

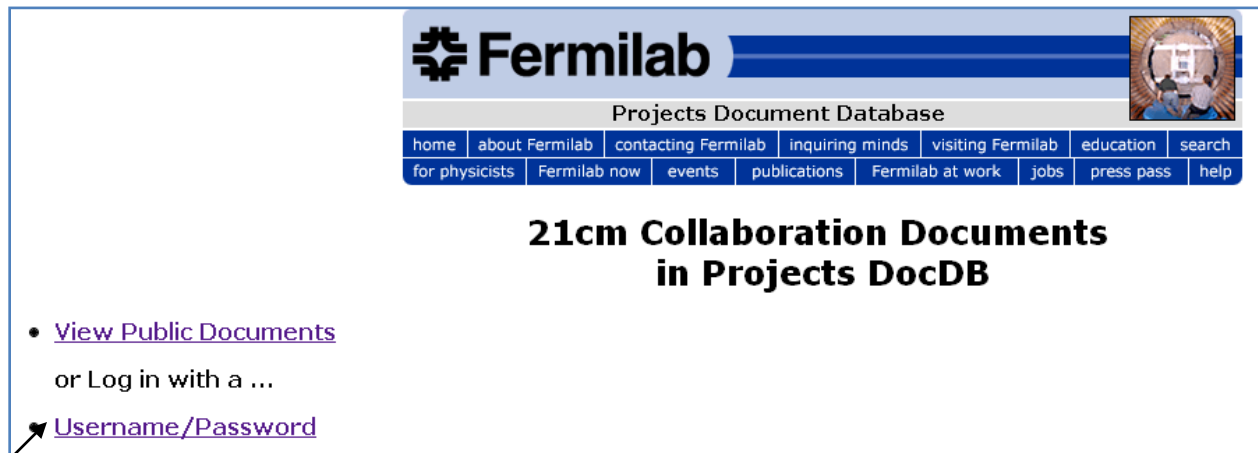
Putting in Documents to the 21 cm DocDb

Dave McGinnis
February 10, 2009

Introduction

Putting in documents into the 21cm docdB is fun, easy, and gives one a feeling of accomplishment. Try it today!

Step 1. Go to the 21cm docdB website at:
<http://projects-docdb.fnal.gov/21cm.html>



Fermilab Projects Document Database

home about Fermilab contacting Fermilab inquiring minds visiting Fermilab education search
for physicists Fermilab now events publications Fermilab at work jobs press pass help

21cm Collaboration Documents in Projects DocDB

- [View Public Documents](#)

or Log in with a ...

↖ [Username/Password](#)

Click here

Step2. To add a document you will need to login with Username/ password. For the 21cm docDb site:

Username: **21cmUser**

Password: **peterson**

(Okay Jim – now you know the password – this document will self destruct in 5 minutes)

Step3. Create a document. Near the top of the Document Database webpage there is a link to: [Create or change documents or other information](#)

Fermilab Projects Document Database

home about Fermilab contacting Fermilab inquiring minds visiting Fermilab education search
for physicists Fermilab now events publications Fermilab at work jobs press pass help

Document Database

[Create or change documents or other information](#)

Search for (Advanced)

Show Projects-doc-# -v

Show documents modified in the last days

[Calendar](#) of events

[Instructions](#)
[Your Account](#)
[Preferences](#)
[DocDB Statistics](#)
[About DocDB](#)

Click that link

The page that shows up is:

Fermilab Projects Document Database

home about Fermilab contacting Fermilab inquiring minds visiting Fermilab education search
for physicists Fermilab now events publications Fermilab at work jobs press pass help

Document Modifications

Click any **highlighted link** for quick help.

Document Management: (**Which option do I choose?**)



- document from file(s) on your **local computer**
- document from file(s) on the **web**
- a document number (if you don't yet have a draft of your document).
- document #
- for document #
- file(s) to document #

Event Management

[Main Menu](#)
[Instructions](#)
[Your Account](#)
[Customized Create/Modify](#)
[Customized Add Files](#)
[About DocDB](#)

Usually, you will create a new document from a file on your computer. Enter the number of files that will be in your document (usually just 1) and then click the *Create a new* document button.

Step 4. Fill in Document information


Projects Document Database

home	about Fermilab	contacting Fermilab	inquiring minds	visiting Fermilab	education	search	
for physicists	Fermilab now	events	publications	Fermilab at work	jobs	press pass	help

Document Addition

You have chosen to add a new document to the database.
Make sure you know all the required information and the file is ready for uploading.
Required fields are marked with an asterisk (*).
Click on any of the headings for help.

