Menu Options and Descriptions

Option	Description
New Job Log	Clears the information currently displayed, and creates a new Job Log.
Open Job Log	Allows you to browse for and open existing Job Logs that have been saved as .ale files.
Save Job Log	Allows information in the Job Log window to be saved as a log file in .ale format.
Save Job Log As	Allows information in the Job Log window to be saved. This option is normally used to save a copy of a previously saved log file under a new name or to a new location.
Close Window	Closes the Job Log window.
Exit	Exits the Cisco MXE 3000 CLUI.

Edit Menu

The Job Log File menu options are shown in Figure 9-3.

Figure 9-3 Job Log Edit Menu

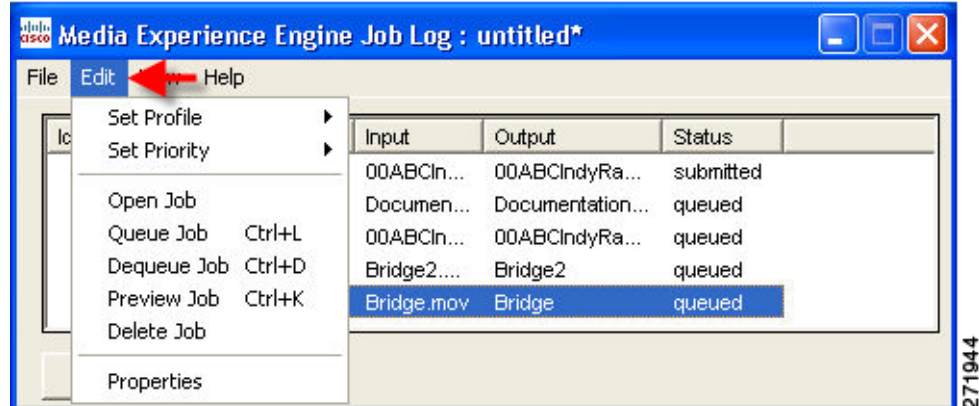


Table 9-1 describes the menu options.

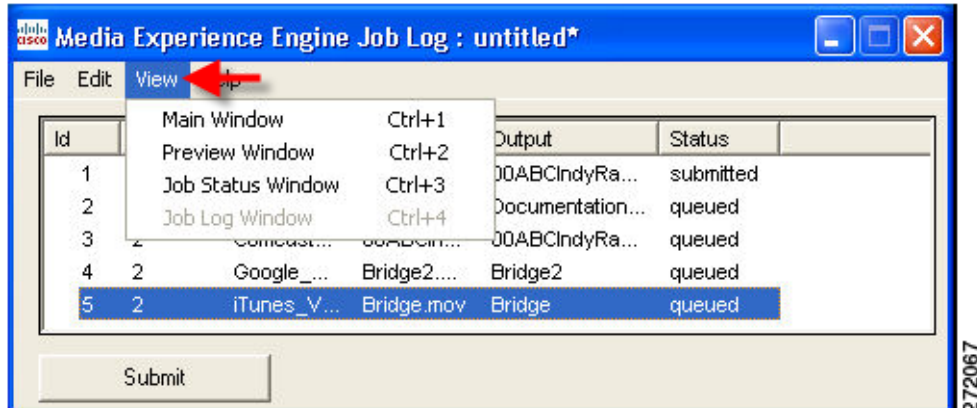
Table 9-3 Edit Menu Options and Descriptions

Option	Description
Set Profile	Displays a list of Job Profiles. Select a profile to associate to the job, and the profile name displays in the Job Log window.
Set Priority	Allows you to set or change the highlighted job's priority: 1, 2, or 3 (1 is highest)
Open Job	Opens the job and its associated Job Profile in the main window.
Queue Job	Changes the status of the job from submitted to queued to allow the job to be resubmitted.
Dequeue Job	Sets the status of the job to dequeued meaning that the job will not be submitted when you click Submit.
Preview Job	Opens the Preview window allowing a frame-by-frame preview and a modification of the in point and out point.
Delete Job	Deletes the job from the Job Log.
Properties	Opens a Properties window to display job properties including assigned metadata.

View Menu

The View menu, shown in Figure 9-4, is consistent across all Cisco MXE 3000 windows and can be accessed from the top menu bar in each window. Select a window to bring it to the foreground.

