

# hipAsk manual

## Version 1.0

### June 2009

#### Table of Contents

Table of Contents.....	1
HiPortfolio Automation .....	3
Introduction .....	3
System Architecture.....	4
Run plan commands.....	4
Refresh.....	5
Save .....	5
Select all.....	5
Set to (=).....	5
Job modes.....	5
Selection criteria.....	5
Requirements.....	6
Run modes.....	6
Administrator .....	6
User mode.....	6
Date entry in user mode .....	7
Auto mode.....	7
Multiple or a single users.....	7
Data entry .....	7
Group .....	8
Job name.....	8
File tab.....	8
Date calendar .....	8
Insert.....	8
^FILE extension .....	8
Write file.....	8
File commands .....	8
Fund and Portfolio text boxes .....	8
Run options .....	9
Run calendar .....	9
Daily.....	9

First of the month.....	9
Last working day of the month.....	9
As At .....	9
Working date.....	10
Start time .....	10
Wait for file.....	10
Delete file on successful completion.....	10
Run program.....	10
User can change funds and portfolios .....	10
Email on Ok .....	10
Active/Inactive.....	10
Run after jobs .....	10
User dates entry.....	11
Log .....	11
System options .....	12
Sample rate.....	12
hQueue check syntax.....	12
New plan with date change .....	12
Write Plan CSV file.....	12
Multiple users .....	12
Date format for file commands .....	13
Calendars .....	13
User dates name changes .....	13
System dates.....	14
Groups.....	14
Folder buttons .....	14
Email .....	14

## HiPortfolio Automation

To automate HiPortfolio operation using the API we need to know

- HiPortfolio API procedures
- XML
- HiPortfolio operational environment

We also need to write software to handle

- HiPortfolio API communications
- To request execution of HiPortfolio jobs(API requests)

As a result very few and limited application of HiPortfolio API are deployed it's just too expensive and cumbersome.

This is no longer the case you can rapidly and easily deploy HiPortfolio automation using hipAsk and hQueue. hipAsk and hQueue handles all of the XML and programming required to request a job to run on HiPortfolio.

You can:

- Deploy a job automation within 1-2 hours
- Automate your IDX imports
- Automate regular RGS production
- Enabled any user to request pre-defined RG to run without logon into HiPortfolio
- Improve accuracy and consistency of HiPortfolio jobs
- Reduce HiPortfolio job queue
- Automate most of HiPortfolio function including the backups

And you can do much more than HiPortfolio queue does:

- Detect that an import file is present and request importation (no more mindless recursion jobs)
- Run a job on 1<sup>st</sup>, 2nd .. working days of the month
- Use multiple jobs dependency matrix i.e. If a, b and c run do d
- Send an Email after job is finished
- Run a program after job is finished

You can do all of this and more just with 2 days of training. No knowledge of XML or programming required. HiPortfolio support staff can use hipAsk and hQueue to automate HiPortfolio jobs.

hipAsk is easier to use and test than HiPortfolio job queue.

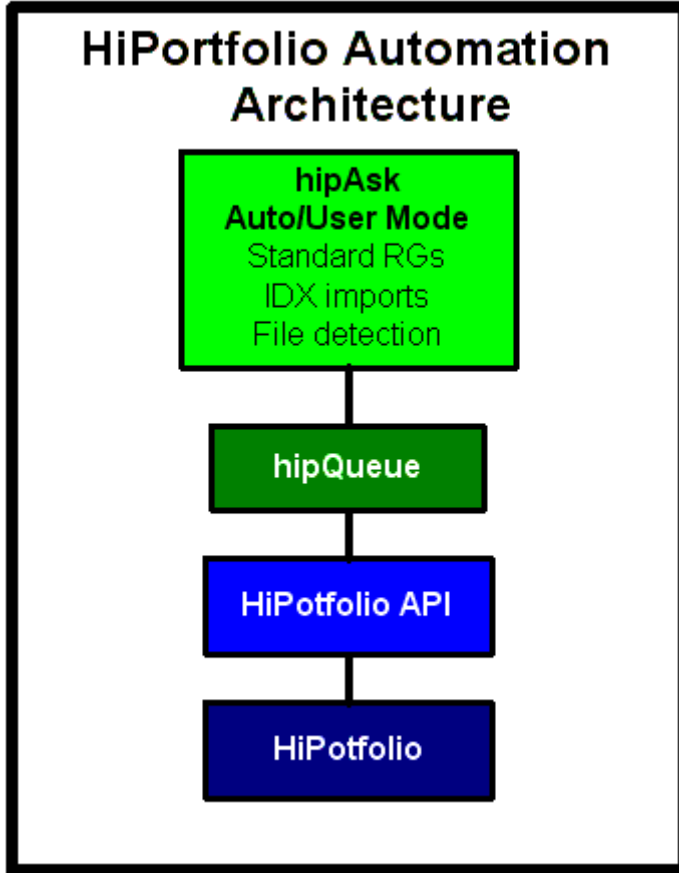
## Introduction

hipAsk can:

