BMC Control-M Job Naming Standards

The format of the naming standards described below MUST be adhered to in order for Long Beach to view and access certain data. Control-M names, Scheduling tables, Calendar names and job prerequisite names must follow this naming convention.

Campus Identifier

Purpose

Due to security, the Campus Identifier is a mandatory field.

Important Note

The campus identifier is a mandatory field. Long Beach must use ‘LB’ as its campus identifier and provide UNISYS with this information. Any application starting with Lb_, lb_, or LB_ would not be able to be viewed by Long Beach.

Application

<table>
<thead>
<tr>
<th>Owner</th>
<th>Application</th>
<th>Connection Profile</th>
<th>Functional Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMCAA</td>
<td>LB_AcadAdvising</td>
<td>hlbprdaa</td>
<td>Academic Advising</td>
</tr>
<tr>
<td>BMCAD</td>
<td>LB_Admissions</td>
<td>hlbprdad</td>
<td>Admissions</td>
</tr>
<tr>
<td>BMCCC</td>
<td>LB_CampusCom</td>
<td>hlbprdcc</td>
<td>Campus Community</td>
</tr>
<tr>
<td>BMCFM</td>
<td>LB_FinancialAid</td>
<td>hlbprdfm</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>BMCFM2</td>
<td>LB_FinancialAid</td>
<td>hlbprdfm2</td>
<td>Financial Aid 2</td>
</tr>
<tr>
<td>BMCSA</td>
<td>LB_StuAdmin</td>
<td>hlbprdsaa</td>
<td>Student Administration</td>
</tr>
<tr>
<td>BMCSF</td>
<td>LB_StuFinancials</td>
<td>hlbprdsf</td>
<td>Student Financials</td>
</tr>
<tr>
<td>BMCSR</td>
<td>LB_StuRecords</td>
<td>hlbprdsr</td>
<td>Student Records</td>
</tr>
</tbody>
</table>
Scheduling Table

The scheduling table must start with the Campus Identifier and Separator due to security.

**Format**

Usage: Mandatory  
Length: 1-20 characters  
Blanks: Trailing only

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Identifier</td>
<td>LB</td>
</tr>
<tr>
<td>Separator (underscore)</td>
<td>_</td>
</tr>
<tr>
<td>Environment – ‘P’ for Production, ‘T’ for test</td>
<td>T</td>
</tr>
<tr>
<td>Run frequency of table:</td>
<td>3</td>
</tr>
<tr>
<td>‘0’ … for Sunday</td>
<td></td>
</tr>
<tr>
<td>‘1’ … for Monday</td>
<td></td>
</tr>
<tr>
<td>‘2’ … for Tuesday</td>
<td></td>
</tr>
<tr>
<td>‘3’ … for Wednesday</td>
<td></td>
</tr>
<tr>
<td>‘4’ … for Thursday</td>
<td></td>
</tr>
<tr>
<td>‘5’ … for Friday</td>
<td></td>
</tr>
<tr>
<td>‘6’ … for Saturday</td>
<td></td>
</tr>
<tr>
<td>‘7’ … for 7 days/week</td>
<td></td>
</tr>
<tr>
<td>‘d’ … for daily (Monday thru Friday)</td>
<td></td>
</tr>
<tr>
<td>‘s’ … for special</td>
<td></td>
</tr>
<tr>
<td>Name of BMC module that submitted job:</td>
<td>FA2</td>
</tr>
<tr>
<td>‘AA’ … for Academic Advising</td>
<td></td>
</tr>
<tr>
<td>‘AD’ … for Admissions</td>
<td></td>
</tr>
<tr>
<td>‘CC’ … for Campus Community</td>
<td></td>
</tr>
<tr>
<td>‘FA’ … for Financial Aid</td>
<td></td>
</tr>
<tr>
<td>‘FA2’ … for Financial Aid user ID BMCFA2</td>
<td></td>
</tr>
<tr>
<td>‘SA’ … for Student Administration</td>
<td></td>
</tr>
<tr>
<td>‘SF’ … for Student Financials</td>
<td></td>
</tr>
<tr>
<td>‘SR’ … for Student Records</td>
<td></td>
</tr>
<tr>
<td>Process description (brief)</td>
<td>FinAidEvenYr</td>
</tr>
</tbody>
</table>
Example of a CSULB scheduling table:  
```
LB_P_dSRLoadSOC
```

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Identifier</td>
<td>LB</td>
</tr>
<tr>
<td>Separator (underscore)</td>
<td>_</td>
</tr>
<tr>
<td>Defined Name</td>
<td>WORKDAY</td>
</tr>
</tbody>
</table>

**Group**

*Purpose*

Provide the name of the group to which the job belongs. The group parameter is used for convenient and orderly management of groups of production jobs.

