

User manual of Job Submission Interface

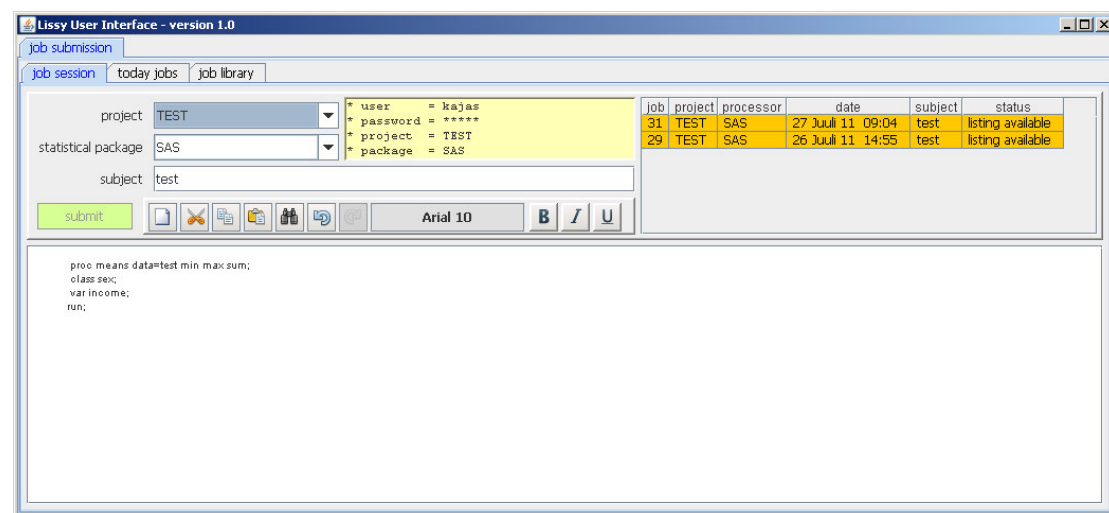
Job Submission Interface Features

Once connected, there are four main tasks you can carry out:

1. **Submit** jobs through the Job Session window
2. **Track status of jobs** in the Today's Jobs window
3. **View** both **job request and resulting listing** in the Today's Jobs window
4. **Manage** (view, clean and search) all job requests sent using the Job Library window

Submit Jobs (Job Session window)

1. Select a database (*LIS*, *LWS*)
2. Select a statistical package (SAS, SPSS or Stata)
3. Add a subject line
4. Write your code
5. Click on the submit button



Note that, for security reasons, the output of all job requests will be returned to the e-mail registered in system from address lissy@stat.ee. That way, each LIS user will be informed if someone is using his/her user ID and password.

Work with Today's Jobs (Today's Job window)

Jobs in process – status of the job sent

Received – job is received, but not in processing

Processing – job is processed

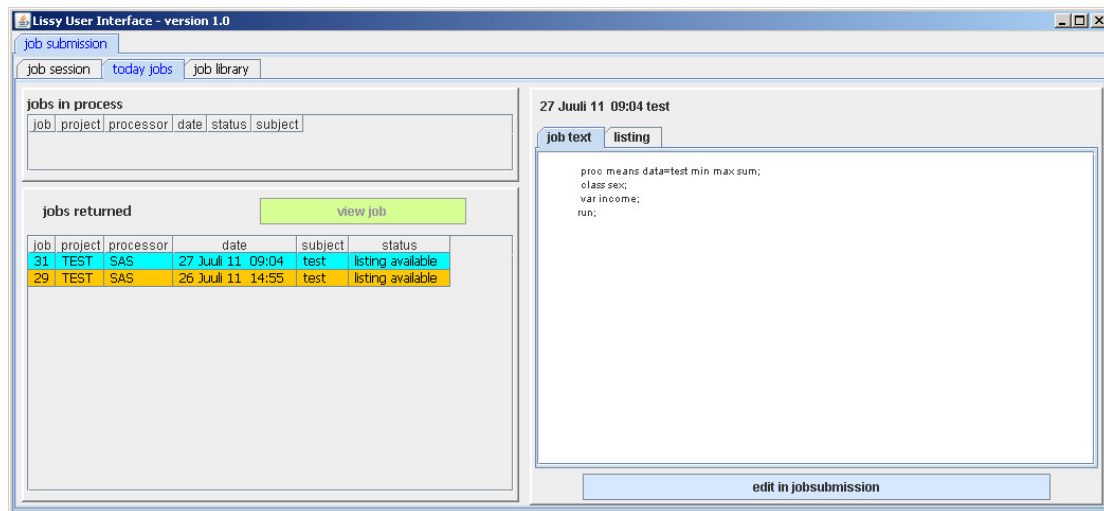
Set to review – code or output of job failed automatic checks and is set to manual review. Answer will be sent during the workday

If job has long time (more than 5 minutes) "received" then there is a problem in the system. Please inform microdata@stat.ee

Jobs returned – results of the job

1. Click on a job in the 'jobs returned' (bottom-left) pane
2. Click on the 'view job' button
3. Click on the 'text' or 'listing' tabs, respectively, of the right pane to see the request and its output

Re-submit a selected job by clicking on the 'edit in job submission' button at the bottom-right of the window

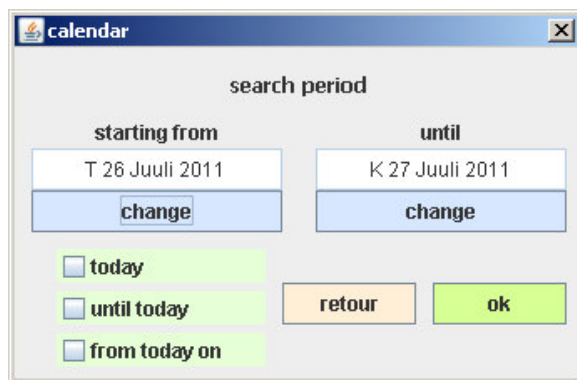


Manage the Job History (Job Library window)

View jobs sent during a specific time period:

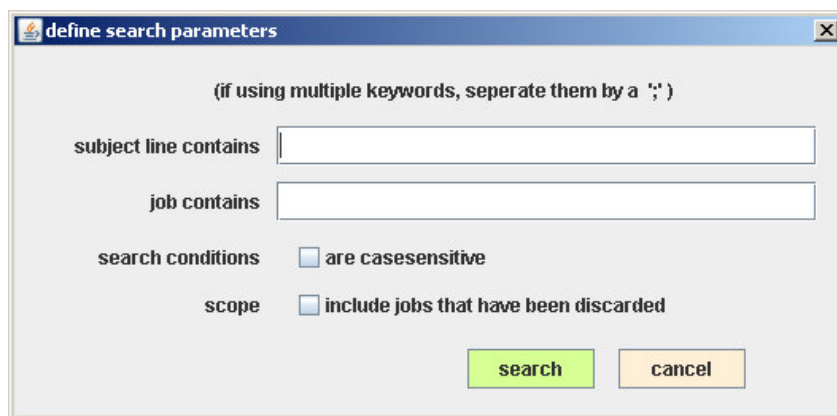
1. Click on the 'from' button (grey)
2. Choose the 'starting from' and/or 'until' search period by clicking on the appropriate 'change' button

Clean the library by clicking on unwanted job requests and clicking the 'discard' button



Search jobs by keywords:

1. Click on the 'advanced search' button
2. Complete the request according to your needs. Note that the search request may also be applied to discarded jobs.



Re-submit a selected job by clicking on the 'edit in job submission' button below and to the right of the window.