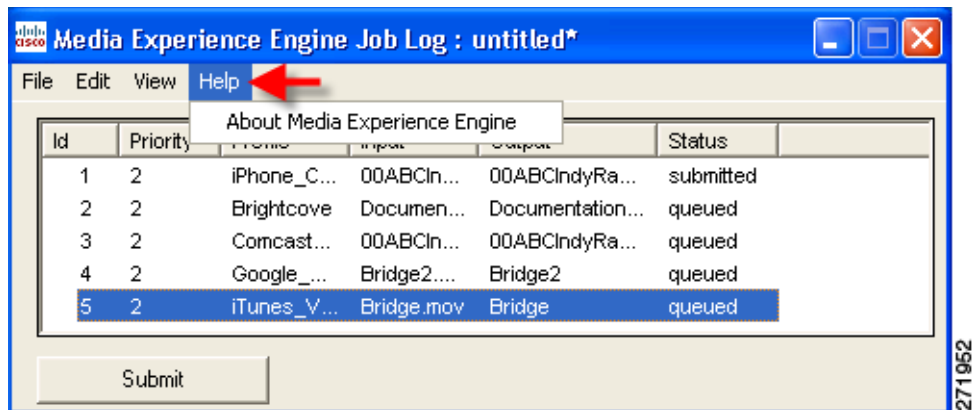
Figure 9-4 Job Log View Menu



Help Menu

The Job Log Help menu, shown in Figure 9-5, displays release and build information for the Cisco MXE 3000. To view the Help guide for the Cisco MXE 3000, click Help on the main window.

Figure 9-5 Job Log Help Menu



Adding Jobs to the Job Log



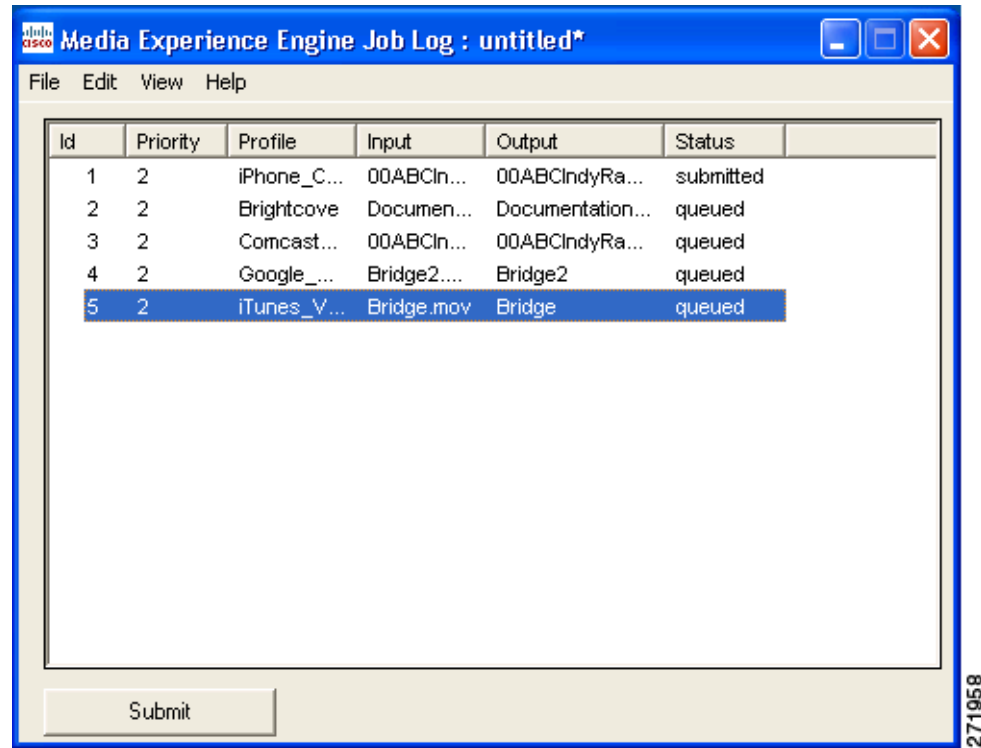
Note

See also: [Step 5: Submit the Job](#) for complete instructions on submitting jobs.

Procedure

- Step 1** From the File Job tab, in the File Job box, highlight one or more jobs.
- Step 2** Click the **Add file job to log** button. The job appears in the job log, as shown in [Figure 9-6](#).

Figure 9-6 Job Log Window.