**Calendar**

*The calendar must start with the Campus Identifier and Separator due to security.*

*Format*

Length: 1-10 characters  
Blanks: Trailing only
The following Control-M calendars have been defined for California State University, Long Beach:

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Control-M</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LB_365DAYS</td>
<td>CTMLB</td>
<td>Relative/Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSULB Master Calendar</td>
</tr>
<tr>
<td>LB_WORKDAY</td>
<td>CTMLB</td>
<td>Relative/Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, Tuesday, Wednesday, Thursday, Friday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmation calendar for HOLIDAY (Campus Closed)</td>
</tr>
<tr>
<td>LB_MAINT</td>
<td>CTMLB</td>
<td>Relative/Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNISYS Monthly Maintenance Calendar</td>
</tr>
<tr>
<td>LB_GLCONF</td>
<td>CTMLB</td>
<td>Relative/Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Financials G/L Interface Confirmation Calendar</td>
</tr>
<tr>
<td>LB_FAREG</td>
<td>CTMLB</td>
<td>Relative/Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Aid Regular Schedule Calendar</td>
</tr>
<tr>
<td>LB_FAEOM</td>
<td>CTMLB</td>
<td>Relative/Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Aid End Of Month Calendar</td>
</tr>
</tbody>
</table>

**Job Name**

The **Job Name** must start with the Campus Identifier. All jobnames must be **unique**.

**Purpose**

Descriptive reference for a Job Processing definition.

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Name</td>
</tr>
<tr>
<td>Complete Job Name</td>
</tr>
</tbody>
</table>

**Mem Name**

**Purpose**

Use the same naming convention as Job Name.
Prerequisite Conditions

Purpose

A prerequisite condition is a user-defined, descriptive name given to a certain situation, or condition. Submission of a job for execution can be made dependent upon the existence of one or more prerequisite conditions (created either manually by the user or by other jobs).

By using the campus identifier “LB”, prerequisite conditions can be added or deleted either manually via the Enterprise Controlstation GUI, or by an application program using a supplied Control-M utility.

Format

Format (local conditions):

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Name</td>
<td>LBsfpcalc</td>
</tr>
<tr>
<td>Separator (dash)</td>
<td></td>
</tr>
<tr>
<td>Condition Status</td>
<td>ENDED-OK</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>Condition Status</td>
<td>ENDED-NOTOK</td>
</tr>
</tbody>
</table>

Sample print screen of CSULB prerequisite conditions using the Enterprise Controlstation GUI:
# Job Definition Request Form (Instructions)

To complete, type the information or make your selections by using the drop-down menus, check boxes or option buttons.

## Job Definition

![Job Definition Table]

- **Date**: Date of request.
- **Job**: Job sequence (Example: Job: _12_ of _28_)
  - *Note*: When adding an additional job or replacing a job within an existing jobstream, you only need to submit a completed form for the new job.
  - Clearly state the sequence of where the new job is to be inserted.
- **Process Name**: PeopleSoft job or process name.
- **User ID (drop-down)**: Select from the following:
  - BMCAA: Academic Advising
  - BMCAD: Admissions
  - BMCCC: Campus Community
  - BMCF: Financial Aid
  - BMCF2: Financial Aid (clone)
  - BMCSA: Student Administration
  - BMCSF: Student Financials
  - BMCSR: Student Records
- **Run Control ID**: Unique ID which associates each operator with the operator’s run control table entry. (Case Sensitive)
- **Database Name (drop-down)**: Select from the following:
  - HLBPRD for Production
  - H8LBTST for Test instance
### Process Type (option button)

**Select from the following:**
- SQR Process
- SQR Report
- Cobol SQL
- Application Engine
- PSJob
- Crystal

### Job Description

Enter a brief description of the job.

*Note: A maximum of 40 characters will be used for the job setup and SQR report.*

### Job schedule

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>Don’t start if after</th>
</tr>
</thead>
</table>

**Estimate processing time:**

**Run on holidays:**

- **Yes**
- **No**

**Cyclic:**
- **Yes**
- **No**

**Interval:**

**Units:**

**From:**
- **Start**
- **End**

**Maximum:**

**Day/s:**
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**Month/s:**
- All Months
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

**Contact list**

### Start Date

Date to begin running the job on BMC/Control-M.

