

End-of-Year Tasks for Symphony Instances for ITC Staff

Suspend Patron Update Procedures

On the VMS system, either re-schedule or suspend the patron update procedures via the scheduler:

SCHEDULE>**SHOW JOB */BRIEF/USERNAME=CHARLES**

Job Name	Entry	User_name	State	Next Run Time
PATRON_UPDATE	42	CHARLES	Scheduled	18-APR-2007 05:50

SCHEDULE>**MOD 42/NEXT="1-AUG-2007 05:50"**

OR

SCHEDULE>**HOLD 42**

On the Symphony server, clear the contents of the files used for "User load from External Source" (userload) report. The report will continue to run, but the files will be empty so no updates will occur. The contents of the files can be cleared by utilizing the **OHclearpupfiles.sh** script:

bash-2.05\$ **OHclearpupfiles.sh**

OHclearpupfiles.sh

This script will clear the contents of the files used for the INFOhio Patron Update Procedures. **Use this procedure AFTER the Patron Update Procedures have been halted for the summer months.**

Do you wish to continue? (=y) **y**

```
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/AD/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/AD/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/AD/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/AE/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/AE/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/AE/Unicorn/Xfer/t
<SNIP>
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/WT/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/WT/Unicorn/Xfer/t
-rw-r--r-- 1 sirsi staff 0 May 7 10:37 /s/sirsi/WT/Unicorn/Xfer/t
```

Finished!

Library Calendars:

Obtain calendar for the next School Year, including compulsory return dates – CRD - (send message to library staff distribution list in early-mid April). Use the information to specify closed dates (Library) and the compulsory return date (CRD Loan Period) and track dates (User Profile) in policies.

Verify that the compulsory return date (CRD) is set for the next School Year in the Loan Period policies. For selected user profiles (for Seniors and/or Faculty members), establish appropriate track dates.

Run the OHcountcloseddateentries.sh script to count the number of closed date entries in the library policies and note those approaching the 64 entry limit:

bash-2.05\$ OHcountcloseddateentries.sh

OHcountcloseddateentries.sh July 2008

=====

This script will count the number of closed date entries in the library policies

Display:

1. Count closed dates for each library
2. Count track dates for each user profile
3. Count CRD date entries
4. Only those with a large number of entries

Enter your choice (1/2/3/4): 4

```
TSLs          DISTRICT          55      << Approaching 64 entry limit!
TSLs          TSMHE              64      << Approaching 64 entry limit!
TSLs          TSNEW             64      << Approaching 64 entry limit
```

If you have any approaching 64 entries, remove old closed dates before adding additional closed dates. Also, consider running this script after adding closed dates to calendars.

Provide Users with List of Report Templates (OHreporttemplateuse.sh)

Use the OHreporttemplateuse.sh script to generate a list of report templates, how frequently they have been used last calendar year and the current calendar year, and when it was last used. Share the information with your users so they can determine which report templates should be considered for removal.

NOTE: A template 'use' does not necessarily mean that the template was actually used to run a report. The log files have an entry each time the report is run, each time the report is modified, etc. There are quite a few entries in the log files when the report template is initially created.

OHreporttemplateuse.sh Copyright 2008, INFOhio

This script will report the number of times each report

template was used this year and last year.

NOTE: A template 'use' does not necessarily mean that the template was actually used to run a report. The log files have an entry each time the report is run, each time the report is modified, etc. There are quite a few entries in the log files when the report template is initially created.

The purpose of this script is to help users identify which templates are no longer being used so they can, in turn, be removed.

At the conclusion of the script, you will be given the option to remove any report templates that have not been used since the beginning of last year (unless the report is owned by ADMIN)

Enter the instance code of the district: **XX**

OPTIONAL: Enter report owner: **(or leave blank for ALL report owners)**

Instance: **XX**

The results are being written to a file named:
/tmp/XX_report_templates.20190312143142

Please be patient...

