

Very Quick Guide to the Control Room Logbook

(February 2002)

Log In/Log Out

Username and password method:

Log in if you want your name attached to logbook entries as they get archived. If not, you don't need to log in. To log in, click the **LOG IN/LOG OUT** button on the left-hand toolbar. Enter your login user name (usually the name part of your email address) and your password as prompted, and click Login. To log out, click the **LOG IN/LOG OUT** button, select the user to log out, then click Logout.

Password and PIN method:

For this configuration, you can archive entries only if you are logged in. To log in, click the **LOG IN/LOG OUT** button on the left-hand toolbar. Scroll to your username, and provide your password and a PIN (twice), and click **LOGIN/LOGOUT**. To log out, click the **LOG IN/LOG OUT** button, scroll to your name, provide your PIN (twice), and click **LOGIN/LOGOUT**.

Create a Logbook Entry

- 1) Select the page tab at the top of the screen to display the appropriate input page on the desktop.
- 2) There is a horizontal row of menu headings along the top of the desktop page. Choose an item from one of the menus. If menus cascade, continue to select items until a window pops up into which you can insert logbook entries. We call this window an *input container*.
- 3) The data entry types (e.g., text, image, Ipen®, ROOT plot, etc.) are configured by your experiment, and appear on the right-hand toolbar. To create an entry, place your cursor in the desired toolbar button, hold the left mouse button down, and drag-and-drop the toolbar button into the container.
- 4) A particular container topic may be configured such that double-clicking in the container creates an entry of a particular data entry type.
- 5) Adding information to the entry varies by data entry type. E.g.,:
 - a) To insert text, type over the highlighted text: `Insert Text Here`.
 - b) To insert an image, place the cursor in the entry and click the **INSERT IMAGE** menu option on the container. You may type in or browse for a file or URL.
 - c) To insert an Ipen® sketch, select the port name as prompted, click **OPEN PORT**, then draw or write on your tablet. Click **SAVE DRAWING** to save your work and enter it in the container. It gets saved as a `.gif` file.

Attach a Global Message to All Entries

Click the **CURRENT SITUATION** button (left-hand toolbar) to set a global message. Enter the message text as prompted, then click **OK**. The message will be included in all subsequent logbook entries, until the message is changed or turned off. To change or turn off a global message, again use the **CURRENT SITUATION** button.

Select Entries in a Container (All types of containers)

To select a single entry in a container window, point anywhere on the desired entry, press the **<CTRL>** key, and click once. To deselect an entry, do the same thing. **<CTRL>**-click toggles the selection. You can select a non-archived or an archived entry (in an input container).

To select all the entries in the container, archived or not, open the **ENTRIES** menu (either click on it or right-click anywhere in the container window) and choose **SELECT ALL ENTRIES**. To deselect all entries, choose **UN-SELECT ALL ENTRIES**.

Edit, Archive, Remove, and Print Logbook Entries

These operations are performed in an input container. Before a logbook entry is archived to the **CRL** database its content and/or appearance can be modified, or it can be deleted. Once a logbook entry has been archived, the entry gets “set in stone”. All entries can be printed or removed. If a nonarchived entry is removed, it is deleted; if an archived entry is removed, it is only removed from the container.

- 1) Click on the **ENTRIES** menu (or right-click anywhere in the container window) to bring it up. Use this menu to select, remove, archive, and print entries (threading is discussed below).
- 2) Use the **EDIT** and **FONT** menus to edit individual entries.

Thread Logbook Entries

A thread is a vehicle to link a series of entries relating to a particular issue. Only archived entries can be threaded. A thread container provides a window for viewing and manipulating a thread. The **THREAD EXPLORER** button on the left-hand toolbar brings up the **THREAD EXPLORER** window. From this window you can create a new thread, delete an existing thread, and drag-and-drop the contents of a thread into a thread container.

In a thread container, use the **ENTRIES** menu to select or print the entries in a thread, and to add/delete them to/from threads. (You can also add/delete entries to/from threads using an input container.) Sort them via the **SORT** menu.

Search for, View, Annotate and Print Archived Logbook Entries

First, open a report container in which to collect archived entries. Once it contains entries, you can edit the contents of the container, and print reports.

- 1) Select the page tab at the top of the **CRL** window to display the appropriate report page on the desktop.
- 2) There is a horizontal row of menu headings along the top of the desktop page. Choose an item from one of the menus. A report container window pops up.

Next, click the **SEARCH** button (left side) to search the database of archived entries. It brings up the **SEARCH ENTRIES** window which has two tabs: **INQUIRIES** and **LOGENTRY EXPLORER**. These offer two types of search methods.

INQUIRIES	Construct a database query using a set of filters. You can save the inquiry for future use, restore it, and edit it.
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First, select a filter on the right side of the window. Then fill out the corresponding information. When ready, click **EXECUTE INQUIRY**. It runs in the background, and can be halted. When execution has completed, drag the **FOUND <N>** button to a report container to view the results.

LOGENTRY EXPLORER Search the database down the tree by year, month, day and hour, and by data category and/or topic. Drag-and-drop a folder, an individual entry, or multiple items into a report container for viewing.

To annotate an archived entry, click the **ANNOTATE** button on the entry, and type in your comment at the prompt provided. When you enter it, your comment will appear. To see annotations made at other terminals or via the web, click **REFRESH**.



Fermilab Computing Division

CRL: <http://www.fnal.gov/docs/products/crl>

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Computing Division Web Page: <http://www.fnal.gov/cd/>

