|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cornell High Energy Synchrotron Source** | | | | |
| **Doc#:** SOP-DOC-002 | **Procedure:** CHESS WebBoard Posting | | | **Prepared by:** ZB |
| **Rev.:** 2 | **Revision Date:** 05/31/12 | **Date Effective:**  05/31/12 | **Date Expires:**  05/31/13 | **Approved by:** ZB |

**Purpose**

To publish critical information on the CHESS WebBoard

**Materials and Equipment Needed**

1. Computer with Network Connection
2. Internet Browser
3. Allstaff UserID/Password
4. WebBoard UserID/Password

**Safety**

1. Safety Issues: none

**Procedure**

1. **Log in to the CHESS Webboard.** 
   1. Either:
      1. Enter: <http://webboard.chess.cornell.edu:8080/~chesslog/> in the address bar of an Internet Browser.
      2. Click Webboard in *“Status/Elog/Webboard”* section of the CHESS Allstaff sidebar.
   2. Enter CHESS Webboard username/password.
2. **To post a new Webboard note:**
   1. Click the appropriate Conference in the webboard sidebar **(Fig. 1)**.
   2. Click **[POST]** in the webboard menu bar.
   3. Type a new topic name in the “Topic” entry box **(Fig 2)**.
   4. Type message in large entry box.
   5. Click **[Post]** button to post the message.
   6. Click **[Post]** again after verifying the preview.
3. **To post a reply to a previous note:**
   1. Click the note to be replied to **(Fig. 1)**.
   2. Click *“Reply”* above the most recent post in the thread.
   3. Edit the note title in the Topic entry box if necessary **(Fig 2)**..
   4. Type reply message in large entry box.
   5. Click **[Post]** button to post message.
   6. Click **[Post]** again after verifying the preview.
4. **To attach a file to a post:**
   1. Follow steps **2.1 – 2.4**, or **3.1 – 3.4** to create a new message or reply. Do not post the message.
   2. Check *“Attach File”* checkbox **(Fig 2)**..
   3. Click **[Post]**.
   4. Select a category for the type of file to be uploaded (“Document”, “Image”, etc) **(Fig 3)**.
   5. Click **[Browse]** to open a File Dialog Box.
      1. Select the file to be attached by navigating through the File Dialog Box.
      2. NOTE: File name must be less than 40 characters, or file will not upload properly.
   6. Type a short description in File Description entry box.
   7. If attaching another file:
      1. Click the *“Yes”* radio button next to *“Upload another?”*.
      2. Repeat steps **4.1 – 4.7**.
   8. Click **[Upload Now]** when all required files are attached to complete the post.
   9. Navigate to post and verify that all uploaded files uploaded successfully.
5. **To delete a post you have created:**
   1. Navigate to the post in the webboard sidebar.
   2. Click *“Delete”* above the post to be deleted.
   3. Click *“Yes”* to confirm deleting the post.
6. **To search for a post:**
   1. Click *“Search”* in the webboard menu bar.
   2. Type the desired search terms in the *“Search for:”* entry box.
   3. Select the Conferences to be searched.
      1. Hold **Ctrl**, and click to highlight multiple conferences.
   4. Click Search to send the query. Larger searches can take several minutes.
7. **Operational changes should be published:**
   1. Under the conference for the location of the change
   2. AND under a relevant subject (Electronics, Vacuum, etc) conference
      1. Ex: Change in shielding at A2 station would be cross-posted under A2 and Safety.
8. **Shift Summaries:**
   1. Posted at the end of every shift by the shift operator.
   2. Title: *“DAY/EVE/OWL Shift Summary”*
   3. DAY Shift operator shall start a new topic for the shift summary.
      1. EVE and OWL operators shall post their summaries in reply to the DAY Shift Summary topic.
   4. Shift summaries shall include:
      1. CESR conditions over the shift.
      2. User issues/resolutions.
      3. References to actions of note and webboard topics from the shift.
      4. Proposal Number and User Names of users that signed in/out over the shift.
9. **Support:**
   1. Post a new thread in Support Conference if any on-call staff are contacted over the shift.
   2. Post shall include:
      1. Name of staff called
      2. Approximate time of call.
      3. Brief description of problem/resolution
10. **CESR:**
    1. Post a new thread in CESR to note any changes in beam conditions or problems/resolutions.
    2. Post shall include:
       1. Brief description of Change of condition, problem, resolution.
       2. Approximate time.
       3. CHESS on-call notified (Y/N).
11. **Tuesday Inspection:**
    1. Post title: *“Tuesday Inspection – <section>”*.
       1. For list of sections, refer: F-OPS-00X
    2. OWL Shift Operator shall begin the new topic when reporting Signals.
    3. Operators tasked with other sections of *Tuesday Inspection* shall reply to the Signals post and change the title to match their section.
    4. Tunnel Dosimeter readings shall be posted in a new topic under *Vacuum Labbook*.
    5. D-line Beamstop Counter readings shall be posted in a new topic under *Vacuum Labbook.*
12. **Logging Out:**
    1. Click **[MORE…]** in the Webboard menu bar.
    2. Click *“Login Again”* to successfully log out.
    3. NOTE: **[LOGOFF]** button does not work.

**Figures**

**Fig. 1 – Conference and Message Windows**

**Fig. 2 – Message Posting Window**

**Fig 3 – File Attachment**

**Revision History**

Rev. 1 – Initial document (05/22/12 - ZB)

Rev. 2 – Corrected hyperlink to webboard. Warning on filenames. Logout Procedure. (05/31/12 – ZB)