There are ... 108 templates to check

Displaying contents of the file:
/tmp/XX_report_templates.20190312143142

ariw Owner: FL_DUES Created: 20140918
Title: CIR : Active Loans entire building
Number of times used in 2018: 15
Number of times used in 2019: 0
(Does not include current month.)
Number of times used this month: 0
Last used on: 20180509

atsk Owner: FL_DUES Created: 20171010 Modified: 20171010
Title: Christmas books in FLEL
Number of times used in 2018: 0
Number of times used in 2019: 0
(Does not include current month.)
Number of times used this month: 0
Last used on: Unknown

augq Owner: FL_DUES Created: 20180824
Title: FLEL Monthly Circ Counts by Item Group
Number of times used in 2018: 6
Number of times used in 2019: 0
(Does not include current month.)
Number of times used this month: 0
Last used on: 20180824

Display of the contents of the file
/tmp/XXX_report_templates.20190312143142
has concluded.

Do you want to remove any templates that have
not been used since the beginning of the last
calendar year? (n/y) **y**

aczx Owner: XXEL_USER Created: 20041001 Modified: 20041001
Title: XXEL Monthly Circ Stats

aczv Owner: XXEL_USER Created: 20041001 Modified: 20041001
Title: DLLD Monthly Circ Stats

Are you sure you want to remove these? (n/y) **y**

Optional –Clear Old Check-Outs (OHdischargeoldtransactions.sh)

Caution: Use this procedure only with your user's permission!

The OHdischargeoldtransactions.sh script can be used to check-in (discharge) items that have been checked-out for a long period of time. The items that are checked in can be set to either MISSING or LOST. SirsiDynix also provides reports that are very similar in nature: assumedlost and longoverdue. The “**Assumed lost report**” (**assumedlost**) is available on the All Circulation report tab, but will keep the item associated with the patron so the patron cannot be removed. The “**Process long overdue items**” (**longoverdue**) report is also available on the All Circulation report tab and has several additional options not available in the OHdischargeoldtransactions.sh script. Review the online help within Workflows for more details on each of these reports.

OHdischargeoldtransactions.sh

This procedure will discharge (check-in) items that have been overdue for an extended period of time, and then change the status of the item to LOST or MISSING

When running this procedure, you will be prompted for the following pieces of information:

- Instance code
- Item library code
- Items checked out BEFORE
- Items due BEFORE
- Active transactions, Inactive transactions, or both
- Library staff profile to use with transactions
- Patron profile
- Patron library code
- Patron expired BEFORE
- Charge fines
- Change status of items to

Enter the instance code: **XXX**

DISTRICT - TEST City School District
XXMS - Test Middle School
XXHS - Test High School
XXLD - Test Elementary School
XXFN - TEST XXFN Elementary School
TESTNEW - TEST New School

Enter the library code associated with the item (required): **XXHS**

You are encouraged to provide a check-out date or a due date, but it is not required that you provide both.

Check-in items that were checked out BEFORE (yyyymmdd): **20140101**

Check-in items that were due BEFORE (yyyymmdd):

Process only (A)ctive transactions, (I)nactive transactions,
or (B)oth (A/I/B): **A**

The profile to be used when clearing transactions **MUST** be associated with the library of the item. If you specify the incorrect profile, the items will all be marked as being INTRANSIT.

Some potential user profiles to use:
CIRC1XXHS - Circulation Desk - Level 1 XXHS
LIB1XXHS - Librarian - Supervisor XXHS

Enter the STAFF profile to use with these transactions: **LIB1XXHS**

The profile to which the PATRONS are currently assigned is OPTIONAL but is RECOMMENDED. If entering multiple patron profiles, separate them with commas (NO SPACES).

Some potential PATRON profiles to use:
STUDENT1 - XXHS Students
FACULTY1 - XXHS/XXMS Faculty
FACULTY2 - XXFN/XXLD Faculty
STUDENT2 - XXMS Students (tracking dates set)
STUDENT3 - XXFN/XXLD Students

OPTIONAL - Enter the PATRON profile(s) to which the patrons are currently assigned: **FACULTY1,FACULTY2**

If you only want this procedure to only process transactions for PATRONS from a specific library, you can specify the library code to which the patron is CURRENTLY associated.

OPTIONAL - Enter the library code associated with the patron:

OPTIONAL - Process transaction only if the patron expired BEFORE (yyyymmdd):

You are strongly DISCOURAGED from charging fines associated with these transactions. Why? If the patrons are not returning the items, they probably are not going to pay the fines.

