

Docdb Primer

The entry page url of our DocDB is microboone-docdb.fnal.gov.

Public or Private Access

The data-base has a basic upper level of defining its documents. Documents are either *public* which means anyone on the web can see them, or documents are *private* which means only people logging in to our DocDB with a username and password can see them. The selection for public access, or for private access, is made on the entry page shown in Figure 1.

In addition, there are different levels of *private*, each one corresponding to a different username and password. YOU CHOOSE which private-access level you want when you log in, by using one or another username. For all documents internal to the collaboration, use the **uboone** username. When we have Director's Reviews or DOE Reviews, we are required to provide the review committee access to some documents, and we have the **reviewer** username for this purpose. Some of our Project documents are under a formal "configuration control", meaning all modifications conform to guidelines for review and approval by the project managers, and we have the **ubpm** username for this purpose. The database administrators have their own username, which allows them access to tools to modify the database configuration.

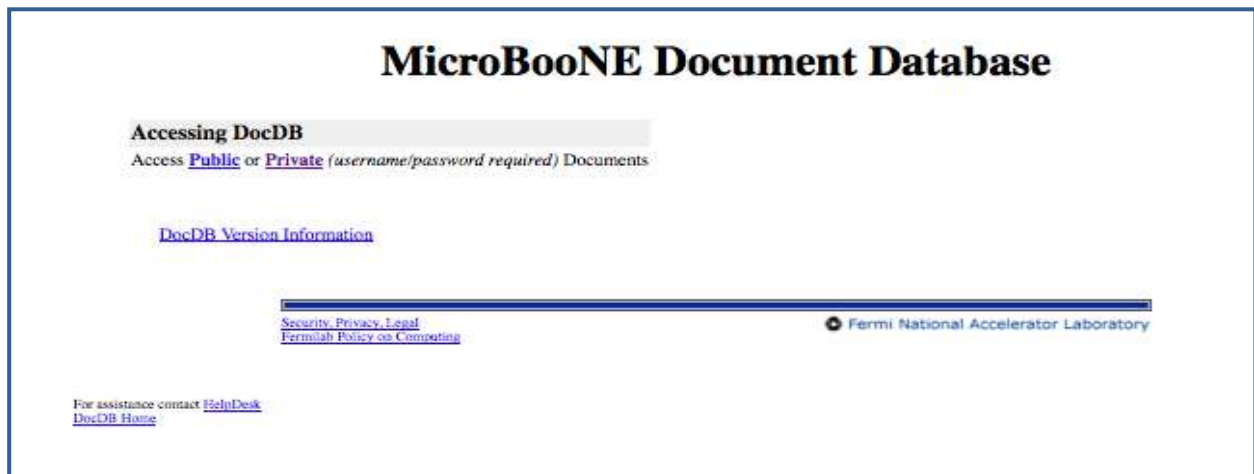


Figure 1: DocDB Home page at <http://microboone-docdb.fnal.gov/>

You must ask someone on MicroBooNE for the passwords corresponding to a given username.

Which documents you are allowed to search for and view depends entirely on how you enter the DocDB in this first step.

DocDB Home Page

The home page is shown in Figure 2 below

The screenshot shows the DocDB Home Page with several annotations. A red oval highlights the link "Create or change documents or other information" at the top, with a red arrow pointing to it and the text "To upload or modify a document, or to define an Event, plus more". A green arrow points to the "Calendar of events" link, with the text "A defined Event appears on this calendar – See section below about Events.". A red oval highlights the "List:" section, which includes links for "Authors", "Topics", "Groups", "Keywords", and "Events". A red arrow points to the "Authors" link, with the text "Lists all Authors, or Topics, or Events. Selecting an Author or Topic brings up a listing of all Docs tagged with that Author or Topic". A green arrow points to the "All documents" link. On the left, a box contains links for "Instructions", "Your Account", "Preferences", "DocDB Statistics", and "About DocDB", with an arrow pointing to it and the text "More details on usage". At the bottom, a table titled "Last 50 documents modified" is shown.

