

List of Things To Do – Daily & Monthly

CrimeWatchAmerica

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1. Introduction

The following information is to be used to assist with the maintenance and execution of the scripts associated with the CrimeWatchAmerica social media business owned and operated by C&B Concepts LLC.

2. Daily

The following tasks should be performed on a daily and ongoing basis:

2.1 File Not Found

Monitor status of post to Facebook and Instagram for each CrimeWatch city. Remove any post that shows the “File Not Found” image.

2.2 WinSCP

Check to see if the WinSCP app needs to accept a new SSL certificate. The absence of accepting the certificate will cause files not to be uploaded the <https://metrocrimedaily.com> server

2.3 Manual Execution of Scripts

To manually start a script if it was terminated execute the following command:

find-and-post-cwa-stories-RevU.bat **city drive postToCWA postPhotoLimit**

where city=post stories to this city

where drive=location of script files

where postToCWA=yes/no , post/do not post to CrimeWatchAmerica page

where postPhotoLimit =0 | >0 [0 – post only link story,>0 post photo story

e.g.

find-and-post-cwa-stories-RevU.bat **atlanta d yes 5000**

find-and-post-cwa-stories-RevU.bat **chicago d yes 5000**

find-and-post-cwa-stories-RevU.bat **dallas d yes 5000**

find-and-post-cwa-stories-RevU.bat **detroit d yes 5000**

find-and-post-cwa-stories-RevU.bat **houston d yes 5000**

find-and-post-cwa-stories-RevU.bat **losangeles d yes 5000**

find-and-post-cwa-stories-RevU.bat **memphis d yes 5000**

find-and-post-cwa-stories-RevU.bat **miami d yes 5000**

find-and-post-cwa-stories-RevU.bat **milwaukee d yes 5000**

find-and-post-cwa-stories-RevU.bat **neworleans d yes 5000**

find-and-post-cwa-stories-RevU.bat **newyork yes 5000**

find-and-post-cwa-stories-RevU.bat **stlouis d yes 5000**

2.4 Remove Empty Files

For each city navigate to the following directory and sort based on the Size column

D:\CRIME-WATCH-**CITY**\WIP\backup

Where **CITY** =

[atlanta|chicago|dallas|detroit|houston|losangeles|memphis|miami|milwaukee|neworleans|newyork|stlouis]

Select all files with a zero size and delete them.

e.g. delete post-these-unique-**detroit**-urls-* where size = zero (0)

NOTE: Eventually make an enhancement such that the cleanup script will automatically check for zero size files and delete them.

3. End Of Month

3.1 Cleanup CrimeWatch Files

Run the script "c:\unix\bin\cleanup-crimewatch-files-RevD **drive host**" where *drive* is where the script resides and *host* is where files will be removed

e.g.

cleanup-crimewatch-files-RevD **d atlanta**

cleanup-crimewatch-files-RevD **d chicago**

cleanup-crimewatch-files-RevD **d dallas**

cleanup-crimewatch-files-RevD **d detroit**

cleanup-crimewatch-files-RevD **d houston**

cleanup-crimewatch-files-RevD **d losangeles**

cleanup-crimewatch-files-RevD **d memphis**

cleanup-crimewatch-files-RevD **d miami**

cleanup-crimewatch-files-RevD **d milwaukee**

cleanup-crimewatch-files-RevD **d neworleans**

cleanup-crimewatch-files-RevD **d newyork**

cleanup-crimewatch-files-RevD **d stlouis**

NOTE: Before executing the cleanup script you must first edit the file such that it does not delete the current month files that have been created that reside on the <https://metrocrimedaily.com> server

e.g. At the end of each month

replace **32** with ***** for the previous month (FEB) and ("**rm 02-32-2026-***")

replace ***** with **32** for the current month (MAR) ("**rm 03-*-2026-***")

```
"c:\Program Files (x86)\WinSCP\WinSCP.exe" metrocrimedaily /log=cleanup-log.txt
ftp://hall_kim@metrocrimedaily.com:Saizon_211@ftp.metrocrimedaily.com:21 /command
binary "cd /instagram-%CITY%" "rm 01-*-2026-*" "rm 02-32-2026-*" "rm 03-*-2026-*" "rm 04-
*-2026-*" "rm 05-*-2026-*" "rm 06-*-2026-*" "rm 07-*-2026-*" "rm 08-*-2026-*" "rm 09-*-
2026-*" "rm 10-*-2026-*" "rm 11-*-2026-*" "rm 12-*-2025-*" "cd /instagram-%CITY%/videos"
"rm *.mp4" "rm *.webm" "cd /instagram-%CITY%/post-later" "rm 01-*-2026-*" "rm 02-32-
2026-*" "rm 03-*-2026-*" "rm 04-*-2026-*" "rm 05-*-2026-*" "rm 06-*-2026-*" "rm 07-*-
2026-*" "rm 08-*-2026-*" "rm 09-*-2026-*" "rm 10-*-2026-*" "rm 11-*-2026-*" "rm 12-*-
2025-*" "close" "exit"
```

4. Auto Start Scripts After Reboot

The following script is automatically executed after a reboot when you login as khall

C:\Users\khall\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup**startup-
master-crimewatchamerica-scripts.bat**

This file also resides at **c:\unix\bin**. If any changes are made to the script the changes should be made at both locations.

A command prompt window is created for each city that the script will post stories to.

5. IFTTT Applet Creation & Status Check

On occasion it may become necessary to login to the ifttt app to create new applets and check the activity of the **myApplets** execution for each city.

6. Facebook Integration w/ IFTTT

TBD

7. Instagram Graph API

TBD

8. Section 8

TBD

9. Fault Tolerate / Switch Between Computers

When the situation arises where the main computer is down due to internet access it is imperative that a switch over to a backup computer occurs within an SLA of 2-4 hours.

The current computers in use are located at C&B Concepts and Stagefright Media. The name of the computer located at C&B is named "**crimewatchamerica**". The name of the computer located at Stagefright Media is named "**crimewatch11**".

When ever a switch over is required the following script should be executed on the failing computer "**c:\unix\bin\switch-between-cwa-and-cw11.bat**"

e.g.

switch-between-cwa-and-cw11 **city month year**

switch-between-cwa-and-cw11 atlanta 01 2026

Once the script has been executed the folder d:\switch-computers that was created should be uploaded to the <http://metrocrimedaily.com> server via WinSCP for the backup computer to access. Once the folder d:\switch-computers has been uploaded then the content of this folder should be downloaded to the appropriate folders on the backup computer.

e.g. WinSCP ... download files to d:\crime-watch-**CITY**\WIP\backup

The purpose of going through this exercise is to prevent duplicate stories from being posted.