If applicable, should fines be charged to these patrons (n/y)? **N**

Status of the items should be changed to:

1. LOST
2. MISSING

Enter your choice (1/2): **1**

Please verify your selections:

- Instance code: TEST
- Item library code: XXHS
- Items checked out BEFORE: 20040101
- Items due BEFORE:
- Active/Inactive Trans: ACTIVE
- Library staff profile to use with transactions: LIB1XXHS
- Patron profile: FACULTY1,FACULTY2
- Patron library code:
- Patron expired BEFORE:
- Charge fines: N
- Change status of items to: LOST

Do you wish to continue? (y/n) **Y**

For brevity, the display of logs been truncated. You will want to carefully review the information to make sure that only desired transactions will be processed.

UNICORN catalog selection GL3.1 started on Thursday, March 13, 2008, 12:24 PM

The catalog key will be read from standard input.

The string from standard input will be written to standard output.

The title will be written to standard output.

29 catalog record(s) considered.

29 catalog record(s) selected.

UNICORN catalog selection finished on Thursday, March 13, 2008, 12:24 PM

29 records.to.process.200803131224

Reformatting records - please be patient...

User: 22612130002617 XXHS FACULTY1 Exp:0 DOE, JOHN
Item: 32612100035637 XXHS The White House transcripts / submission of recorded
Presidential conversations to the Committee on the Judiciary of the House of Re
presentatives by President Richard Nixon. Introd. by R. W. Apple, Jr. Chronology
by Linda Amster. General editor: Gerald Gold
Out: 20031009 Due: 20070525 Status: ACTIVE

User: 22612130004142 XXHS FACULTY1 Exp:0 SMITH, SALLY
Item: 32612100058894 XXHS Basic Mexican cuisine [videorecording] / Kartes Vide
o Communications
Out: 20031009 Due: 20070525 Status: ACTIVE

For brevity, the display has been truncated. You will want to carefully review the information to make sure that only desired transactions will be processed.

Do you wish to continue? (y/n) **Y**

LAST CHANCE! Are you sure? (y/n) **Y**

UNICORN application program interface server GL3.1 started on Thursday, March 13, 2008, 12:24 PM

Transactions will be read from standard input.
Reply transactions will be written to standard output.
Error requests and responses will be logged in Error.
History logging of requests will be in /s/sirsi/TEST/Unicorn/Logs/Hist.
No system logging will be done.

58 transaction(s) read.

0 transaction(s) failed.

UNICORN application program interface server finished on March 13, 2018, 12:24 PM

End-of-Year Tasks for Symphony Instances for ITC Staff or Library Staff

Generate list of patrons to be expired as of July 1
(after the Patron Update Procedures have been suspended).

From the INFOhio report tab, select the “**PAT: List Users**” (**patlist**) report. Specify “<7/1/20XX” – **current year** - for the Privilege Exp. Date selection. Share the list with the library media staff so they are aware of patrons that will be removed during the summer.

As an alternative, ITC staff can utilize the **OHremovepatrons.sh** script to generate a list of patrons that are expired. See the Patron Update documentation, available in ITC docs for additional details regarding the OHremovepatrons.sh script. Some ITCs have found that the script needs to be run in the summer time to remove graduates, and again in the fall to remove students that withdrew from the school district during the summer months.

Sample output when generating a list from OHremovepatrons.sh:

```

bash-2.05$ OHremovepatrons.sh

REMOVE EXPIRED PATRONS

<snip>

Would you like to:
  1. Run in test mode and generate a list
  2. Run in production mode and remove patrons
Please indicate your preference (1/2): 1

Enter the instance code or press <Enter> for all instances: XX

Enter the library code or press <Enter> for all libraries:

Remove patrons that expire BEFORE yyyymmdd.
Press <Enter> for 20070701 or enter your own date: 20070701

Remove expired (F)aculty, (S)tudents, or (B)oth: B

SELECTIONS:

Instance:      XX
Library:       all
Ending Date:   20070701
Profiles:      B
Test Mode:     y

Do you wish to continue? (y/n) Y

<snip>

                                     C
                                     h
                                     B a H
                                     i r o
                                     l g l
                                     l e d
Name          Barcode      Expires  s s s Libr
DOE, JOHN     22617000014030 20030903 2  XXEL
DOE, JANE     22617000011689 20031111 1  XXEL
DOE, JIM      22617000015136 20030808  XXEL
<snip>