MicroBooNE-doc-#	Title	Author(s)	Topic(s)	Last Updated
66-v1	Vendor List update	J.Sondericker	Cryostat	09 Oct 2008
65-v1	Data from Corning	J.Sondericker	Cryo Calculations	09 Oct 2008

Figure 2 The DocDB Home Page

The top link [Create or Change documents or other information](#) is what you choose to change or add anything to DocDB – a document or an Event, or meta-information describing these. More details further below.

The rest of the Home Page holds links which are used to find a document.

The links with the Search and Show buttons are fairly self-evident. The **Search** utility is not explored here (please explore it yourself). Use **Show MicroBooNE-doc-#** if you know the unique ID number of a document; it will bring up that document's page (you do not need to also enter the version number). Use **Show documents modified within the last N days** for a quick way to find a document which you know was entered or updated recently. At the bottom of the Home Page is a list of all documents entered or modified during the past 7 days.

Use the [Calendar of events](#) link to find a scheduled event (meeting), and from there to the event's page which will list an agenda and associated presentations. Details further below.

You can use the links under **List:** to search for documents based on the [Author](#), [Topics](#) or [Events](#) (Keywords and Groups are not utilized in any consistent manner). Clicking on one of those brings up a page which lists all the Authors or Topics or Events currently defined in the database. Clicking in turn on, for example, an author's name will bring up a list of every document tagged with that author. Clicking on a Topic will bring up a list of every document tagged with that Topic.

Adding an Author

Anyone who logs into the DocDB with a username can add a new Author. There are two links to the Add Author page. One is circled in Figure 3 below, which shows the Authors page which lists all authors. A second is pointed to in Figure 4 on the Document Modifications page.

List of Authors Link to Add Authors

All Existing Authors (**Add a new author**)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A <ul style="list-style-type: none">• Alber, Russ• Anderson, C• Antonello, Maddalena	G <ul style="list-style-type: none">• Gaidau, Cristian• Green, Andrew• Guenette, Roxanne	N <ul style="list-style-type: none">• Nguyen, V• Nienaber, P	T <ul style="list-style-type: none">• Tanaka, Hide• Tang, Zhijing• Temple, Ed• Thorn, Craig• Tope, Terry
B <ul style="list-style-type: none">• Bagby, Linda F.• Baller, Bruce	H <ul style="list-style-type: none">• Harder, Joe	O <ul style="list-style-type: none">• Other, Other	V
		P	

Figure 3 – the Authors Page

When you add a new Author, you also provide the Author’s Institution, via a drop-list. Adding a new Institution can only be done by the MicroBooNE DocDB administrators, currently Cat James and Stephen Pordes – cjames@fnal.gov & stephen@fnal.gov, so contact them if this is needed. There is an author named “uB Collaboration” for documents to which all contribute. There is an author “Other” which can be used when nothing else applies or can be used temporarily and updated later.

Adding Topics or Event Types

Only the MicroBooNE DocDB administrators can add/modify the Topics list or the list of Event types. Contact them to make these changes.

Adding or Updating Docs or Events

Use the top link on the DocDB Home page [Create or Change documents or other information](#) to add something to the DocDB. If you are adding a presentation to an existing Event, then you may want to also see the section **Upload Document to an Event**, below.

Clicking on the Create or Change documents link will take you to the page shown in Figure 4 . There are a variety of selections on this page. Most frequently used is the first

button, Create a new document from files on your local computer. But you can also reserve a document number without uploading a file, and you can update an existing document, or Add Files to an existing document. The button Update DB Info is used to modify only the meta-data associated with an existing document (Author, Topic) and not the document itself.

Document Modifications
Click any highlighted link for quick help.

Document Management: (Which option do I choose?)

