



## UPLOADING

In order to upload any file to the live SCIFI.COM server, there are two steps. First, the file must be moved from the development server (Icarus) to the staging server. Then it must be moved from the staging server to the live site. Each of these steps is achieved using a different tool.

## UPLOADING FILES FROM DEVELOPMENT TO STAGING

To upload files to staging, first log in to `icarus.scifi.com` via SSH Telnet. At the command prompt, you will use the “toattsf” command to upload files. NOTE: This will upload **only** to the staging server, not the live site. You must have proper permissions to use the “toattsf” command.

The command should look like this (note the use of “docs/” in front of the filepath):

```
toattsf docs/farscape/index.html
```

For multiple files:

```
toattsf docs/farscape/index.html docs/home.html docs/lexx/index.html
```

## UPLOADING FILES FROM STAGING TO THE LIVE SITE

To upload files from staging to the live site you will need to use the cron tool, which is located at:

<http://test.scifi.com/cron2/>

Before you can push files to the live site, you must upload those files to the staging server (see directions above).

To upload files using the cron tool, you only need to use a few of the available fields:

- 1) Set the “Action” pulldown to “Copy”
- 2) In the “Files” box, enter the filepath you would like to upload, including the “docs/” in front of the path (e.g. `docs/farscape/index.html`)
- 3) Hit the “Do It Now” button
- 4) Check your upload directly on all live IPs: [63.240.52.140](http://63.240.52.140), [63.240.52.143](http://63.240.52.143), [63.240.52.144](http://63.240.52.144), [63.240.52.146](http://63.240.52.146), [63.240.52.148](http://63.240.52.148) and [63.240.52.201](http://63.240.52.201).

NOTE: Syntax for uploading multiple files is the same as it is for uploading to staging – files should be placed one after another with a single space in between and the “docs/” in front of each. For example:

```
docs/farscape/index.html docs/home.html docs/lexx/index.html
```

## WHAT IS CRONNING?

To “cron” a file means that you are setting it to move to the live site at a pre-specified date and time. For instance, all of our morning updates go live at 6AM – since no one is here at that time to manually push the files, these are all cronned ahead of time. There are two kinds of crons – “copy” crons and “rename” crons.

## THE CRON TOOL

The cron tool is located at: <http://test.scifi.com/cron2/> – proper ID and password are required for access.

## WHAT'S A COPY CRON?

Copy crons are used to push files already living on the staging server to the live site at a pre-specified time. For instance, if you would like to move the file “fp/topfeature.html” to the live site at 6AM, replacing the current “fp/topfeature.html,” you can set a copy cron. Prep work involved in this procedure is:

- Modifying the “fp/topfeature.html” file as desired on Icarus
- Pushing the “fp/topfeature.html” file to the staging server
- Setting the cron for 6AM on the desired day

The limitation of copy crons is this: Say that you want to update your file twice in one hour. Both crons have been set, and the first goes off without a hitch. Now you will need to go to Icarus, change the contents of your file again as desired, and make sure it has been pushed to the test server in time for the next update. Generally speaking, copy crons are best for files that update on a weekly or non-regular basis for this reason. For files that update more often, rename crons are probably more practical.

## TO SET A COPY CRON

- 1) Set the “Action” pulldown to “Copy.”
- 2) Select the day of the week that you want your file to go live.
- 3) Select the proper month.
- 4) Insert the correct date as a two-digit number; e.g. for the ninth day of the month you would enter “09.”
- 5) Select the hour, AM or PM, that you want your file to cron.
- 6) Select the time in minutes that you want your file to cron, if it is not “on the hour” – for example a cron that you would like to set for 11:59PM would have “11PM” chosen in the “Hour” pulldown, and “59” entered in the “Minute” field. Again, this is a two-digit number – please use 01, 02, 03, etc. Otherwise, put “00” in this box.
- 7) In the “Files” box, enter the desired file path, including “docs/” in front of the path (e.g. docs/farscape/index.html). If you would like to cron multiple files, they may be entered at the same time – place them one after another with a single space in between and the “docs/” in front of each (e.g. docs/farscape/index.html docs/home.html docs/lexx/index.html)
- 8) Make sure that “Expire Job After Execution?” is checked.
- 9) Hit the “Cron It” button.
- 10) Check the list of upcoming crons to make sure that your cron has entered the queue.

**NOTE: Make sure you hit the right button!** If you hit “Do It Now” instead of “Cron It” you will push your file or files to the live site immediately.

