

# Administrator Guide



## Setting up and running a batch process

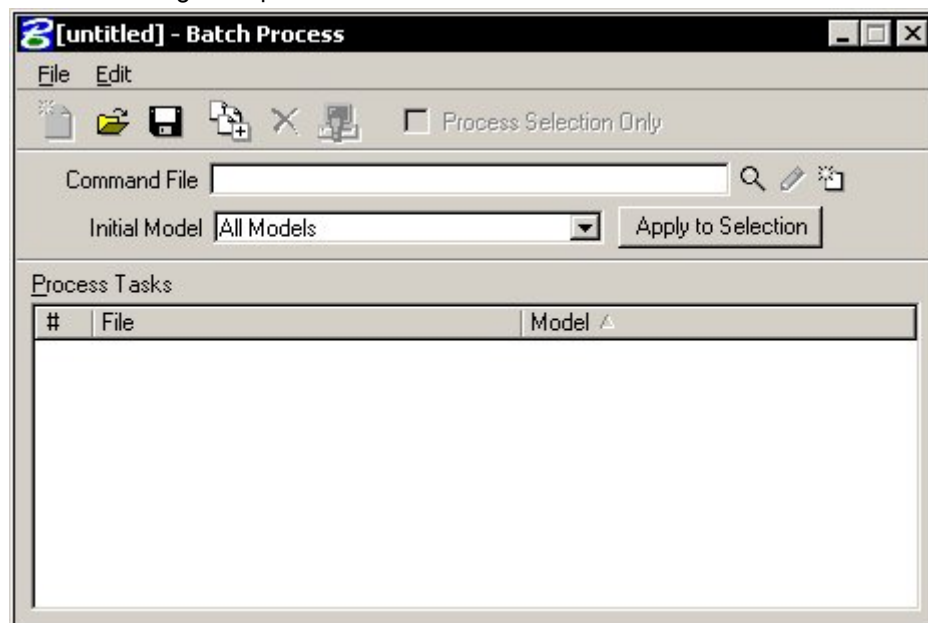
Before you run a batch process, you must create a script, then identify the files to process.

### *General Procedure — To set up and run a batch process*

1. Create the command file, and enter the key-in commands.
2. Select the files to process.
3. Run the batch process on the selected files.