```

Generate a list of invalid barcodes

Invalid barcodes need to be cleaned up in preparation for barcode validation. To identify the invalid barcodes, ITC staff can utilize the "(C)heck" feature of the **OHbargen.sh** script.

```
bash-2.05$ OHbargen.sh

OHbargen v2.0                               Author:  INFOhio Tech Services

<snip>

(A)ssign  Update a marc/flt file with new barcode values with a range
         <snip>

(F)ix     Use this option to check a flt or marc file for invalid
         <snip>

(C)heck   Use this option to check the barcodes already loaded for an
         instance. A file will be created containing all of the
         invalid item and userbarcodes along with reasons why the
         barcodes are invalid. This DOES NOT update the data, it
         simply reports the invalid barcodes.

(Q)uit

Enter your selection (A, F, C, Q): C

Check instance for invalid barcodes

Enter the instance code: XX

4-digit Institution Code (2617):

Barcodes (U)ser (I)tem (B)oth: B

<snip>

The invalid barcodes are located in the file OHbargen.invalid. Each bar code is
recorded along with the reason(s) its invalid and the correct check digit if it
is found to be invalid.

Press ENTER to begin viewing the invalid bar codes ..

I 765434567          Inst Code (6543), Length (9), Missing Check Digit
I 32612000334809    Inst Code (2612)
```

Alternative method is to have the users run the **CAT:Shelf list** report that is available on INFOhio report tab. Select Spreadsheet on the Output Options tab when generating the report. Once the data is imported into Excel, sort the results by the item ID. Most (if not all) of those with invalid barcodes will be either at the beginning or the end of the report. Note that this method may not a definitive list and will not indicate invalid check digits.

Generate list of items w/ XX Call numbers

From the INFOhio report tab, select the **"CAT: Shelflist" (catitemlist)** report. Specify a Call Number Range of x – xxx (>x<xxx). This report will only list XX call numbers if there are items associated with the XX call number record.

Titles without copies

From the All Titles report tab, select the “**List Titles with No Copies**” (**titlesnocopies**) report. A default library will be selected but consider clearing this selection to generate a list for all libraries. Sort the list by call number so those with XX call numbers are near the end of the report. This report lists all call numbers that have no item information attached. The call numbers with no associated items can be removed by providers by utilizing the **OHdelcallnums.sh** script.

Review list of Missing items

(should be done before inventory so items can be moved from “Missing” to “Discard” by ITC Staff).

From the All Inventory report tab, select the “**PreInv 1) MISSING Copies List**” report. A default library will be selected, but consider clearing this selection to generate a list for all libraries.

ITC staff can run the **OHmissingcheckouts.sh** to generate a COUNT of the number of items checked out to MISSING user(s) for each instance. Providers can provider contact the school districts with a large number of missing items and help determine if there was a problem or determine if the missing items can be discarded.

Item Circulation Count Report

The Item Circulation Count (Itemcntstat) report allows the users to capture item checkout and renewal statistics at specified intervals (typically since the start of the school year). It can be found on the Bibliographic and ITC Admins report tabs. This report allows selections by title/call number/item fields, and outputs statistics by library and item type within a library.

Before running this report, you should determine how frequently you want to capture checkout and renewal statistics—either daily, weekly, or monthly—and schedule this report to run at the selected interval. You should also schedule the **Reset Item Counters Report**. Typically the Reset Item Counters report is run annually (summer) so a library can get reports regarding the use of the item for a given school year.

NOTE: If the Reset Item Counters (Itemcntreset) report was not properly used to reset that counters to zero, the statistics on this report would be considered unreliable.

Run the Reset Item Counters Report

The Reset Item Counters (Itemcntreset) report is used to reset the counters for the interval item statistical fields: Interval Checkouts, Interval Renewals, and Interval Start Date. It can be found on the Bibliographic and ITC Admins report tabs. You run this report after running the Item Circulation Count Report. The Item Circulation Count report is used to capture item checkout and renewal statistics at pre-determined intervals (typically once each school year)

NOTE: If running annually, you should make an effort to run the report before the start of the school year, typically as close to July 1 as possible.