Submitting Jobs from the Job Log Window



Note Only jobs that have a Job Profile attached and are queued can be submitted.

Procedure

Step 1 From the Job Log window, highlight one or more jobs.

Step 2 Click **Submit**.

Creating a New Job Log



Caution You may want to save the current job log before performing this procedure. Creating a New Job Log before saving the current job log will discard all jobs in the current Job Log window. Jobs that are currently in a queued status will be discarded without being submitted, and all data about those jobs will be lost. See also: [Saving the Job Log](#).

Procedure

-
- Step 1** In the Job Log window, click **File** on the menu bar.
 - Step 2** Select **New Job Log**. The Open Queue warning pop-up displays.
 - Step 3** Click **Yes** to confirm that the current job log can be discarded. A new, empty job log displays.
-

Saving the Job Log

Procedure

-
- Step 1** Add jobs to the Job Log. See also: [Adding Jobs to the Job Log](#).
 - Step 2** Click **File** on the menu bar, and select **Save Job Log**.
 - Step 3** Browse to the directory where the log will be saved.
 - Step 4** Enter a file name, and click **Save**.
-

Opening a Saved Job Log

**Caution**

If you don't save the current Job Log before opening another log file, the information will be discarded and the jobs will have to be recreated in order to be submitted.

-
- Step 1** In the Job Log window, save the Job Log. See also: [Saving the Job Log](#).
 - Step 2** Click **File > Open Job Log**. The Open Queue warning pop-up displays.
 - Step 3** Click **Yes**.
 - Step 4** Browse to the location of the log file you want to open.
 - Step 5** Select the file, and click **Open**.
-

Editing Jobs in the Job Log

- To modify jobs listed in the Job Log window, right-click the job to open the Edit menu.
- or
- From the Job Log menu, click **Edit**.

See also: [Edit Menu](#) for editing options.

Assigning Job Profiles in the Job Log Window

Procedure

- Step 1** In the Job Log window, highlight the desired job.
 - Step 2** Right-click the job, or click **Edit** from the top menu bar.
 - Step 3** Select **Set Profile**.
 - Step 4** Select the desired Job Profile. The Job Profile name displays to the left of the job in the Job Log window.
-

Changing the Priority of Jobs in the Job Log Window

Procedure

- Step 1** In the Job Log window, highlight the desired job.
 - Step 2** Right-click the job, or click **Edit** from the top menu bar.
 - Step 3** Select **Set Priority**.
 - Step 4** Click 1, 2, or 3 (1 highest, 2 default, 3 lowest) to set the job's priority.
-

Resetting a Job

You can resubmit a job with the identical settings or edit the settings and then resubmit.

Procedure

- Step 1** In the Job Log window, highlight a submitted job to be reset.
 - Step 2** Right-click the job, or click **Edit** from the top menu bar.
 - Step 3** Select **Queue Job**. The Status now displays queued.
 - Step 4** (Optional) You may now edit the job if needed. See also: [Edit Menu](#).
-

Updating Jobs in the Job Log

Once jobs have been added to the Job Log, they can be opened and updated in the main window.

There are three ways to update job information from the Job Log window:

- To open the job's corresponding main window File Job tab, double-click the job in the Job Log window. This allows you to update job metadata, output name, and other settings.
- To open the job and all of its associated Job Profile information, from the Job Log window, click **Edit > Open Job**. From here you can adjust any job or Job Profile settings.

- To open the Preview window and all job information including the associated Job Profile, from the Job Log window, click **Edit > Preview Job**. From here you can interactively modify job settings including the in point and out point.

Once all necessary adjustments have been made, update the job by completing the following procedure:

Procedure

-
- Step 1** To update and resave a job queued in the Job Log, select one of the three methods to open the job in the main window.
- Step 2** Add/remove/change data, change any of the file job settings, or make changes to the clip from the Preview window.
- Step 3** Click **Update file job** to save the new information.
-

Understanding Job Properties

The Properties window, shown in [Figure 9-7](#), displays basic information about the selected job.

To access the Properties window from the Job Log:

- Highlight a job, **right-click** it, and select **Properties**.
or
- Highlight a job, click the Job Log **Edit** menu > **Properties**.