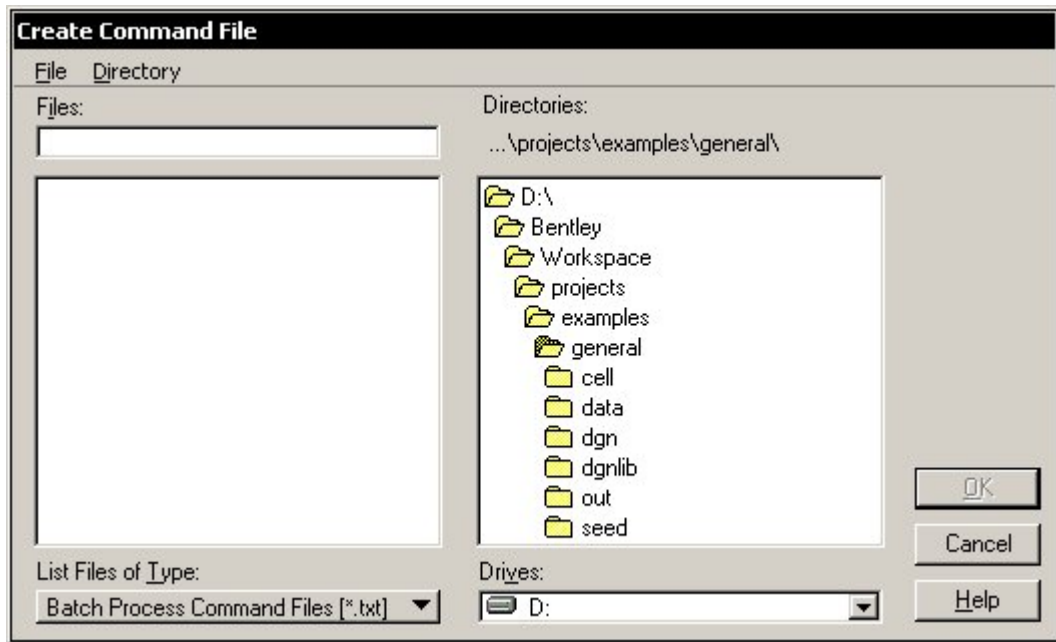
### *To create the command file*

1. From the Utilities menu, choose Batch Process.  
The Batch Process dialog box opens.



*Batch Process dialog box*

2. Click the Create a New Command File icon.  
The Create Command File dialog box opens.



*Create Command File dialog box*

3. Enter a name for the command file, and click OK.  
If the command file uses the default .txt extension, the text file opens in a text editor window.
4. Enter the MicroStation key-ins.  
Most MicroStation commands have key-ins. You can also use key-ins to run MicroStation **BASIC macros**, **VBA macros**, and **MDL applications**.

```

#-----
#
# Command file for batchprocess utility
#
# This command file was originally copied from $(MS_DATA)cmdfiletemplate
# Command file information:
#   - Lines that start with the '#' character are treated as comments
#
#-----
active level Level 3
active color blue
active weight 2

```

*Command file in text editor*

- ✓ To pause the script so that you can modify the design file interactively, enter the BATCHPROCESSPAUSE key-in. Later, when the batch process is running, it will pause at this point. To restart the process, click the Continue button in the Files to Process dialog box. For details, see [To process a batch process job](#).
5. Save and exit the text file.

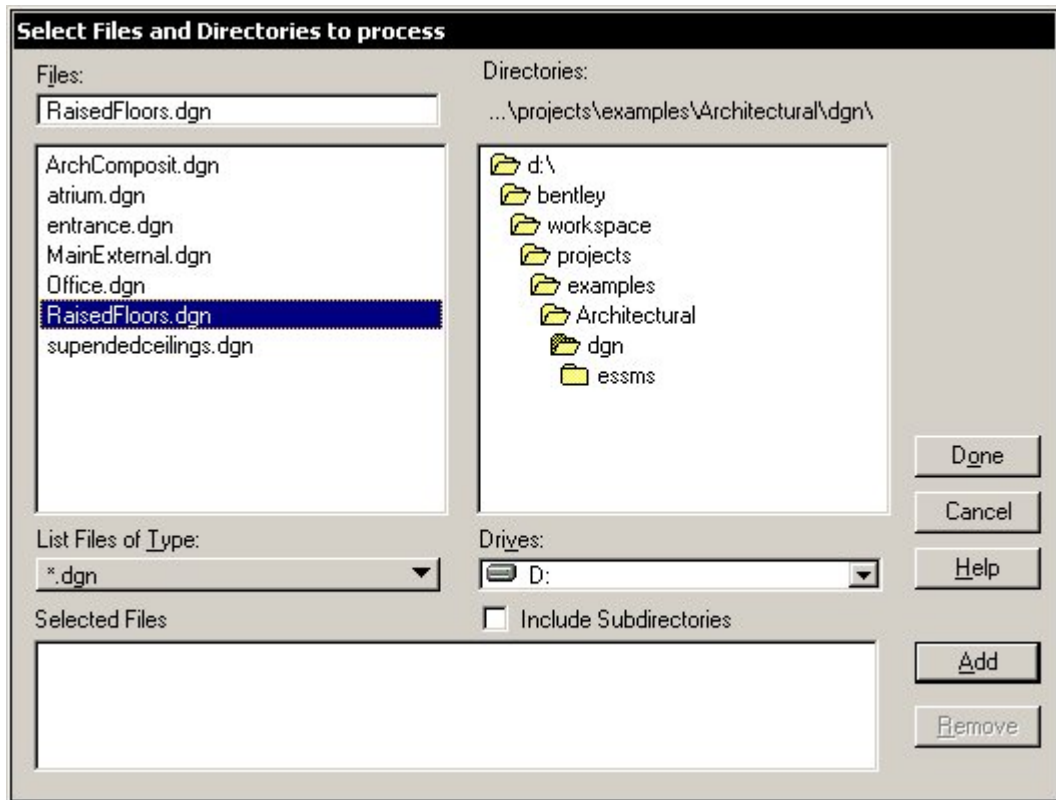
**To select the files to process**

1. From the Initial Model option menu in the Batch Process dialog box, choose the models to process in each file: All Models, or Default Model Only.