- Create a new document from 3 file(s) on your local computer
- Create a new document from file(s) on the web
- Reserve a document number (if you don't yet have a draft of your document).
- Update document #
- Update DB Info for document #
- Add file(s) to document #

Event Management

- Create a new event with multiple sessions
- Create a new event with only one session
- Create an externally managed event (e.g. a conference)
- Modify an existing event (choose event on next page)

Database maintenance:

- Add an author

Main Menu
Instructions
Your Account
Customized Create/Modify
Customized Add Files
About DocDB

Most frequently used - make a new document from N files located on your computer right now

Make a Meeting

This 1st one for multi-day meetings or meetings with parallel sessions

This 2nd one for our Collaboration or Working Group meetings

Add an Author

Figure 4 – page used for adding/modifying documents and events

New Document Entry Form

Clicking on the Create a new button will take you to the entry form page. There are a lot of things to select and fill in; the items comprise the meta-data which the database uses to file and cross-reference the document with. The meta-data is also used when generating the web page for the document – the Title and Abstract for example. Any form entry with an asterisk is required. You are allowed to select multiple items in the drop-lists (Author, Topics, View, Modify) by using CTRL-Click or APPLE-Click.

Steps through the entry form, also outlined on Figure 5

1. Enter a **Title** for your document. This will become the header on
2. Enter an **Abstract**. This can be as long or short a description as you wish. It will be displayed at the top of the document's page.
3. Skip the Keywords. We do not use them.
4. An entry for **Notes and Changes** is not required for a new Doc, but is required when updating an existing Doc.
5. **Local File Upload** is the next section. Each pair of entry lines is for one file; the first line with the **Browse** button is for the file's path-filename, the second **Description** is text you enter as a very brief description – this is not necessarily the filename 'my_doc.pdf' but it can be. You may want a more descriptive title, or a label like "PDF" and "PPT" when you have both of these in a single document. By default 3

pairs of these lines are present, for entering up to 3 files for this document. If you specified on the previous page that your document used 6 files, then there will be 6 pairs of lines. If you don't have enough file-entry lines, just go ahead and upload one or two, and after this form is submitted, you can Add Files. The **Main?** checkbox should be selected for a single file, and in most cases for every file if the document contains multiple files. If you unclick **Main?**, then when one of the files in the document is updated, you will be required to update all the other files, even if they have not been changed.

6. Next you must select the **Document Type**. You can select only one. If you are uploading a presentation given in a collaboration or a Working Group meeting, then the type is Internal Presentation.
7. Next select both the **Submitter** (you) and the **Author(s)**. Ctrl-click (or your platform equivalent) to select multiple authors.
8. Next select the security for the document, based on the DocDB access level. **View** sets who can see and download the document, and **Modify** sets who can update the document. Public is everyone on the web, uboone is everyone on the list of authors in our DocDB. In general select uboone for both. Please DO NOT SELECT docdbadm – this is a person in computing division who administers all the DocDBs – it is not anyone on the experiment.
9. Select as many **Topics** or Sub-topics you like, but you must select at least one; ctrl-click (or your platform equivalent) to select multiple items

10. [Submit Document](#)