End-of-Year Tasks for Symphony Instances for Library Staff

Check “Pending Transits” wizard to receive any items that are in transit

Instructions for utilizing the **Pending Transits** wizard can be found in the online Workflows Handbook documentation under the Special Circulation section. <https://www.infohio.org/library/workflows-handbook/category/special-circulation>

Remove Any Unneeded Report Templates

Review the templates found on the Templates tab when selecting **Schedule New Reports**. Any reports that are no longer needed or outdated can be removed using the Remove option.

The INFOhio support staff at the ITC can provide the users with a list of report templates and when they were last used. NOTE: A template 'use' does not necessarily mean that the template was actually used to run a report. The log files have an entry each time the report is run, each time the report is modified, etc. There are quite a few entries in the log files when the report template is initially created.

Update Expiration Dates on Patrons

Review the list of patrons to expire during the summer months and update the expiration dates accordingly with the anticipated graduation date (or NEVER if the anticipated expiration date is not known). This should not be done until the patron update procedures have been suspended for the summer.

Remove Inventory Reports from the Finished Reports List

Effective September 2007, the reports related to the inventory process are no longer removed from the finished reports list. The library staff should review the finished reports list and remove any inventory reports that are no longer needed.

Summer Tasks for Symphony Instances for ITC Staff

Remove Expired Patrons

The **OHremovepatrons.sh** script has been developed to allow ITC staff to remove or list expired patrons for a single instance or for all instances. Some ITCs have found that the script needs to be run in the summer time to remove graduates, and again in the fall to remove students that withdrew from the school district during the summer months. See the Patron Update documentation for additional details regarding the OHremovepatrons.sh script.

Alternatively, expired patrons can be removed using the “**Remove a Group of Users (remuser)**” report found under both the ITC Admins and the Users report tabs in Workflows. It should be noted that there is a report on the Housekeeping report tab that is also entitled “Remove a Group of Users,” but it utilizes different routines (removeusers) and does not have sufficient selection criteria for most schools. Therefore, we discourage ITC staff from using the “Remove a Group of Users” report found on the Housekeeping tab. *As with all reports, staff should be careful about making the correct selections when running the report.*

Removing Old Entries from the Error Log

There is an error log for each instance file that should be occasionally be cleared of old entries. This must be done when the instances are halted. The **OHtrimerrorlog.sh** script will allow staff to remove older entries in the error log. *NOTE: If a school district is participating in MORE, this script should be run several times each year to keep the file sizes reasonable. See the INFOhio System Administration documentation for additional details regarding the OHtrimerrorlog.sh script.*

OHtrimerrorlog.sh

This script will trim the size of the various logs found in the Unicorn/Logs directory of each instance:

```

error                - Retain entries since a specified date
Sys/serveradmin      - Retain entries since a specified date
Sys/yyyymm.sys.Z    - Retain 31 days of files
Sys/*.KDYN, *.UDYN, *.udyn - Retain 31 days of files
Aduuserlog/*.add, *.del, *.upd - Retain 31 days of files
Report/yyyymm.log.Z - Retain 180 days of files
  
```

THE INSTANCES WILL BE HALTED DURING THIS PROCEDURE!

Enter the instance code of the district to have the log files trimmed or press <Enter> for all instances: **XX**

It is recommended that at least ONE FULL MONTH of entries in the logs be retained. Enter the earliest date in the logs to be retained in YYYYMMDD format. (Ex: 20061231): 20070501

Have you verified that the XX instance is idle? (n/y) **Y**

Instance: **XX**
Date: **20070501**

Do you want to continue? (n/y) **Y**
Processing: **XX**

<snip>

First ten lines of trimmed error log:

```
20070501023005 monitor: services: starting up pid = 25256
20070501023005 start: reached maximum FIFO queue depth of 0
<snip>
```

Last ten lines of trimmed error log:

```
20070614070329 monitor: searchorder: shutting down pid = 1369
20070614070329 monitor: serctl: shutting down pid = 1377
<snip>
```

First ten lines of trimmed serveradmin log:

```
20070501042843 UNICORN Auto Halt/Run -- HALT requested by SIRSI
20070501042843 Request from /s/sirsi directory
<snip>
```