Figure 9-7 Job Log Properties Window

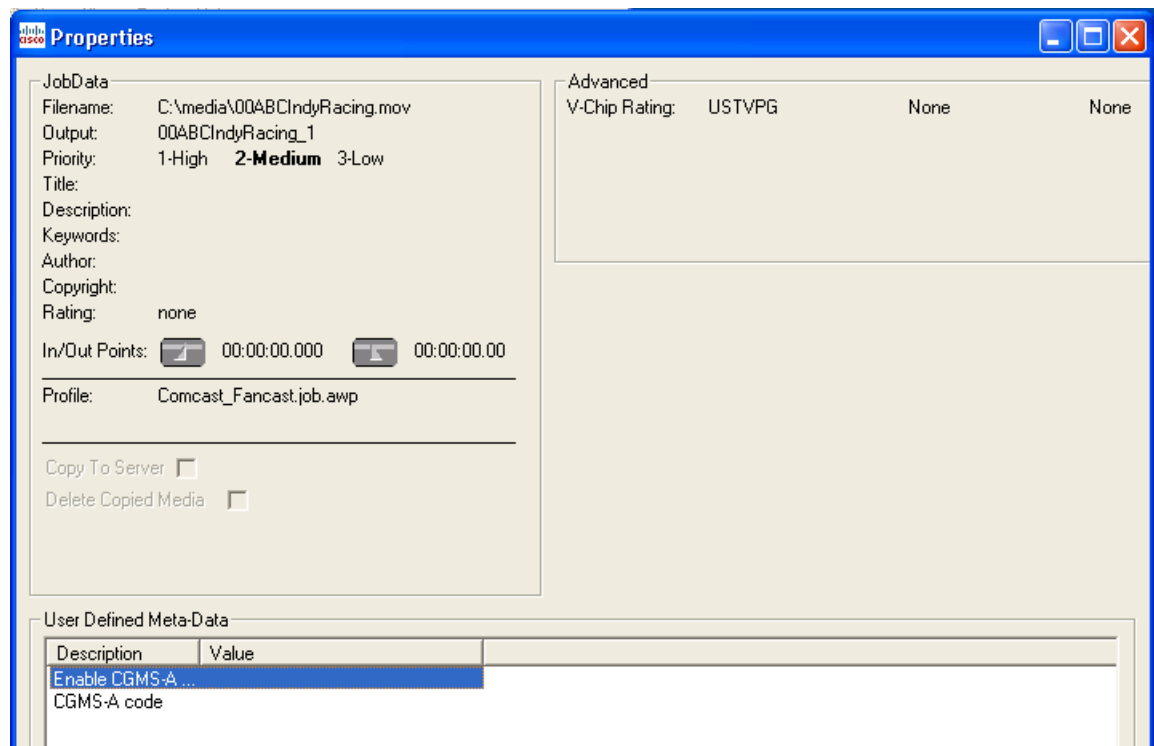


Table 9-4 describes the settings.

Table 9-4 *Properties Settings and Descriptions*

Setting	Description
Filename	Displays the name or names of the media files to be submitted.
Output	Displays the name of the output file as entered on the File Job tab.
Priority	Displays the job priority (1: highest, 3: lowest).
Title	Displays the title of the clip being encoded as entered in the Metadata section of the File Job tab.
Description	Displays the description of the clip as entered in the Metadata section of the File Job tab.
Keywords	Displays keywords as entered in the Metadata section of the File Job tab.
Author	Displays the author as entered in the Metadata section of the File Job tab.
Copyright	Displays copyright information for the clip: either the default copyright defined in metadata preferences or the copyright entered in the Metadata section of the File Job tab. See also: Submission Defaults .
Rating	Displays the rating as entered in the Metadata section of the File Job tab.
In/Out Points	Displays the in point(s) and out point(s) for the clip. This can be defined on the Job Profile's Preprocessor tab or can be individually set for each clip using the Preview window.
Profile	Displays the Job Profile selected for this job.
Copy to Server	Indicates whether the Copy File to Server box was checked on the File Job tab.
Delete Copied Media	Indicates whether the Remove File From Server When Finished box was checked on the File Job tab.
User Defined Metadata	Double-click a field in the Value column to override various settings on a job-by-job basis. See also: Applying Graphic Overlays to a Job with User-Defined Metadata .