- Deploy a job automation within 1-2 hours
- Automate your IDX imports and RGS production
- Enabled any user to request pre-defined RG to run without logon into HiPortfolio
- Improve accuracy and consistency of HiPortfolio jobs
- Reduce HiPortfolio job queue
- Detect that an import file is present and request importation (no more mindless recursion jobs)
- Run a job on 1<sup>st</sup>, 2nd .. working days of the month
- Use multiple jobs dependency matrix i.e. If a, b and c run do d

- Send an Email after job is finished
- Run a program after job is finished

## System Architecture



hipAsk is used to create requests for HiPortfolio API which is serviced by hQueue. It can run in automatic or user activated mode. There is no restriction on number of copies that can be run. Please note that all the dates used by hipAsk are working days defined by a calendar.

## Run plan commands

The screenshot shows the hipAsk application interface. The title bar reads "hipAsk [Testing] Mode(Admin - Manual)". The interface includes a "Plan" tab and a "Requests" tab. Below the tabs, there are controls for "Select Group" (set to "(All)") and "Fund" (set to "(All)"). A table displays the following data:

Id	State	Group	Name	Fund	Portfolio	Email	Created
000001	Done	Automatic	hQueue example	F1	P1	N	19 Jun 18:12
000002	Done	Automatic	hQueue example	F1	P2	N	19 Jun 18:12
000003	Done	Automatic	hQueue example	F1	P3	N	19 Jun 18:12
000004	Done	Automatic	hQueue example	F1	P4	N	19 Jun 18:12

The status bar at the bottom of the window shows: "19/06/2009 6:14:02 PM Plan(48) Done(48) Displayed(48) Waiting(48) Plan created 19/06/2009 6:12:16 PM".

hipAsk creates daily run plan. The plan is either created by Auto mode or any user.

### Refresh

Refreshes data from disk storage (This should be used in only in multiuser mode)

### Save

Save data to disk (This should be used in only in multiuser mode)

### Select all

Set selection to all

### Set to (=)

Set state of selected jobs. Please note that following selections are allowed

Now\Change to	Scheduled	Released	Done	Cancelled	Ready
Scheduled		Yes	Yes	Yes	Yes
Released	Yes		Yes		Yes
Ready	Yes				
Requested	Yes				
Done	Yes				
Canceled	Yes				

Please note:

- State 'Ready' ignores time and dependency constraints
- 'Automatic' group is automatically released

### Job modes

When job is added to the plan it is scheduled.

If its group is 'Automatic' it is released other groups are released by users.

For each job the system checks if the following constraints are met:

- Time
- File availability
- Dependency

If all conditions are met that job then it is 'Ready'.

Ready jobs are 'Requested' and file request is written to hQueue.

When job is done by Hiport and hQueue it will be marked as 'Done'.

There are two states of Done 'OK' or 'Error'.

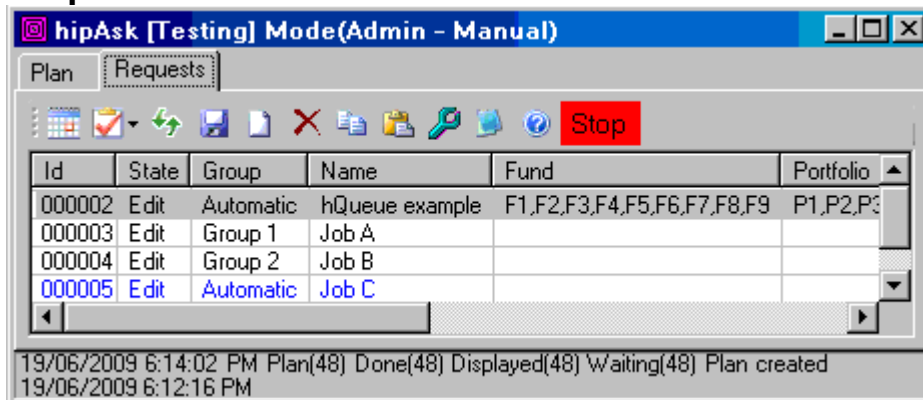
You can also cancel a job but only if it is not waiting for hQueue.