Last ten lines of trimmed serveradmin log:

```
20070614132932 UNICORN Netserver -- STATUS requested (automated) by SIRSI
20070614132932 UNICORN Report Server -- STATUS requested (automated) by SIRSI
<snip>
```

Running OHcompressconvall.sh Script

This script will find all */Unicorn/Conversion/200* directories in a specified instance that have not been modified in 30+ days. The directories will be tarred/gzipped into corresponding files and then the original directories will be removed. When running the script, you will see messages similar to the following:

```
OTST-OWOC 1% OHcompressconvall.sh
Filesystem      size  used avail capacity Mounted on
/dev/md/dsk/d50 7.7G 2.4G 5.3G 32% /
/proc           0K    0K    0K    0% /proc
mnttab          0K    0K    0K    0% /etc/mnttab
fd              0K    0K    0K    0% /dev/fd
swap            4.5G 112K 4.5G 1% /var/run
swap            4.5G 232K 4.5G 1% /tmp
/dev/md/dsk/d56 52G 32G 19G 63% /extra
/dev/md/dsk/d70 118G 46G 71G 39% /s
Press enter to continue:
/s/sirsi/AL/Conversion

Directories that will be tarred/gzipped:

/s/sirsi/AL/Conversion/20070510
/s/sirsi/AL/Conversion/20070307

Processing directory /s/sirsi/AL/Conversion/20070510...
<snip>

Filesystem      size  used avail capacity Mounted on
/dev/md/dsk/d50 7.7G 2.4G 5.3G 32% /
/proc           0K    0K    0K    0% /proc
mnttab          0K    0K    0K    0% /etc/mnttab
fd              0K    0K    0K    0% /dev/fd
swap            4.5G 112K 4.5G 1% /var/run
swap            4.5G 232K 4.5G 1% /tmp
/dev/md/dsk/d56 52G 32G 19G 63% /extra
/dev/md/dsk/d70 118G 45G 72G 39% /s
```

Running the OHfixshadowcounter.sh Script

The OHfixshadowcounter.sh script is used to correct shadow counters on catalog record and/or call number records. There is a known bug in Workflows that can cause these counters to be miscalculated. SirsiDynix is aware of the problem and provided this script to correct any problems in the database.

The script should be run using the “1) Determine if there are errors” option and then use the “2) Correct errors” option on those instances where error were reported. When running with option 1, errors similar to the following might be generated:

```
Processing: XX
# of catalogs need to be modified: 11
# of callnum need to be modified: 22
```

When using option 2, messages similar to the following will be generated:

```
Processing: XX
      shadow callnums changed from 2 to 2
UNICORN Fix database program GL3.1 started 12:01 PM
      # of catalogs considered: 2835
      # of catalogs modified: 11
      # of callnum modified: 22
UNICORN Fix database program finished 12:01 PM
```

Checking the Integrity of the ISAM Database

At least once a year and after any system power outages, the integrity of the ISAM databases should be checked. A procedure, **OHisamcheck.sh**, has been developed to check the database for a single instance or all instances. The script will generate email message for each instance that will include a subject reflecting whether or not there were errors. Any errors should be promptly reported to INFOhio Technical Services for resolution. See the INFOhio System Administration documentation for additional details regarding the OHisamcheck.sh script.

OHisamcheck.sh

This script will check the integrity of the ISAM (database) files for all or select instances.

THE INSTANCES WILL BE HALTED DURING THIS PROCEDURE!

=====

Enter the instance code of the district to have the ISAM (database) checked or press <Enter> for all instances: **XX**

Enter your email address: **charles@noacsc.org**

Instance: XX
Email address: charles@noacsc.org

Do you want to continue? (n/y) **y**
Processing: XX
<snip>

You should expect to receive email messages similar to the following:

ISAM Check results for XX - no errors

Remove Directories/Files That Are No Longer Needed

The definition of a “directory or file that is no longer needed” can vary from ITC-to-ITC. As a rule of thumb, if you do not know explicitly the purpose of a file/directory, check with INFOhio Technical Services before removing a file.

Some directories that you might consider for removal are the Unicorn.bak directories that are typically created when the OHcleartestdata.sh script is run and the backup directories associated with previous upgrades (like the upgrade to GL3.1).

