



EB-WI-0040, Rev -

Written by: Duane Dier

Reviewed by: Christina Dier

Manage and Maintain a Library

Applies to Process Library to produce N/A

0 named resources are identified to perform this process

Manage and Maintain a Library

EB-WI-0040 Work Instruction Revision -

Written by:
Duane Dier

Reviewed by:
Christina Dier

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EB-WI-0040, Rev -

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Manage and Maintain a Library

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Revision Table for EB-WI-0040 "Manage and Maintain a Library"

Rev	Description of Change
<i>(current) -</i>	<i>First formal release</i>

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EB-WI-0040, Rev - "Manage and Maintain a Library"

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"Manage and Maintain a Library" applies to *Process Library*



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Section 1: Prerequisites

Step 1.1: Have a Process Library with stanhope in the root directory

This particular process was written and tested with stanhope 0.70.0, but any version after ~0.50.0 or so should have all of the features described herein.

Step 1.2: Have permission to execute stanhope from a terminal interface

You can check to see if you can execute stanhope from a terminal interface by invoking in a benign way.

```
> cd "Your Process Library Folder Path"  
> ./stanhope --version
```

If the stanhope invocation returns something in the terminal window like, "stanhope 0.70.0" then you are able to execute the program, and should not have a problem performing the tasks described in these sections.



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Section 2: Add or Delete Processes

Step 2.1:

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Section 3: Rename a Process

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Section 4: Change the Document Number of a Process

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Section 5: Web Menu

 Step 5.1: Create WebMenu.html **Step 5.2: View, Navigate, and Print** **Step 5.3: Update**

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Section 6: Batch-Process Multiple Processes

Step 6.1:

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Section 7: Archive a Copy of One or More Processes

Step 7.1: Understand Archiving vs. Processing

Every time an author processes an EBML file (e.g. by clicking "EasyButton.bat" or "EasyButton.command"), the stanhope engine reads the EBML, writes HTML, converts the HTML to PDF, and then creates a copy of everything in an archive folder.



Stanhope actually runs the "archive" function as its last processing step, so this section simply describes how to invoke that "archive" function by itself.

Step 7.2: Invoke the stand-alone Archive function

Let's say you want to archive process number "P-01234" in your library.

All command examples shown are in "verbose" mode. In a terminal, when in the root folder of your process library where stanhope exists, run the following command:

```
> ./stanhope --verbose --archive-process "P-01234"
```

...or...

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```
> ./stanhope -v -a "P-01234"
```

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Section 8: Clean Up Revision Histories



Step 8.1: Understand the Implications of "Cleaning Up" Files