### Selection criteria

You can select

- Group
- Fund
- Portfolio
- State
- Job

## Requirements



Job specifications are defined in this tab.

## Run modes

The system can run in number of modes:

- Administrator (Admin) full functionality
  - Manual
  - Automatic creation of the plan with the date change
- User – restricted functionality
  - Manual
  - Automatic creation of the plan with the date change

The system also supports single or multiple users but it's not designed for concurrent usage.

## Administrator

In this mode all functionality is available.

- User date selection
- Plan
  - New
  - Add
  - Clear
- Refresh
- Save
- New job specification
- Delete specification
- Copy
- Paste
- Log display
- Options
- Help

## User mode

In this mode

- New job specification
- Delete job specification
- Copy
- Paste

- Options

Are not available

### Date entry in user mode

In this mode user can modify funds and portfolios and add any job to the plan. This facility allows users to select ad-hoc predefined requests with different fund(s) and portfolio(s) selections.

### Auto mode

In this mode a new run plan is created with date change. The entire 'Automatic' group is released. You can run overnight jobs using this feature.

### Multiple or a single users

If this option is set hipAsk will synchronize data for a number of users. The system is not designed to run large number of users. We recommend different instances of the program run by small users groups.

### Data entry

There are two tabs in this form

- File
- Run options

Release group  
Automatic

Job id(2) named  
hQueue example

File | Run options

Date calendar  
Every\_Day

File: Insert PORTFOLIO ? ^FILE extension txt  Write file

```
JOBICROSS_FUND_RG
SETITASKNAME\FRED
SETIPORTFOLIOI^PORTFOLIO
SETIFUNDI^FUND
SETIFILEPATHI.\.\HQUEUE\FRED
SETIFILENAMEI^FILE
SETISTARTDATEI^SYSTEM00
SETIENDDATEI^USER02
```

Funds  
F1,F2,F3

Portfolios  
P1,P2,P3

Add to plan

Ok Cancel

## Group

Automatic group will release jobs upon addition to the plan. You can use groups to control manual release of jobs. Group names are setup by Admin.

## Job name

You must specify unique job name for any specification. This can be changed but must be unique. Whenever possible please use an alphabetic schema this makes sorting easier.

## File tab

### Date calendar

Specifies the calendar used in file dates.

### Insert

Inserts selected command at the mouse insertion point.  
hipAsk commands that can be inserted

Command	Comment
^PORTFOLIO	One or more portfolios listed in portfolio text box
^FUND	One or more funds listed in fund text box
^FILE	See below
^T-dd	Today – dd days
^M-dd	1 <sup>st</sup> of the current month – dd
^L-dd	last of the current month – dd
^USERdd	User date – set by user
^SYSTEM	System date – set by admin

### ^FILE extension

^File command will create unique file name in the form  
ddddddvv.ext

Where 'dddddd' is plan id and 'vv' is version number of file write. Up to 99 versions can be created by multiple jobs releases.

### Write file

When checked this option will write file otherwise no file will be created.

You can use no write feature to:

- Send email
- Execute program
- Concentration point for dependencies etc.

### File commands

hQueue commands.

### Fund and Portfolio text boxes

Used to specify one or more values separated by commas ex. F1,F2

If any values are present in these fields you must specify ^FUND/^PORTFOLIO so the system knows where to place values.

## Run options

The screenshot shows a dialog box titled 'Edit' with a blue title bar. The 'Release group' is set to 'Automatic'. The 'Job id(2) named' field contains 'hQueue example'. The 'Run options' tab is selected. The 'Calendar' is set to 'Every\_Day'. The 'Run daily' radio button is selected, with '1st of month', 'Last of month', 'As At 15', and 'Working day 1' options. The 'Start (HH MM)' is set to '0 15'. There are checkboxes for 'Wait for file', 'Delete the file after successful completion', 'Run program', 'Email on Ok', and 'User can change funds/portfolio'. The 'Active' checkbox is checked. A 'Run after jobs' button is present. At the bottom, there are 'Ok' and 'Cancel' buttons, and an 'Add to plan' button is centered above them.

All run options use run calendar and determine if the job is added to the plan. The run calendar identifies working days.

### Run calendar

It used in the run options dates

### Daily

The system will add the job to the plan every working day.

### First of the month

Job will be added to the plan on 1<sup>st</sup> working day of the current month.

### Last working day of the month

Job will be added to the plan on the last working day of the current month.

### As At

Job will be added to the plan on the working day of the current month before or including the specified date. For example:

If 15 is working day then the job will be added.

