# 6.0  Instructions

This section provides instructions for various actions that a user can take while running IVP Batch Builder.

## 6.1  Opening a File

To open a file, do the following:

1. Click on **File** >> **Open** or press <ctrl-o>.
2. If the **Command List** has been modified since last being saved, then a dialog asking "File has not been saved.  Do you wish to save?" will pop-up.  Click "Yes" if you want to save or "No" if you do not.
3. A dialog titled "Open" will now pop-up.  Navigate to the file you want and click on it.
4. Click **Open** if you wish to open that file or **Cancel** if you decide to not open a file.

Text is printed to *stdout* stating "Reading in file <filename>", listing any lines that it cannot interpret (i.e. lines that are not blank, comments, commands or actions), followed by "Done" upon completion.

## 6.2  Saving a File

To save a file, do the following:

1. If you wish to save the file with a different filename than that displayed in the label above the **Command List**, click on **File** >> **Save As**, otherwise click on **File** >> **Save** or press <ctrl-s>.
2. If **File** >> **Save As** is clicked or **File** >> **Save** is clicked but the **Command List** does not have a corresponding filename, then a dialog will pop-up with the title "Save".  Specify the file you want to save it as by navigating to the file and clicking on it or typing in the filename in the "File Name" text field.
3. Click on **OK** if you wish to save the file or **Cancel** if you decide not to save the file.

If you click **OK**, the **Command List** will now be saved to the specified filename and the filename given in the label above the **Command List** will change accordingly.

## 6.3  Running the Batch Input File

To run the batch input lines currently displayed in the **Command List**, do the following:

1. Click on **File** >> **Run Batch** or press <ctrl-r>.
2. If the **Command List** has been modified since last being saved, then a dialog asking "File has not been saved.  Do you wish to save?" will pop-up.  Click "Yes" if you want to save or "No" if you do not.
3. A dialog titled "IVPBatchBuilder: Confirm Run" will now pop-up providing the command line to be executed.  Check to verify that the location of the IVP Batch Program script is correct and that the location of the batch file is correct.  If you wish to execute the IVP Batch Program, click **OK**, otherwise click **Cancel**.
4. If you click **OK**, the command will now be executed.  Any output normally generated by the IVP Batch Program will be sent to *stdout*.  When the run is complete, the line "Run Complete" will be

printed to *stdout*.

*NOTE: If you do not see the line "Run Complete" printed to stdout, then the run did not complete normally. This may mean that the IVP Batch Program stopped abnormally or that some other error occurred. Verify the run by executing it manually (i.e. run the command from a prompt) and this should help to locate and fix the problem.*

5. A **Batch Output Viewer** will now pop-up, listing all of the output files generated by the run. Select the files you wish to view as you would select a line of input from the **Command List**.
6. Click on **View** when the selections are complete. The files will now be displayed within individual windows.
7. Click on **Close** when you are finished viewing the output.

*NOTE: Output files that are very large may cause IVP Batch Builder to hang when **View** is clicked. Check the file size before clocking on **View**.*

You have completed a run of the batch file input.

## *6.4 Inserting or Appending Commands and Actions*

To insert or append a command or action into the **Command List**, do the following:

1. Select the command panel that contains the command or action you wish to insert or append by clicking on the tab that corresponds to it. See Section 5.2 for a list of the command panels and their contents.
2. Click on the check box that corresponds to the command or action. For dates, this consists of clicking on the check box next to the date format you wish to use.
3. Set the command value or action parameter by editing the sub-command panel as indicated by the GUI, noting the following:
   a. Text fields that are supposed to contain a number must contain a number. You cannot leave them blank or have anything in them other than integer digits or white-space if you wish to insert or append successfully.
   b. Selecting files consists of clicking on **Select File** and navigating to the file you wish to use. Click **Open** when you have found the file or **Cancel** to not select any file.
   c. Add numbers to a comma delimited list of numbers command (e.g. Fcst_Cat, Obs_Cat, etc.) by clicking on **Add**, typing in the number and clicking on **OK**. To remove a number, select it and click **Remove**. To remove all of the numbers, click **Clear**.
   d. Change the words in a comma delimited list of strings command (e.g. PE, Fcst_TS, etc.) by clicking on **Edit List** and selecting all of the items that are to be contained in the list. The <shift> and <ctrl> keys can be used to select multiple items, as usual.
4. Click on **Commands** >> **Insert Commands** to insert the command into the **Command List** just before the currently selected batch input line or click on **Commands** >> **Append Commands** to append the command to the end of the **Command List**.

*NOTE: Multiple commands and actions can be selected for inserting or appending simultaneously from a command panel. They are just inserted from top to bottom. However, IVP Batch Builder will only insert or append those commands covered by the currently selected command panel.*

Upon clicking the menu item (or its equivalent button), if the format of the information in the sub-

command panel is incorrect, an **Error Window** will open.  This can be closed by clicking **OK**.

*NOTE: Once a command or action is inserted or appended, the value of the check box associated with the command or action will not change.  Hence, you may want to uncheck the check box afterwards by clicking on it so you do not accidentally insert or append the command again.*

## 6.5  Inserting Comments

To insert a comment, do the following:

1. Click on **Commands** >> **Insert Comment**.
2. A dialog will pop-up titled, "Insert Comment".  Type in the contents of the comment into the text field without including the preceding '#'.
3. Click **OK** to insert the comment into the **Command List** just before the currently selected batch input line.  It will append it to end of the **Command List** if no line is currently selected.  Click **Cancel** if you decide to not insert a comment.

Upon clicking **OK**, the contents of the text field will be entered into the **Command List** with a '#' preceding it.

## 6.6  Editing a Command

To edit a command, action or comment, do the following:

1. Select one and only one batch input line to edit from the **Command List**.
2. An dialog titled "Editing <command> Command" will pop-up.  If the line to edit is a command or action, then it will be a wrapper dialog on the sub-command panel associated with the command or action selected.  If the line to edit is a comment, then it will be a wrapper on the panel that appears when you click **Commands** >> **Insert Comment**.
3. Make changes to the command, action, or comment accordingly and click **OK** if you wish to go through with the changes or **Cancel** if you decide not to edit the line.

Upon clicking **OK**, the **Command List** should now change reflecting the new value of the batch input line.

*NOTE: The commands ClearGroups and Build_Pairs cannot be edited since its value is ignored (see the* IVP Batch Program User's Manual for Verification *and the* IVP Batch Program User's Manual for Pairing *for more detail.*