

FAQ

From DccManual

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Authors

How can I add an author in the Author List?

First of all, are all the authors currently in the authors list in the DCC?

You may search for the names in the page: <https://dcc.ligo.org/cgi-bin/private/DocDB/ListGroupUsers>

If any of the authors are not in the list, you may add them, by putting their names and institution in the page: <https://dcc.ligo.org/cgi-bin/private/DocDB/AuthorAddForm> Currently, end users cannot add institutions that are not in the list. If you need one added, you'll need to send a request to dcc-help@ligo.org.

You can normally find the **Add Authors** page from the DCC Home page (<https://dcc.ligo.org/cgi-bin/private/DocDB/DocumentDatabase>)

- click 'List: Authors', located right below Calendar of events

- click on the **Add** link in the 'List of Authors' page.

How can I select more than one author for my document?

To select multiple authors, you will need to: keep the CTRL button depressed while selecting authors (from the Authors list) for Windows computers or keep the Apple button depressed while selecting authors for Mac computers.

Document Upload

I uploaded the wrong file. How can I remove the file from my DCC file card?

- 1) Click on the "change metadata" button.
- 2) Type in the word "delete", "remove" or "ignore" in the file description box for the file you would like to delete.
- 3) Scroll down and click on the "change metadata" button and the file will automatically be removed.

How do I upload a document from the old DCC?

- From the Reserve a Document Number (<https://dcc.ligo.org/cgi-bin/private/DocDB/ReserveHome>) page, click on **Use a document number from the old DCC** button.
- Type the old DCC number in the LIGO Document Revision (<https://dcc.ligo.org/cgi-bin/private/DocDB/DocumentAddForm>) page and the rest of the required fields.
- It is recommended that you list the old DCC number in the **Notes and Changes** section. For example: "Migrated from the old DCC: LIGO-D080151-A-D"
- Click on the **Use DCC Number** button.
- Once the document file card is created (the -x0 version of the document), you may **Upload** the file as it was named in the old DCC.
- An example D070250-v1 (<https://dcc.ligo.org/cgi-bin/private/DocDB/ShowDocument?docid=468>)

Access Controls

What groups are available to control access to documents?

<https://dcc.ligo.org/cgi-bin/private/DocDB/ListGroups>

How to see what documents are visible to which groups?

<https://dcc.ligo.org/wiki/index.php/Onion>

How to see who is a member of which access groups?

<https://dcc.ligo.org/cgi-bin/private/DocDB/ListGroupUsers>

How to see what access groups an individual belongs to?

<https://dcc.ligo.org/cgi-bin/private/DocDB/ListEmailUsers>

Events

How do I create an event?

Step 1 : Create the event

The screenshot shows a search interface with two main sections: "Search for Documents by" and "Search from List of".

Search for Documents by:

- Author: Araya, Melody
- Title: [Empty field]
- Number: LIGO- [Empty field] -v [Empty field]
- Changes: in the last 2 days
- These words: [Empty field]
- Advanced search (specify detailed search criteria)

Search from List of:

- Authors
- Topics
- Access groups
- Events by type
- Events by date (view or create events)** (circled in red)
- Signature Report for Araya, Melody

From the DCC Home Page, click on **Events by date** then click on the [+] on the event start date. This will open the "create event" page, follow instructions.

Step 2: Set up sessions

On the event page, click on "Create a session" and follow instruction, adding one entry for each session.

Step 3: Add agenda items

- From the event page, click on "modify session": this is best done by individual session conveners, otherwise, to a single person, it takes a LONG TIME!
- When adding agenda items, it is faster to add title and speaker in the "title field": once the talks are matched with DCC entries, the software will take care of filling title, author and topic fields properly, as long as the authors did fill the document form appropriately.
- Always give a DURATION (needed by the software to calculate time of the talks in the agenda).
- Input the break as an agenda item, so that the timing is calculated right.
- Add the break as if it were an agenda item (just fill "break" in the title and duration, no author or topic).
- If there are more talks than allowed slots, click on "modify session and talks": more slots will open up.

Step 4: View the event

- Finally, click on "Display session" to see the agenda.