### Start Time

Enter the start time for the job then select ‘am’ or ‘pm’ on the next column using the drop-down menu.

*This field can be left blank if it is part of a jobstream.*

### Don’t start if after

Enter the latest time the job can be started then select ‘am’ or ‘pm’ on the next column using the drop-down menu.

*Important:* Leave this field blank if not applicable.

*In the event that a job did not meet the latest start time, it is considered late and is no longer submittable. Any subsequent jobs scheduled to run after the late job will not be submitted.*

### Estimate processing time

Enter the estimated execution time for the job.

### Run on holidays (option button)

Select ‘Yes’ if the job is to be scheduled during a campus observed holiday.
## Cyclic (option button)
Select ‘Yes’ if the job is to be rerun automatically at regular intervals within the same 24 hr period.

## Interval
Amount of time to wait between reruns or between cycles of a cyclic job.

## Units (drop-down)
Specify a unit of time for the numerical value indicated by the Interval parameter. *Select from the following:*
- Minutes
- Hours
- Days

## From (option button)
Determine whether the interval is calculated from the beginning or end of the current run of the job.

## Maximum
Maximum number of reruns of the job.

## Day/s (check box)
Check the day/s of the week on which to schedule the job.

## Month/s (check box)
Check ‘All Months’ or the month/s on which to schedule the job.

## Contact list
Leave blank to use the default value.
Default value: contacts for BMC id submitting the job.

## Job conditions

### Prerequisite jobs (in Conditions):

### Post Jobs (Out Conditions):

"Not OK" condition (Action/Instructions to be taken):

"Late time" condition (Notify Contact list if process has not completed by):

### LetterGen Process Bind Variables

### Log format:
- [ ] None
- [ ] HTML
- [ ] LP
- [ ] OTHER
- [ ] PDF
- [ ] Doc
- [ ] TXT
- [ ] Default
- [ ] PS
- [ ] SFF
- [ ] RPT
- [ ] RTF
- [ ] WKS
- [ ] DLS
- [ ] CSY

### Log type:
- [ ] None
- [ ] Email
- [ ] File
- [ ] Printer
- [ ] Web

Submitted by:  

Estimated:
Prerequisite jobs *(In Conditions)*  Enter the predecessor or dependency for the job.

Post jobs *(Out Conditions)*  Enter a valid condition, user defined condition or action/s to be performed after the jobs *successful* completion.
Example: continue next job, skip a certain job, send notification, etc.

‘Not OK’ condition  Enter the actions to perform if the job fails.
Example: stop and notify, skip and continue, rerun until ok, force another job to execute, etc.

‘Late time’ condition  Enter a time if a notification is to be sent when a job is not completed by the time entered. Select ‘am’ or ‘pm’ on the next column.

For LetterGen process:

Bind Variable 1  *(constant)*

Admin Function  Enter the Admin Function for the lettergen process.

Unique SQC Name  Enter the SQC name for the lettergen process.

Override log default settings:

Log Format (check box)  Check the desired log format. *Optional.*

Log Type (check box)  Check the desired log type. *Optional.*

Submitted by  Enter requestor’s name.

Extension  Enter requestor’s telephone extension.

Production Control Use Only

<table>
<thead>
<tr>
<th>Scheduled by:</th>
<th>Ext:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up completed on (date):</td>
<td>Additional Control Resource:</td>
</tr>
<tr>
<td>Calendar:</td>
<td>Confirm Calendar:</td>
</tr>
<tr>
<td>Table name:</td>
<td>Group Scheduling table:</td>
</tr>
</tbody>
</table>

*For ITS Production Control Use Only*
CSULB Control-M Shout Table

To create tables for Control-M shout notification, follow each step in sequence:

<table>
<thead>
<tr>
<th>Contact the Lotus Notes Administrator. Create a shout alias. Provide the description and all contact names to be included on the distribution list.</th>
<th>Example:</th>
</tr>
</thead>
</table>
| Contact: `bmcpc@notesmail.csulb.edu`  
Description: Production Control Shout table  
Contact list: Fernando Barra, Mike Cochran | Create and associate ‘LB_BMCPC’ to ‘bmcpc@notesmail.csulb.edu’ |

<table>
<thead>
<tr>
<th>Open a Remedy case for Unisys to add the shout table. Associate the shout table to the shout alias created on the previous step.</th>
<th></th>
</tr>
</thead>
</table>