Viewing and Setting Job Properties

Procedure

-
- Step 1** In the Job Log Window, highlight a job.
- Step 2** Right-click the job, or click **Edit** from the top menu bar.
- Step 3** Click **Properties**. The Properties window displays.
- Step 4** To adjust settings, do one of the following:
- **JobData or Forensic Watermarking settings.** See also: [Updating Jobs in the Job Log](#).
 - **User Defined Meta-Data:** Double-click a field in the Value column to override that setting.
-

Deleting Jobs from the Job Log

**Caution**

There is no way to restore a job that has been deleted from the Job Log. To resubmit the job, recreate it.

- Step 1** In the Job Log window, highlight the unwanted job.
- Step 2** Right-click the job, or click **Edit** from the top menu bar.
- Step 3** Select **Delete Job**. The job is removed from the Job Log.
-

Job Status Window: Managing Submitted Jobs

This section includes the following topics:

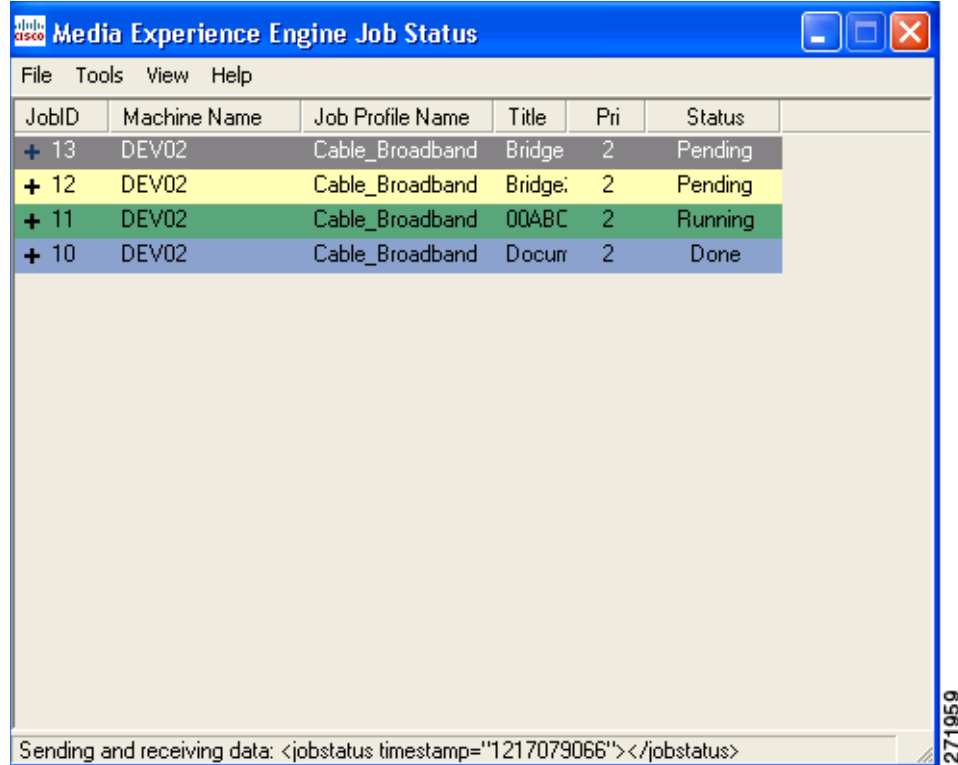
- [Introduction to the Job Status Window, page 9-12](#)
- [Understanding the Job Status Window, page 9-13](#)
- [Job Status Menus, page 9-13](#)
- [Expiration of Jobs from Job Status, page 9-15](#)
- [Working with Jobs in the Job Status Window, page 9-16](#)
- [Viewing Task Detail in the Job Status Window, page 9-18](#)
- [Changing the Priority of Jobs in the Job Status Window, page 9-19](#)
- [Rescheduling Jobs in the Job Status Window, page 9-19](#)
- [Stopping Pending or Running Jobs in the Job Status Window, page 9-19](#)
- [Viewing Encoded Output from the Job Status Window, page 9-20](#)
- [Viewing the Output Folder From the Job Status Window, page 9-20](#)
- [Deleting Jobs From the Job Status Window, page 9-20](#)
- [Displaying Errors on Failed Jobs, page 9-20](#)
- [Understanding the Worker Error Status Window, page 9-21](#)

Introduction to the Job Status Window

Once jobs are submitted for encoding, they can be monitored in the Job Status window, shown in [Figure 9-8](#). Job Status shows a real-time summary of each job's status. It indicates when a job is submitted, running, completed, or has failed. It can also be used to display the percent of completion for each task defined in the assigned Job Profile.