How do I match the presentation materials with the agenda?

- Match agenda items with talks: from the session agenda, click on Edit on each line
- A popup screen will open, with scroll down menus to fill details, but further below there is a list of possible matches: talks associated to the event that are not matched to agenda items yet (so for this to work it is important authors connect their doc number to the event).
- The list of possible talks is ordered, best first, and if the title is the same in the document and in the agenda, the first entry is usually the right one.
- Click on "confirm" next to the talk that matches the agenda item, and once the software is done it will give the option to close the popup window and reload. Now the agenda will link to the document, the author, topic and file field will be filled.

Linking to a Document

In the past, the URL for a DCC document was long and used a document identifier that is different from the LIGO document number. The new scheme is much simpler; any of these will take you to the metadata page for a private document:

- <https://dcc.ligo.org/M1000066>
- <https://dcc.ligo.org/M1000066-v17>
- <https://dcc.ligo.org/LIGO-M1000066>
- <https://dcc.ligo.org/LIGO-M1000066-v17>

The "LIGO-" string is optional. If the version number "-v17" is omitted, the latest version is assumed.

And the metadata page for a public document is obtained with the modifier /public, for example:

- <https://dcc.ligo.org/M080375/public>
- <https://dcc.ligo.org/M080375-v2/public>
- <https://dcc.ligo.org/LIGO-M080375/public>
- <https://dcc.ligo.org/LIGO-M080375-v2/public>

Same format can be used for command-line download of public documents:

```
wget https://dcc.ligo.org/LIGO-M980279-x0/public/main
```

You can link to "Main" file by adding /main to the URL for either public or non-public documents, with or without the "LIGO-" prefix, and with or without version number, for example:

- <https://dcc.ligo.org/M980279/main>
- <https://dcc.ligo.org/LIGO-M980279/main>
- <https://dcc.ligo.org/LIGO-M980279-x0/main>
- <https://dcc.ligo.org/M980279/main/public>
- <https://dcc.ligo.org/M980279/public/main>
- <https://dcc.ligo.org/M980279-x0/public/main>
- <https://dcc.ligo.org/LIGO-M980279-x0/main/public>

(Note: This doesn't work if more than one file is listed as Main.)

You can also link to individual files using the file suffix, adding the modifier /pdf to the URL, for example:

- <https://dcc.ligo.org/M080375/pdf>
- <https://dcc.ligo.org/M080375/pdf/public>
- <https://dcc.ligo.org/M080375/public/pdf>

The same idea works for many kinds of file(avi, bmp, dat, doc, docx, dwg, easm, fpd, gif, htm, html, jpeg, jpg, mov, mpeg, mpg, odp, pdf, png, ppt, pptx, ps, slddrw, sldprt, tar, tex, tif, tiff, txt, wav, wmv, xls, zip).

However, if there is more than one pdf file, this URL cannot know which one you want, and thus will return to the metadata page for the document. For example there are two pdf files in this document:

<https://dcc.ligo.org/LIGO-G1200018/pdf>

Legacy document system (the "old DCC") overview

The legacy document system has an internal (<http://antares.ligo.caltech.edu/dcc/>) (allows access to all documents) and public (<http://admdbsrv.ligo.caltech.edu/dcc/>) (allows access to public documents only) user interfaces. Business applications are run on antares and pherkab. Both servers run on Windows NT and WebBase as server software, and use MS Access RDBMS consisting of MS Jet Engine and Access GUI. User access restrictions to non-public documents are implemented by limiting search options at the publicly accessible search page to public documents only. A complete set of documents is accessible at the internal search page. Submitting a query via either UI returns a document card that consists of the record's metadata and links to associated files, if any. The publicly accessible component of document filesystem is located on cheetah:/home/docs/public/. Cheetah is running Solaris9 and apache2. The non-public component is located on arcturus:/home/docs/internal. Arcturus is running Solaris10 and apache2. The non-public filesystem is accessible from a limited range of IP addresses restricted to the LIGO Lab and a limited number of institutions/individuals outside of the Lab.

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- This page was last modified on 27 November 2013, at 12:13.