If 15 is not the closest (14,13...) date will be used.

**Working date**

N working day of a month. If there is no N working days in the month error is identified.

**Start time**

Job start time. The system will run the released job(s) after that time.

Please note that the system reserves 1<sup>st</sup> 14 minutes of new day to build the run plan. The minimum start you can specify is 00:15

**Wait for file**

The job will wait for the file which is specified in folder and file mask fields.

If multiple files meet the specified criteria the first file will be used as a trigger.

**Delete file on successful completion**

The specified file will be deleted after job is done. This can be used to remove IDX files which are not moved by HiPortfolio

**Run program**

After successful completion of the job the specified windows program can be run.

**User can change funds and portfolios**

If this option is turned the user will be able to change fund and portfolios when running in the user mode.

**Email on Ok**

Email will be sent when the job is completed and no errors are found.

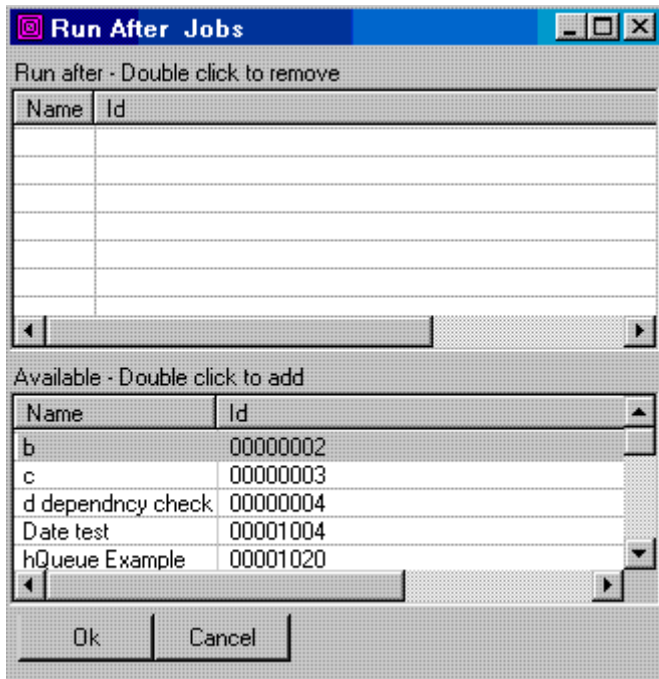
We recommend that special email job be created which will depend on completion of other .

**Active/Inactive**

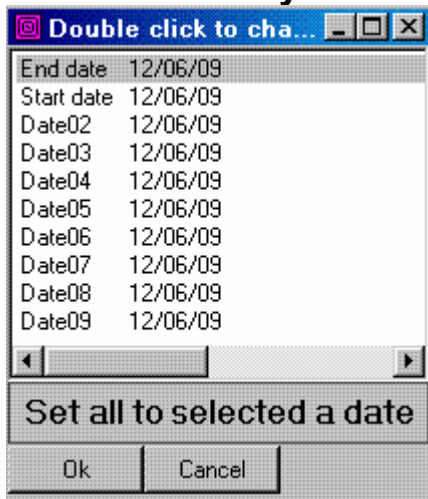
With this flag you can active or deactivate the specification.

**Run after jobs**

You can specify job dependencies



### User dates entry



User specifies dates.

### Log

The current memory log is displayed

## System options

**Options for [Testing]**

Set the program sample (seconds)   hQueue syntax check

New plan with date change  Write Plan.csv file  Multiple users

^T,^M,^L date format

Calendars | User dates | System dates | Groups | Name

Folder for Output C:\AA\_hAsk\Output

Folder for Input C:\AA\_hAsk\Input

Folder for CSV File C:\AA\_hAsk\Plan\_CSV\_File

**Email active**

To

From

Subject

Email Server

Licensed to Z5COM Pty Ltd

Name	hAsk
Version	1.1.0.0
Running in	C:\aa_hAsk
Root data folder	C:\AA_hAsk
System setting	C:\AA_hAsk\hAsk_Control.xml
Writes files to	C:\AA_hAsk\Output
Read files from	C:\AA_hAsk\Input

### Sample rate

Rate at which program executes.

### hQueue check syntax

Syntax of file commands are checked for hQueue compliance

### New plan with date change

This flag activates Auto mode. When the date changes new plan is created.

### Write Plan CSV file

Write a copy of the plan as CSV file. This can be used by external system to monitor hipAsk.