The following commands can identify the Unicorn.bak directories that can potentially be removed:

```
cd
ls -lhd ./*/Unicorn.ba*
drwxr-xr-x 73 sirsi staff 1.5K Sep 18 2007 ./XXX/Unicorn.bak
```

To remove the unneeded directories, issue commands similar to the following:

```
rm -R ./XXX/Unicorn.bak
```

Finding unneeded disk-to-disk backup files from previous upgrades will be more time consuming. Use commands similar to the following to find all occurrences of the backup file for the ROOT instance:

```
su root
# find / -name "ROOT.tar.Z"
(The find command can be quite time-consuming. Be patient.)
/s/backup/ROOT.tar.Z
/extra/ROOT.tar.Z
/extra/PreGL3.1/ROOT.tar.Z
```

Review the date stamps of all files (and directories) in the directory where ROOT.tar.Z was found:

```
ls -lhd /s/backup/*
ls -lhd /extra/*
ls -lhd /extra/PreGL3.1/*
```

If you are CONFIDENT you want to remove the entire directory, all sub-directories, and all associated files, issue a commands similar to the following:

```
rm -R /s/backup
rm -R /extra/PreSymphony
```

If you want to be more careful and remove only the backup files and associated logs, issue commands similar to the following:

```
rm -i /s/backup/*.tar.Z
rm -i /s/backup/*_tar.log
rm -i /extra/PreSymphony/*.tar.Z
rm -i /extra/PreSymphony/*_tar.log
```

Your ITC might have other files/directories that have been used for backup purposes but use a different naming convention. You will want to review your server for other files that can potentially be removed.

Remove Orphaned Files from the Rptsched Directory

If a required report element is missing when a user attempts to run a report, "orphaned" files are created in the Unicorn/Rptsched/ directory. This problem has been reported to Client Care and will likely be addressed in a future release.

To identify the orphaned files and provide INFOhio support staff the opportunity to clean up these files, the script OHorphanrptschedfiles.sh was created. Eventually the report scheduler in symphony will re-use the report IDs and we do not readily know how these orphaned files might impact the report scheduling process. As a safeguard, we are encouraging ITCs to occasionally run the OHorphanrptschedfiles.sh to identify and remove orphaned files in the Unicorn/Rptsched directories:

bash-2.05\$ OHorphanrptschedfiles.sh

OHorphanrptschedfiles.sh Copyright 2009 - INFOhio

Identify orphan files in the Unicorn/Rptsched directory.
Orphan files that will be checked will have a four-character code followed by one of the following extensions:
am, ap, cal, id, ids, mn, selans, set, srch, subj, user

Processing instance: ROOT

```
-rwxr-xr-x 1 sirsi staff 649 Aug 1 2003 aarh.selans
-rwxr-xr-x 1 sirsi staff 340 Aug 1 2003 aarh.set
```

Processing instance: DFLT

```
-rwxr-xr-x 1 sirsi staff 576 Jan 15 2005 aaaf.selans
-rwxr-xr-x 1 sirsi staff 240 Jan 12 2005 aaaf.set
-rwxr-xr-x 1 sirsi staff 649 Aug 4 2003 aarh.selans
-rwxr-xr-x 1 sirsi staff 340 Aug 4 2003 aarh.set
-rwxr-xr-x 1 sirsi staff 250 Jul 19 2005 abcb.selans
-rwxr-xr-x 1 sirsi staff 159 Jul 21 2004 abcb.set
-rwxr-xr-x 1 sirsi staff 249 Jul 17 2005 abdx.selans
-rwxr-xr-x 1 sirsi staff 159 Sep 3 2004 abdx.set
-rwxr-xr-x 1 sirsi staff 266 Oct 14 2004 abfa.set
```

Processing instance: TEST

```
-rwxr-xr-x 1 sirsi staff 576 Feb 9 2008 aaaf.selans
-rwxr-xr-x 1 sirsi staff 240 Feb 9 2008 aaaf.set
-rwxr-xr-x 1 sirsi staff 649 Feb 9 2008 aarh.selans
-rwxr-xr-x 1 sirsi staff 340 Feb 9 2008 aarh.set
-rwxr-xr-x 1 sirsi staff 250 Feb 9 2008 abcb.selans
-rwxr-xr-x 1 sirsi staff 159 Feb 9 2008 abcb.set <snip>
```