## WHAT'S A RENAME CRON?

Rename crons are used for the majority of cronning done on SCIFI.COM. In a rename cron, the test server is not involved – you are working with files directly on Icarus, and they are named according to the date and time they will be cronned. At the specified time, the cron tool literally goes to Icarus, renames your file as you desire (e.g. home.0708.6AM.html becomes home.html) and then pushes it first to the test server and then to the live server as “home.html”. Once you have prepped these dated files on Icarus and set the cron, no further work on your part is needed.

As previously stated, all files should be named according to the date and time they will be cronned. For example:

```
fp/topfeature_0819.1AM.html
fp/alerts/top_alert_0818.3AM.html
sfpresents/includes/left_column_0815.6AM.html
farscape/sweepstakes/index_0727.3AM.html
```

The reason for this is twofold: it keeps directories orderly and easy to navigate, and it also helps the person setting the crons to see at a glance what the date and time for a particular cron will be.

**IMPORTANT:** For both kinds of crons, all associated images, style sheets, files included via SSI, etc. should be either uploaded to the live site ahead of time, or they should be set to go live at the same time as the cronned file if time-sensitive in nature. If these files aren't pushed to the live site, your upload may show up "broken," or it may not update the desired information. Use common sense – if you would include it in a regular upload request, it will need to be included as part of the cron request, as well.

## TO SET A RENAME CRON

- 1) Set the "Action" pulldown to "Rename."
- 2) Select the day of the week that you want your file to go live.
- 3) Select the proper month.
- 4) Insert the correct date as a two-digit number; e.g. for the ninth day of the month you would enter "09."
- 5) Select the hour, AM or PM, that you want your file to cron.
- 6) Select the time in minutes that you want your file to cron, if it is not "on the hour" – for example a cron that you would like to set for 11:59PM would have "11PM" chosen in the "Hour" pulldown, and "59" entered in the "Minute" field. Again, this is a two-digit number – please use 01, 02, 03, etc. Otherwise, put "00" in this box.
- 7) In the "Files" box, first put the full path for the file you would like to rename on Icarus, including "docs/" at the beginning. Then, separated by a single space, put the FILE NAME ONLY (no path) that you would like to rename to. For example:

```
docs/sfpresents/includes/left_column_0816.6AM.html left_column.html
```

*NOTE: You can also perform rename crons on entire directories. In this case the formatting would be as follows:*

```
docs/freezone/includes_0816/ includes
```

- 8) Make sure that "Expire Job After Execution?" is checked.
- 9) Hit the "Cron It" button.
- 10) Check the list of upcoming crons to make sure that your cron has entered the queue.

**NOTE: Again, make sure you hit the right button!** Even with rename crons, if you hit "Do It Now" instead of "Cron It" you will push your file or files to the live site immediately.

## RECURRING CRONS

If you would like to set a cron that will recur regularly, you can do this. Say, for example, that you want to set a page to update every day at 4PM. You can do this with either a copy cron or a rename cron – however this tends to make more sense with a copy cron, as you will need to be sure that there is a file in the same place, with the same name, every single time the cron tool goes looking for it.

To set a recurring cron, simply UNCHECK the box that says "Expire Job After Execution?" – basically that box, when checked, tells the cron tool to do it once and then kill the job request. So that's NOT what you want.

Otherwise you just need to be smart with your pulldowns – if this is a job that you want to take place for the rest of the year, you should set the "Month of the Year" pulldown to "Every Month." If it's happening every day, you want to leave the "Day of the Week" pulldown blank. If you want it to cron every Tuesday in August, set "Day of the Week" to Tuesday and "Month of the Year" to August, leaving the "Day of the Month" box empty. If you want it to happen on the 13<sup>th</sup> of every month, enter "13" in the "Day of the Month" field and set the "Month" pulldown to "Every Month." You get the picture.

## OTHER FUNCTIONS

- “Delete” crons: These are theoretically used to remove files from the live site at a pre-specified date and time. However, please **DON'T USE THIS FUNCTION** unless you're absolutely sure you know what you're doing and absolutely sure that the file or files in question have been backed up on Icarus. Once something is deleted from the live site, it cannot be undone.
- Removing a cron: To remove a cron from the queue once it has been set, simply check the box to the left of that item, scroll down to the bottom of the list, and hit “Update.”
- “View Logs”: This feature allows you to go back and see logs of all completed cron jobs. If a cron failed and you are unsure of the reason, checking the logs for irregularities or “bad” server messages may help.