See also: [Understanding the Job Status Window](#) for an explanation of each color.

Figure 9-8 Job Status Window



Understanding the Job Status Window

Jobs that have been submitted for encoding can be viewed in the Job Status window, shown in [Figure 9-8](#).

Summary information about each job is displayed along with the status.

The status of each job is also indicated by color, as described [Table 9-5](#).

Table 9-5 Job Status Color and Description

Color	Description
Yellow	Pending: The job has been submitted but has not begun.
Green	Running: The job has begun. Jobs stay in a Running state until all tasks in the Job Profile have been executed or until the job fails.
Blue	Completed: All tasks in the Job Profile have completed successfully.
Red	Failed: A job fails if any task in the Job Profile did not complete successfully. For example, if communication with an FTP server cannot be established, the job will fail because the distribution task cannot be completed successfully. Likewise, if a user stops a job, the job will show as failed with a “user stop request” message.

Job Status Menus

This section describes the following Job Status menus:

- [File Menu](#)
- [Tools Menu](#)
- [View Menu](#)
- [Help Menu](#)

File Menu

The Job Status File menu is shown in [Figure 9-9](#).

Figure 9-9 Job Status File Menu



[Table 9-6](#) describes the options.

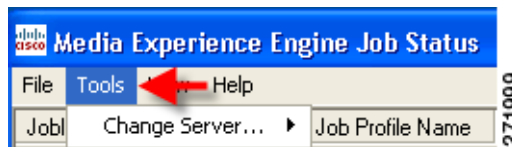
Table 9-6 File Menu Options and Descriptions

Option	Description
Close Window	Closes the Job Status window only. The main window and the Job Log window remain open.
Exit	Closes the entire Cisco MXE 3000 Client User Interface.

Tools Menu

The Job Status Tools Menu is shown in [Figure 9-10](#).

Figure 9-10 Job Status Tools Menu

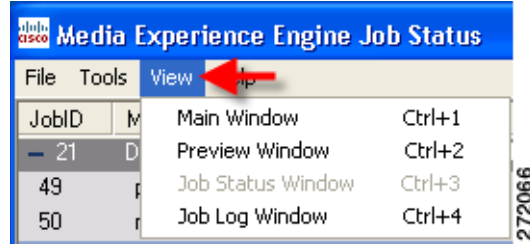


Change Server: Displays a list of servers available to the Cisco MXE 3000 and permits selection of a current server. This servers list is set defined in [General Preferences](#).

View Menu

The View menu, shown in [Figure 9-11](#), is consistent across all Cisco MXE 3000 windows and can be accessed from the top menu bar in each window. Select a window to bring it to the foreground.

Figure 9-11 Job Status View Menu



Help Menu

The Job Status Help menu, shown in Figure 9-12, displays release and build information for the Cisco MXE 3000 version you are using. If you need to contact Technical Support, they will need this information.

Figure 9-12 Job Status Help Menu



Expiration of Jobs from Job Status

As new jobs are submitted, the Job Status list lengthens. Jobs that are not individually deleted from the Job Status window can be removed using an Auto Reap interval that is established at the time of your system deployment. For more information on setting the Auto Reap interval, see the *Deployment and Administration Guide for Cisco Media Experience Engine 3000* Cisco.com.

Descriptions of the Job Status fields are labeled in Figure 9-13.

Figure 9-13 Job Status Display Features

JobID	Machine Name	Job Profile Name	Title	Pri	Status	Time Completed
- 21	DEV02	Joost	Bridge	2	Pending	
49	prefilter	Joost	Pending -- not started --		0%	
50	mpeg	Joost	Pending -- not started --		0%	
- 20	DEV02	iPod_Podcast	Bridge2	2	Running	
46	prefilter	iPod Podcast	Running 09:42:20		0%	
47	quicktime	iPod Podcast	Depend -- not started --		0%	
48	cleanup		Depend -- not started --		0%	
- 19	DEV02	HiWire	00ABCIndyRacing	2	Done	
44	prefilter	HiWire	Completed 09:42:06		09:42:20	
45	mpeg	HiWire	Completed 09:42:06		09:42:21	
- 18	DEV02	Brightcove	Documentation Example	2	Done	
42	prefilter	Brightcove	Completed 09:41:55		09:42:06	
43	flash8	Brightcove	Completed 09:41:55		09:42:08	

Working with Jobs in the Job Status Window

The Job Status window offers two menus for working with jobs, as described in [Table 9-7](#).