After displaying the files for each instance, you will be given the opportunity to review the list again:

Do you want to review the list of orphaned files? (n/y) ? **y**

```
/s/sirsi/ROOT/Unicorn/Rptsched/aarh.selans
/s/sirsi/ROOT/Unicorn/Rptsched/aarh.set
/s/sirsi/DFLT/Unicorn/Rptsched/aaaf.selans
/s/sirsi/DFLT/Unicorn/Rptsched/aaaf.set
/s/sirsi/DFLT/Unicorn/Rptsched/aarh.selans
/s/sirsi/DFLT/Unicorn/Rptsched/aarh.set
/s/sirsi/DFLT/Unicorn/Rptsched/abcb.selans
/s/sirsi/DFLT/Unicorn/Rptsched/abcb.set
/s/sirsi/DFLT/Unicorn/Rptsched/abdx.selans
/s/sirsi/DFLT/Unicorn/Rptsched/abdx.set
/s/sirsi/DFLT/Unicorn/Rptsched/abfa.set
<snip>
```

You will also be given the opportunity to delete the files. A backup of the files is created before they are deleted:

Make a backup and remove these orphaned files (n/y) ? **y**

Backing up files...

```
a /s/sirsi/ROOT/Unicorn/Rptsched/aarh.selans 1K
a /s/sirsi/ROOT/Unicorn/Rptsched/aarh.set 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/aaaf.selans 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/aaaf.set 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/aarh.selans 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/aarh.set 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/abcb.selans 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/abcb.set 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/abdx.selans 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/abdx.set 1K
a /s/sirsi/DFLT/Unicorn/Rptsched/abfa.set 1K
<snip>
```

```
-rw-r--r--  1 sirsi  staff    141K Feb  2 12:21 /s/sirsi/INFOhio/orphanrpz
```

Removing files...

Run the OHbadreportusers.sh Script

The OHbadreportsusers.sh script identifies scheduled reports or report templates using a user IDs of obsolete library staff. You should contact the remaining staff in the district to see if the reports should be deleted or re-assigned to a different owner. The requested changes to the reports should be completed via WorkFlows.

```
bash-3.00$ OHbadreportusers.sh
```

The script will report the number of scheduled reports / report templates associated with obsolete users in each instance.

```
PW      1 PW_MILLER
```

If obsolete users were reported, consider:

- a. Re-assigning the scheduled reports / report templates to the staff member assuming their responsibilities
- b. Re-assigning the reports to the ADMIN user
- c. Suspending scheduled reports while you determine appropriate steps for the instance
- d. Deleting the scheduled reports / report templates if no longer needed

NOTE: When changing report ownership, you can only select users that already have scheduled reports / report templates.

Run the OHlastusertransaction.sh Script

The OHlastusertransaction.sh script reports the date of the most recent check-in or check-out transaction for the accounts associated with library staff. The purpose is to help identify which users might not be at the school district and might be considered for removal. **Do not remove any accounts without first consulting with the users in the associated school system.** Also, do not remove any accounts that would be used by substitutes or the circulation station.

```
bash-3.00$ OHlastusertransaction.sh
```

```
OHlastusertransaction.sh
```

```
=====
```

This script will display the date of the most recent circulation transaction processed by the library staff in the LIB and CIRC user profiles. It will evaluate transactions back to the start of the 2012 calendar year and will process every instance.

```
Do you wish to continue? (y/n) y
```

AD

ADEL_MEYERS Most Recent Transaction: 20121031
ADEL_ROSE Most Recent Transaction: 20130528
ADEL_SUB No Transactions Found
ADHS_ROSE Most Recent Transaction: 20130528
ADHS_SUB No Transactions Found
ADEL_CIRC Most Recent Transaction: 20130523
ADHS_CIRC Most Recent Transaction: 20130507

CR

CR_BENEDICT Most Recent Transaction: 20130528
CR_BILS No Transactions Found
CR_MORRISON Most Recent Transaction: 20130528
CRMS_CHECKOUT Most Recent Transaction: 20121116
<snip>