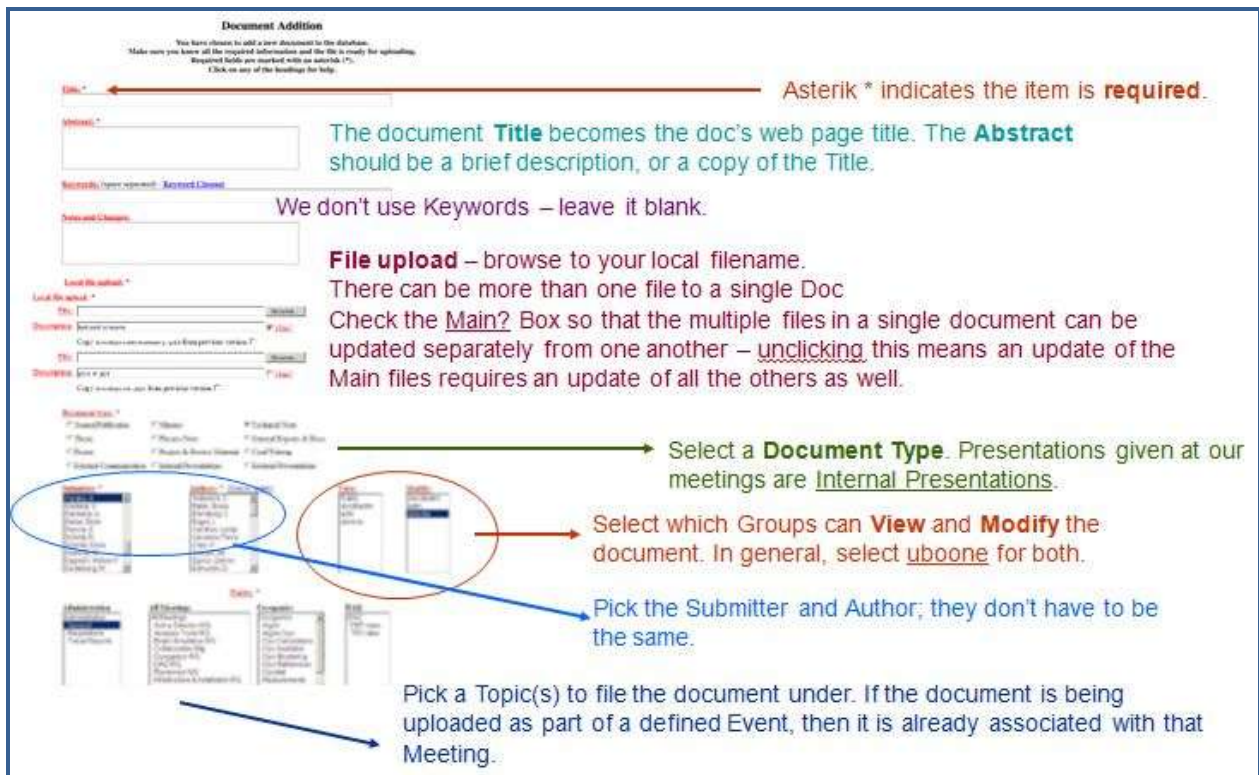


Figure 5 – The Document Addition page, along the left side (and not shown in full) with annotations on the key form entries

A Document's Web Page

Figure 6 shows a document's Web Page. The links under **Files in Document** opens the file in the browser or downloads the file, depending upon the file type (right-click to request download). It is a good habit to upload a PDF version for viewing online, along with the original format file (ppt, open office, word) for others to edit, if you wish to provide that ability.

The left-side box gives a thumbnail history of the document, and also has the buttons for updating or adding files. The Update Document button will go to a form entry page very similar to the one used to upload a new document. Every time a Doc is updated the DocDB version number is automatically incremented. All earlier versions are saved and available, and listed along the right-hand side of the page when present. The Update DB Info button goes to an entry page where the meta-data can be modified, but the document itself is not updated.

The box on the upper right shows who can View and Modify the document, via their DocDB access level. These can be changed via the Update DB Info button. However this and other changes can be performed only if the current setting matches YOUR access level. In other words, if a document is modifiable only by ubpm, and you didn't log in to the DocDB using the ubpm username and password, then you won't be allowed to modify the document!

The screenshot displays the 'MicroBooNE Document 73-v1 ArgoneuT Status' page. It is divided into several sections:

- Document Information:** Document #: MicroBooNE-doc-73-v1, Document type: External Presentations, Submitted by: C James, Updated by: C James, Document Created: 09 Oct 2008, 16:04, Contents Revised: 09 Oct 2008, 16:04, DB Info Revised: 09 Oct 2008, 16:04.
- Abstract:** Update on an existing small LAr test detector.
- Files in Document:** ArgoneuT_LArReview.pdf (8.3 MB). Includes a link: Get all files as tar.gz, zip.
- Topics:** About the extended LAr Program.
- Authors:** M Soderberg.
- Associated with Events:** Review_May_2008 held on 03 Jun 2008.
- Viewable by:** Public document.
- Modifiable by:** uboone.

Annotations with arrows point to specific elements:

- 'Update Document' button: To put in a new version of the file
- 'Update DB Info' button: To change the metadata (eg the topic, or the author, or add a topic)
- 'Add Files' button: To add files to the document
- 'Modifiable by: uboone': Modifiable only by people in the uboone list
- 'Viewable by: Public document': Available to the web

Figure 6 – Document's Web Page

Existing Events

Many documents are associated with collaboration meetings or working group meetings. In DocDB jargon, a meeting is an Event. Events have to be entered by someone via a form entry page; some details further below.