Table 9-7 Job Status Menus and Descriptions

Menu	Description
Job Menu	Allows you to make changes that affect the entire job. Open the job menu by highlighting the job and right-clicking.
Task Menu	Allows you to view the encoded output or any errors associated with a specific encoding task. (A job is comprised of one or more tasks.) Open the task menu by expanding (click the + on the left) a Job ID, highlighting a task, and right-clicking that task. Note To see the difference between a Job ID and a Task ID, see Job Status Display Features .

Job Menu

In the Job Status window, right-click anywhere on the job row. The menu, shown in [Figure 9-14](#), displays.

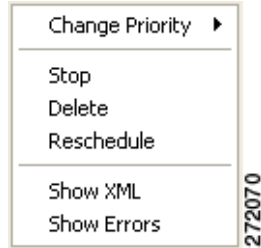
Figure 9-14 Job Menu

Table 9-8 describes the menu options.

Table 9-8 Job Menu Options and Descriptions

Option	Description
Change Priority	Changes the priority of the job. (1: highest; 2: default; 3:lowest)
Stop	Stops a running or pending job if, for example, you realize after the job has been submitted that it was submitted incorrectly. Note Stopped jobs display a failed status in the collapsed Job Status view. Expanding the detailed status shows that the job failed because of a user stop request.
Delete	Allows you to manually delete completed jobs from the Job Status window. Select one job or Ctrl+click or Shift+click to select multiple jobs. Deleting pending jobs removes the job. If the job is later resubmitted, it will be assigned a new ID number. Jobs can also be deleted by highlighting the unwanted job and pressing the Delete key on the keyboard.
Reschedule	Rescheduling a stopped or failed job resubmits the job from within the Job Status window. The job maintains its unique ID and is processed in the order that it was originally submitted.
Show XML	In a separate window, displays the job XML.
Show Errors	To view errors on a failed job, right-click the job and select Show Errors. A Worker Status Error window will open to display any errors as seen below. See also: Understanding the Worker Error Status Window .

Task Menu

In the Job Status window, expand a JobID to view its tasks. Highlight a task and right-click it to open, as shown in [Figure 9-15](#).

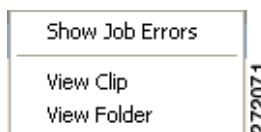
Figure 9-15 Task Menu

Table 9-9 describes the menu options.

Table 9-9 Task Menu Options and Descriptions

Option	Description
Show Job Errors	Click this option to display the Worker Status Error window. See also: Understanding the Worker Error Status Window .
View Clip	The appropriate media player opens and plays the clip. Note The correct media player for the type of clip being viewed must be installed for the clip to play properly.
View Folder	The output folder opens in Windows Explorer.

Viewing Task Detail in the Job Status Window

As jobs are processed, a status for each task (profile component) is recorded. Display the statuses by expanding a JobID (click the + to the left).

As seen in [Figure 9-16](#), the detailed statuses show exactly which profile components have been processed and which are still outstanding. The status for each preprocessing or encoding task is updated as the work progresses.



Note

You may also use the task status displays when troubleshooting to determine where a submitted failed.

Figure 9-16 Task Detail Display

JobID	Machine Name	Job Profile Name	Title	Pri	Status
+ 25	DEV02	Joost	Bridge	2	Done
- 24	DEV02	iPod_Podcast	Bridge2	2	failed
55	prefilter	iPod Podcast	failed	219:28526:12092	0%
56	quicktime	iPod Podcast	Pending	-- not started --	0%
57	cleanup		Depend	-- not started --	0%
+ 23	DEV02	HiWire	00ABCIndyRacing	2	Done
+ 22	DEV02	Brightcove	Documentation Example	2	Done

Task Detail

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Changing the Priority of Jobs in the Job Status Window



Note The priority of Pending (yellow), Running (green), or Failed (red) jobs can be changed. The priority of Completed (blue) jobs cannot be changed.

Procedure

- Step 1** To change a job priority in the Job Status window, highlight a job.
- Step 2** Right-click the job to open the Job menu.
- Step 3** Click **Change Priority**, and select 1(highest) to 3 (lowest).