After you select the files and directories to process, you can modify the Model setting for any of the files.

- In the dialog box's icon bar, click Add Files or Directories to Process. The Select Files and Directories to Process dialog box opens. This dialog box allows multiple selection of both files and directories.



Select Files and Directories to Process dialog box

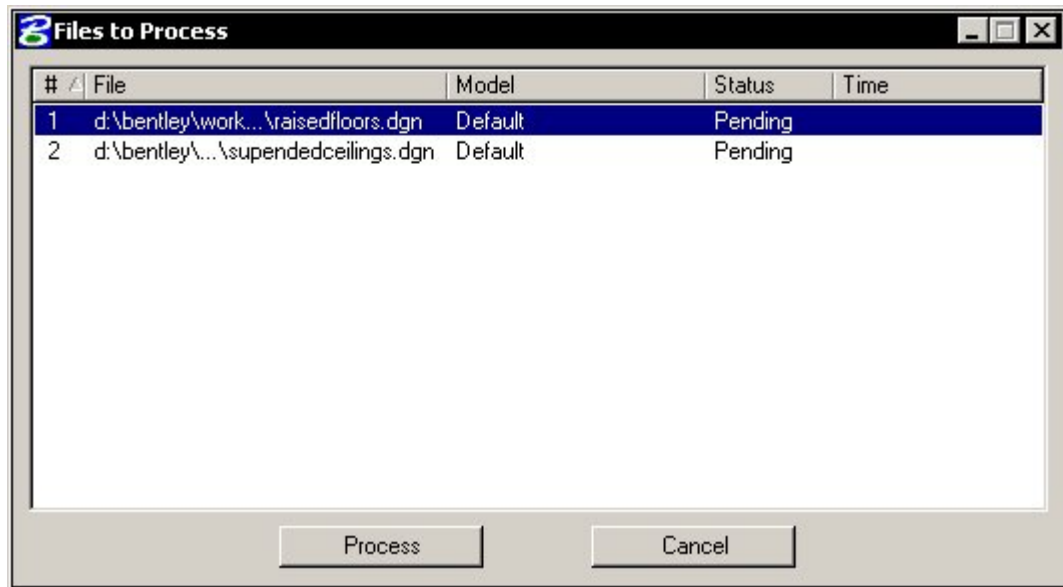
- Select individual files or directories to process.
- Click Add. The specifications for the selected directories or files are listed in the Selected Files list box. The wildcard string "\*" at the end of a directory specification indicates that subdirectories are included.
- Repeat steps 5 and 6 until you have selected all directories and files to process.
- Click Done. The Select Files and Directories to Process dialog box closes, and the Process Tasks list box in the Batch Process dialog box updates to reflect your selections.



At this point, you can directly modify the Model setting for an individual file. Select a file in the Process Tasks list, then click on and modify the Model setting.

### To run the batch process

- (Optional) To process specific files or directories, select them in the Batch Process dialog box's Process Tasks list box, and turn on Process Selection Only in the icon bar.
- In the Batch Process dialog box's icon bar, click the Process Batch Process Job icon. The Files to Process dialog box opens. The individual files to process are listed.



*Files to Process dialog box*

3. Click Process.  
The Process button label automatically changes to Pause, and the Status column identifies the file being processed. Click Pause to pause processing between commands. (Click Continue to restart processing.)  
When processing is complete, the Pause button label changes to Done.
4. To return to the Batch Process dialog box, click Done.