The fastest method to find an existing Event is to use the DocDB Calendar, linked from the DocDB Home Page and pointed to in Figure 2. This brings up a by-the-month calendar, with Events shown as links in the day box when they occur. Links at the top of the calendar scroll to previous and future months. If a meeting has been scheduled but doesn't show up in the DocDB Calendar, then no one entered an Event for it yet.

Clicking on the Event link on the calendar takes you to the web page for the Event. An example Event page is shown in Figure 7 .

The screenshot shows an event page for 'LArSoft'. It features a central box with event details: Full Title (LArSoft Working Group), Date & Time (23 Jun 2009 at 09:00), Event Location (85MICRO), Alt. Event Location (Phone: 510-883-7860 (ID 85MICRO)), Event Topic(s) (Analysis Tools Software WG), and Event Moderator(s) (Brian Rebel, Sam Zeller). To the left is a sidebar with buttons: Upload Document, Modify Agenda, Add Sessions, Schedule Similar (with a dropdown for 'in 1 week'), Change Display, and a link to Simple document list. To the right is a box titled 'Working Group Meeting' with a list of links: LArSoft, ADWG meeting, LArSoft, ADWG meeting, and ADWG PMT meeting. Below the event details is an agenda table with columns: Start, Title, Author(s), Topic(s), File(s), Length, and Edit. The table contains two entries: one at 09:00 for 'Reconstruction Objects & Flow' by Bruce Baller, and one at 09:15 for 'Hit Finding Update' by J Spitz. Below the table is a note: 'Agenda – once a talk is uploaded, click on the Title or File(s) to open it'. Two red arrows point from the 'Modify Agenda' button to the event details box and from the 'Upload Document' button to the agenda table.

Start	Title	Author(s)	Topic(s)	File(s)	Length	Edit
09:00	Reconstruction Objects & Flow	Bruce Baller	Reconstruction	Reconstruction Objects & Flow (PDE)	00:15	Edit
09:15	Hit Finding Update	J Spitz	None	None	00:15	Edit

Figure 7 – an Event Page

An Event page is most useful when it includes ALL the pertinent location and connection information – rooms and complete phone and video connection numbers. Once an Event is created, these items can be modified using the Modify Agenda button.

If the Agenda was created, then speakers can use the Upload Document button to add their presentation to the DocDB as a new document. The entry form is exactly like the one for other new documents, except instead of you providing a Title, you choose the title from a drop-list, which in turn gets the title from the Agenda (already entered). If your talk title is not there, you can use the Modify Agenda button to add your Title to the agenda, submit the modified agenda, and then use the Upload Document button – a multiple-step process.

Entering New Events

Setting up and modifying Events is where many people have trouble with the DocDB. There are various reasons for this, but the main one is that successfully setting up an Event takes multiple steps, via multiple form entry pages, as compared to entering a document which generally takes a single step. Mistakes get made when one tries to set up an Event in a single step.

The first step in entering a new event starts from the **Document Modifications** page shown in Figure 4. Below the section for Document Management is a section for Event Management. The first button, Create a new Event with Multiple sessions, is NOT what you generally want for Working Group meetings. This button is used to create events which span more than one day, or which have sessions with separate agendas, such as Collaboration meetings. In DocDB jargon, each Session is a block of time with its own Agenda, and may occur in parallel with other Sessions contained within the same Event.

In general one wants to use the second button, Create a new event with only one session.

Whichever one of these you choose, you should first set up the Event (and Sessions) as a single step. After the Event basics are defined, enter the Agenda(s) as a separate step, or series of steps.

Step 1 – enter the Event basics: the Event name, type, date, time, location and connection information. Also define the main sessions, IF this is a multi-session Event. Do not attempt to fill in an Agenda.

Step 2 – the Event is defined, and has its own page. Go to that page and use the Modify Agenda button to enter the Agenda.