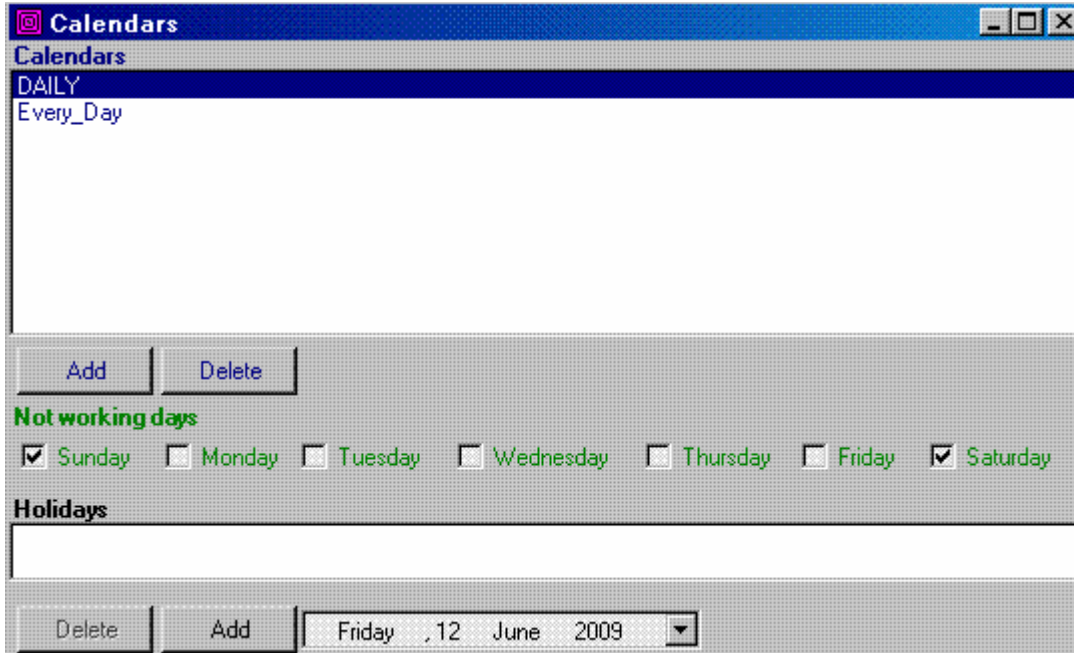
### Multiple users

The system will synchronize data between multiple uses. Please make sure that only few users use the same data.

## Date format for file commands

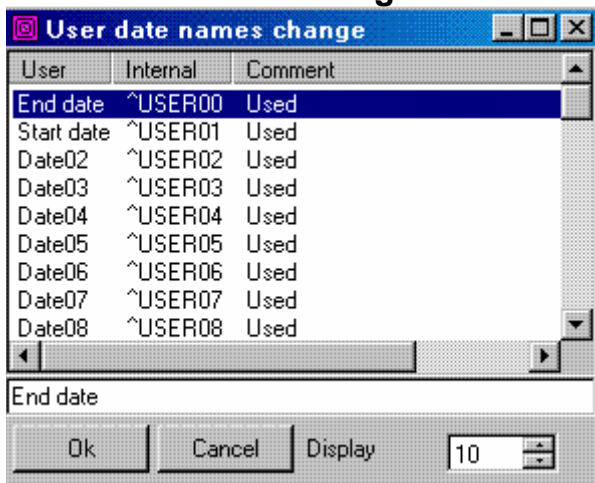
This feature can be used to create other than HiPortfolio dates

### Calendars



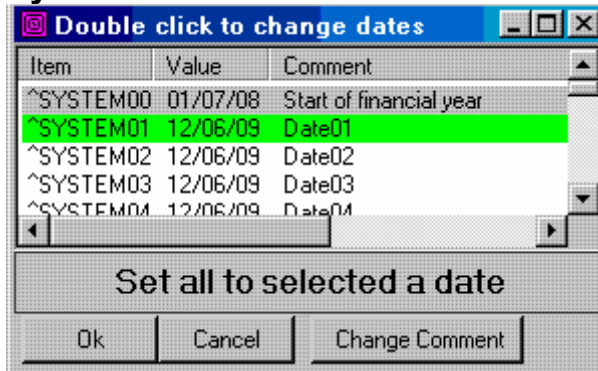
You can set up as many calendars as you wish.

### User dates name changes



You can change names of user dates displayed and limit the number shown to the user.

## System dates



These dates are set by Admin.

## Groups



Please keep group names short and meaningful

## Folder buttons

Folder buttons allows you to change folders for:

- Input
- Output
- CSV File

## Email

Please test email setting.

Please make sure that emails are sent by single jobs.

--The end --