Rescheduling Jobs in the Job Status Window

Procedure

- Step 1** In the Job Status window:, highlight a job.
- Step 2** Right-click the job to open the Job Status menu, and click **Reschedule**.



Note The job will be rescheduled. The Job ID and Priority will not be changed from the original, so the job will be processed according to the order it was originally submitted. If changes are made to the Job Profile after the job has been submitted, the changes will not affect the rescheduled job.

Stopping Pending or Running Jobs in the Job Status Window

Procedure

- Step 1** In the Job Status window, highlight the pending (yellow) or running (green) job to be stopped.
- Step 2** Right-click to open the Job Status menu, and click **Stop**.



Note Stopped jobs display in red indicating that the job has failed. In the task detail or Worker Error window the reason for failure displays: User Stop Request. See also: [Viewing Task Detail in the Job Status Window](#) and [Understanding the Worker Error Status Window](#).

Viewing Encoded Output from the Job Status Window

Procedure

-
- Step 1** In the Job Status window, click the plus sign (+) to expand a completed (blue) job.
- Step 2** Highlight a task, right-click it, and select **View Clip**. The media player opens and the clip plays.



Note The correct media player for the type of clip being viewed must be installed for the clip to play properly.

Viewing the Output Folder From the Job Status Window

Procedure

-
- Step 1** In the Job Status window, click the plus sign (+) to expand a completed (blue) job.
- Step 2** Highlight a task, right-click it, and select **View Folder**. The folder with all output jobs displays.
-

Deleting Jobs From the Job Status Window

Procedure

-
- Step 1** In the Job Status window, highlight the job to be deleted.
- Step 2** Right-click the job, and click **Delete**. (Or, highlight the job, and press your Delete key.)
- Step 3** Click **OK** to confirm deletion.
-

Displaying Errors on Failed Jobs

See also: [Understanding the Worker Error Status Window](#).

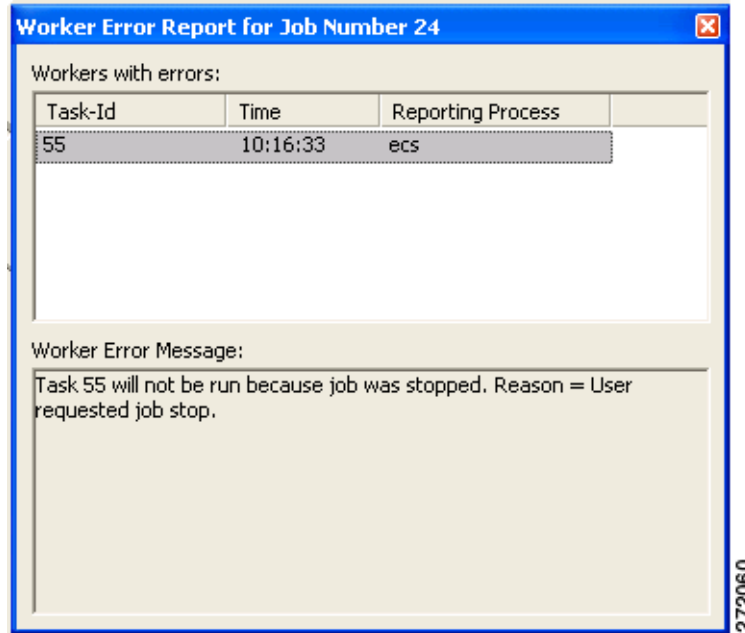
- In the Job Status window:
 1. Highlight the failed (red) job.
 2. Right-click the job, and click **Show Errors**.

or
- From the expanded tasks list:
 1. Highlight any task listed within the failed job.
 2. Right-click the task, and select **Show Job Errors**.

Understanding the Worker Error Status Window

Open the Worker Error Status window from the right-click pop-up menu in the Job Status window. The pop-up, shown in [Figure 9-17](#), displays the reason for job failure.

Figure 9-17 Worker Error Status Window



[Table 9-10](#) describes the fields.

Table 9-10 Worker Error Status Fields and Descriptions

Field	Description
Job Id	Displays the unique numeric identification number assigned to the entire job.
Task-Id	Displays the unique numeric identification number assigned to the task within the job that generated the error.
Time	Displays the time that the error occurred. Time is displayed in a 24-hour format as hh:mm:ss.
Worker	Displays the name of the worker responsible for the task that generated the error.
Error Message	Displays the text of the error message generated. Note Drag the window edge to the right to view the entire message.

