

OCLC Job Reports

Gathers job report statistics from Network Zone import profiles (specifically OCLC Overlay import profiles) and places them into an Excel spreadsheet on a daily basis.

At a glance

- **Status:** Active
- **Environment / Tags:** Network Zone
- **Applies consortium-wide?:** Yes
- **Runs on:** Alma Network Zone (NZ)
- **Trigger:** Scheduled — runs **every day at 3:45 AM**
- **Primary outcome:** Collects statistics from completed **OCLC Daily Bib Overlay** jobs and appends them to a shared Excel tracking table.
- **Who receives results:** No direct notifications; results are written to a shared Microsoft Excel workbook.

Why this exists

WRLC staff need a reliable, low-effort way to track how daily OCLC bibliographic overlay jobs are performing over time. This workflow makes that work visible and auditable by automatically capturing key job statistics (record counts and match outcomes) and logging them in a shared spreadsheet, creating a historical record without manual data gathering.

What it does

- Runs automatically every morning.
- Looks up Alma **Network Zone import profiles**.
- Identifies active import profiles related to **OCLC Daily Bib Overlay**.
- Finds job instances from **yesterday** that completed successfully.
- Excludes FTP-specific job instances that aren't relevant to reporting.
- Extracts summary statistics (total records, match types).
- Deduplicates results so each job instance is logged once.
- Appends a new row of statistics to a shared Excel table.

Where it runs

- **Alma IZ(s):**
 - Alma **Network Zone**
- **Systems touched:**
 - **Alma APIs** — used to retrieve import profiles and job instance details
 - **Microsoft Excel (Office 365)** — used as a shared reporting log
- **Reports / queries used:**
 - None (this workflow reads Alma job metadata, not Analytics reports)

How it works

Logic overview

Execution flow (plain language):

1. **Scheduled trigger**
 - The workflow starts every day at **3:45 AM**.
2. **Determine reporting date**
 - Calculates **yesterday's date** in `YYYY-MM-DD` format.
3. **Retrieve import profiles**
 - Pulls all **REPOSITORY-type import profiles** from the Alma Network Zone.
4. **Profile filtering**
 - Keeps only profiles whose name contains **"OCLC Daily Bib Overlay"**.
 - Keeps only profiles that are **active**.
5. **Retrieve job instances**
 - For each qualifying import profile:
 - Retrieves job instances submitted yesterday
 - Limits results to jobs with status **COMPLETED_SUCCESS**
6. **Instance cleanup**
 - Removes job instances whose names contain **"w/FTP"**.
 - Removes duplicate instances to avoid double-counting.
7. **Retrieve job details**
 - Fetches full details for each remaining job instance.
8. **Extract reporting fields**
 - Pulls and normalizes:
 - Job name
 - Status and status date
 - Total records processed
 - Single matches
 - Multiple matches
 - Records not matched/imported
9. **Write to Excel**
 - Appends a new row to a shared Excel table, mapping:
 - Job name → import type (New, Updated, Merged, Deleted)
 - Status date → reporting date
 - Counters → match and record totals

If results exist

- Each qualifying job instance produces **one new row** in the Excel table.
- The spreadsheet accumulates a running, date-based history of OCLC overlay activity.

If no results

- If no qualifying job instances ran yesterday:
 - The workflow completes without writing any new rows.

- No errors or notifications are generated.

Artifacts produced

- **Excel table rows** in a shared workbook:
 - Columns include date, import type, total records, single matches, multi matches, and unmatched records.
 - No emails or files are generated outside the Excel workbook.
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