Title: *

Abstract: *

Gives step by step instructions on how to put documents into docDb

Keywords: (space separated) - [Keyword Chooser](#)

Notes and Changes:

Local file upload: *

File: HowToDocDb.pdf

Description: Main?

Fill in the info on the form. Make sure to choose a file to upload by pressing the "Choose File" button.

Fill in the **Document Type** (usually a note)

Choose the name of the **Submitter**.

Choose the name of the **Author** (note multiple names can be chosen by using control-click)

Choose who can **View** the document (I always choose Public)

Choose who can **Modify** the document (always 21cmUser)

Choose the **Topics** (usually 21CM – Technical Notes)

Local file upload: *

File: HowToDocDb.pdf

Description: **Main?**

Make sure you supply a format everyone can view (e.g. PDF) along with source formats.

Document type: *

Kyushu University Conference Presentation Meeting Presentation
 Meeting Minutes Report Note

Submitter: *

- Makins, Naomi C.R.
- Mariani, Camillo
- Marriner, John
- Martens, Mike
- Matsumura, Hiroshi
- Matsuyama, M.
- Mazur, Peter
- McCluskey, Elaine
- McGaughey, Pat
- McGinnis, David

Authors: * (Text w/ order)

- Makins, Naomi C.R.
- Mariani, Camillo
- Marriner, John
- Martens, Mike
- Matsumura, Hiroshi
- Matsuyama, M.
- Mazur, Peter
- McCluskey, Elaine
- McGaughey, Pat
- McGinnis, David

View:

- Public
- docdbadm
- tritiumrw
- tritiumro
- tritiumadm
- hcp2006
- sciboone
- coupp
- gammev
- t972

Modify:

- tritiumrw
- tritiumro
- tritiumadm
- hcp2006
- sciboone
- coupp
- gammev
- t972
- 21cmUser

Topics: *

21CM

- 21CM
- Meeting Minutes
- Publications
- Technical Notes

COUPP

- COUPP
- Collaboration
- Institutions
- Status Reports
- Weekly Meetings
- Detector
- Bubble chambers
- Other
- Shields
- External Documents

Conferences

- Conferences
- HCP2006

E906

- E906
- Analysis
- Collaboration Meetings
- 2004_October
- 2006_December
- 2008_June
- 2009_January
- Phone Conference Notes
- DAQ
- Electronics

Step 5. Finally submit the document by clicking the "Submit Document" button.

The screenshot shows a web-based document submission interface. At the top, there are four dropdown menus for user selection, each showing 'McCluskey, Elaine', 'McGaughey, Pat', and 'McGinnis, David'. Below these is a red heading 'Topics: *'. The main area contains several topic categories, each with a list of sub-topics in a scrollable list:

- 21CM**: Meeting Minutes, Publications, Technical Notes
- COUPP**: Collaboration, Institutions, Status Reports, Weekly Meetings, Detector, Bubble chambers, Other, Shields, External Documents
- Conferences**: Conferences, HCP2006
- E906**: E906, Analysis, Collaboration Meetings (2004_October, 2006_December, 2008_June, 2009_January), Phone Conference Notes, DAQ, Electronics
- ESH Training**: ESH Training
- GammeV**: GammeV, Etc., General Information, Operations Information, Physics
- P981**: P981, Antihydrogen Formation, Atomic Interferometry, Deducing gbar, Experiment Progress, Meeting Minutes, Other, Pbar Trapping, Physics Results, Project Management
- SciBooNe**: SciBooNe, Analysis, Civil Construction, Collaboration, DAQ, Engineering, Management, Monte Carlo, Reconstruction, Technical
- T962**: T962, General, Hardware, Cryogenics, Cryostat, Electronics, Purity Monitor, Slow Controls, TPC, Operations
- T972**: T972, Collaboration, Irradiation Samples, Counters (Bonner Spheres, Germanium, NE213), High Intensity Lab, MTest, NuMI
- Tritium Subcommittee**: Tritium Subcommittee, Data Repositories, Data Sample Reports, Meeting Minutes, Meeting Presentations, Plans, Reference Material, Remediation

At the bottom center, there is a button labeled 'Submit document'. A black arrow points from the top right of the interface down to this button.

If successful, you will be sent to this page: