



User Guide for the OSLogbook application

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Date	17 th June 2008
Version	v1r1
Document No.	

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Change Record

Version	Date	Author	Section Affected	Reason / Remarks
v1r1	30/07/08	Hemming	3.1	Note to replace USERNAME and PASSWORD added.
v1r0	17/06/08	Hemming	All	First version.

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2 Introduction

This is the User Guide for the EGO OSLogbook application (OSL). The application has been designed utilizing PHP, HTML and Javascript/AJAX to interface to a MySQL database. Further information can be found at <https://pub3.virgo.infn.it/itf/osl/>

2.1 Purpose

This User Guide provides information for the user on how to use the application and take advantage of the various available features.

2.2 Scope

Each different section will be discussed in detail, looking at the application from both an authenticated and un-authenticated point of view.

2.3 Applicable Documents

2.4 Reference Documents

2.5 Abbreviations and Acronyms

- OSL - OSLogbook
- IC - Integration Chain
- PHP – PreHypertext Processor
- HTML – Hypertext Mark-Up Language
- AJAX – Asynchronous Javascript and XML.

2.6 Glossary

- Sections & Tasks – When a user adds a new report to the logbook, they must first specify the Section heading under which the report is to be recorded. Each Section contains a list of related Tasks.

3 Installation and configuration instructions

3.1 Installation

3.1.1 UNIX

1. Un-pack the compressed file `osl.tar.gz` into the `www` area of the host machine.
2. Unpack the database build file found in `db/oslDB.gz` into `/tmp/sql/oslDB.sql`
3. Start MySQL and create the database: `CREATE DATABASE osl;`
4. Start using the new database: `USE osl;`
5. Within MySQL source the database build file: `SOURCE /tmp/sql/oslDB.sql;`
6. Ensure that the `uploads/` directory is writeable: `chmod 777 uploads`
7. Browse to the file `includes/serverConnect.php` and replace `USERNAME` and `PASSWORD` with the relevant MySQL connection credentials.

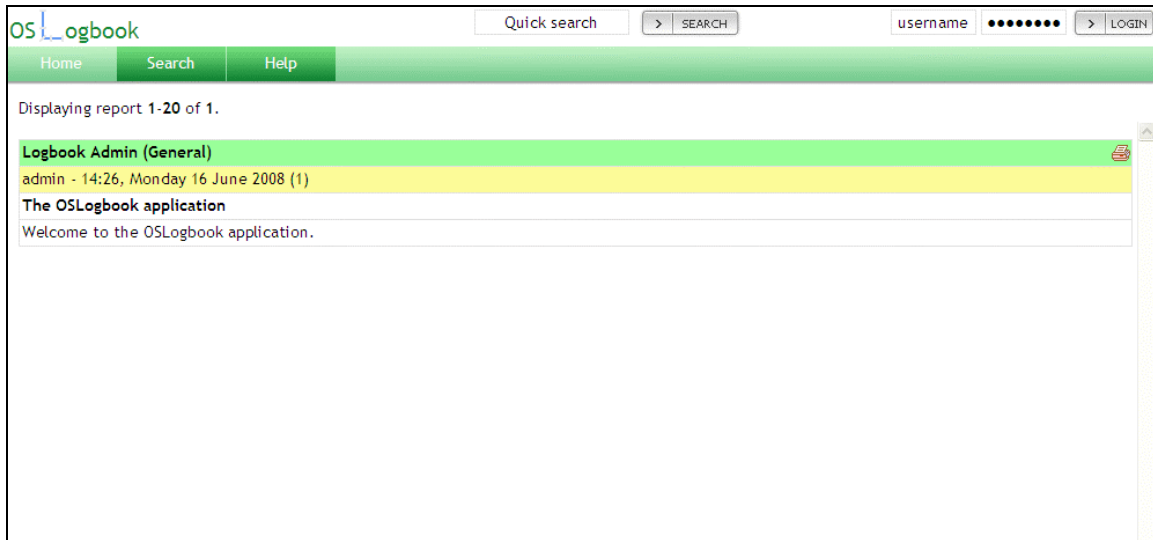
3.1.2 Windows

1. Un-pack the compressed file `osl.zip` the `www` area of the host machine.
2. Unpack the database build file found in `db/oslDB.gz` into `C:/sql/oslDB.sql`
3. Start MySQL and create the database: `CREATE DATABASE osl;`
4. Start using the new database: `USE osl;`
5. Within MySQL source the database build file: `SOURCE C:/sql/oslDB.sql;`
6. Ensure that the `uploads/` directory is writeable. This should be the default case under Windows, but may need to be checked through the Properties option.
7. Browse to the file `includes/serverConnect.php` and replace `USERNAME` and `PASSWORD` with the relevant MySQL connection credentials.

3.2 Configuration

Once the initial file set-up has taken place the configuration of the application to meet specific needs can take place.

Browsing to the application displays the homepage with three options: Home, Search and Help.



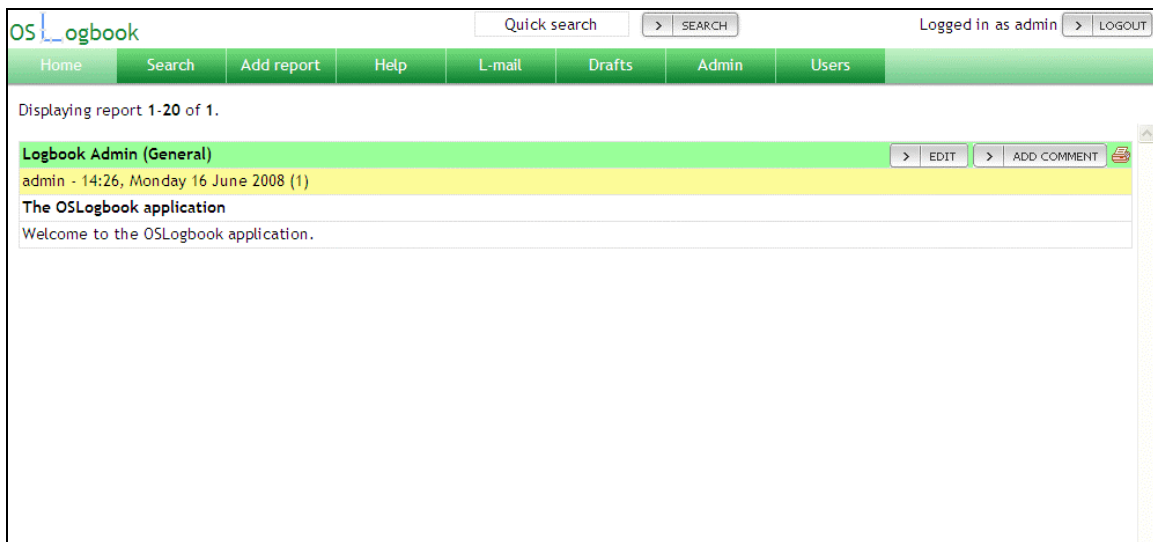
1. The initial homepage once installation is complete.

3.2.1 The Admin section

In order to gain access to the Admin section in order to be able to configure the application as required it is necessary to log-in using the default *admin* account. The account details are:

Username: admin

Password: osl_admin!260508



2. The homepage once logged-in with admin account.

Once logged-in browse to the *Admin* section.

OS Logbook

Quick search

Logged in as admin

Home Search Add report Help L-mail Drafts Admin Users

Admin

This section provides site administrators with the possibility to manage users, sections and tasks.

Application info

Application Name

Access

Log-in method

E-mail domain (No domain specified - Using: ego-gw.it)

Sections

Select section to edit

Add section name

3. Admin section

The Admin section enables the user to modify:

- the application name as appears in the top-left of the page;
- the type of access – whether the reports in the logbook are accessible externally or it is necessary to first log-in in order to view them;
- the log-in method – two log-in options are available. Firstly, if the application is installed on a UNIX machine it is possible to use the standard UNIX accounts. Secondly, the Logbook DB option provides the possibility to create and edit users directly within the application and store that information within the application itself;
- the e-mail domain is the domain used by the application when sending out L-mail alerts. That is, the email sent to all interested users when a report is posted in a given task. If no email domain is set the application uses the default host and displays this information to the right of the email domain input box.

3.2.2 Managing sections

Beneath the Application Info section of the Admin section it is possible to add, edit and delete Sections and Tasks. The following administration tasks can be undertaken:

- To add a new section simply type in the new section name and click on the Save button to the right of the screen. Note that when a new section is added a new task titled 'General' is created by default for that section. This may be kept, edited or deleted as required.
- To edit a section select the section to be edited from the drop-down list and, once it appears in the input box, edit as necessary and click on the Save button to the right of the input box.

Sections	
Select section to edit	<div>Test section ▼</div> <div>> DELETE</div>
Edit section name	<div>Test section</div> <div>> SAVE</div>

4. Editing a section

- To delete a section, choose the relevant section in the Select section to edit drop-down list and click on the Delete button to the right of the screen when it becomes available. You will be asked to confirm this deletion.

3.2.3 Managing Tasks

- To add a new task it is first necessary to select the section to which that task will be added. Once selected, enter the name of the new Task in the Add New Task input box and click on the Save button to the right of the box.
- To edit a task first select the section in which the task is to be found. Once the section has been chosen, the list of available tasks for that section will be made available in the Select Task to Edit drop-down list. Select the relevant task, edit as necessary and click on the Save button to the right of the input box.

Sections	
Select section to edit	<div>Test section ▼</div> <div>> DELETE</div>
Edit section name	<div>Test section</div> <div>> SAVE</div>
Tasks	
Select task to edit	<div>Test task ▼</div> <div>> DELETE</div>
Add new task	<div>Test task</div> <div>> SAVE</div>

5. Editing a task

- To delete a task, first select the section in which the task is found. Then select the task from the drop-down list and click on the Delete button to the right of the input box. You will be asked to confirm the deletion of the task.

4 User management

In the case that the application is using the Logbook DB log-in method then it will be necessary to enter all usernames via this section. If the UNIX log-in method is being used instead then all users to have logged-in to the application will be visible in this section.

6. User management

Users are separated into the following groups:

- Standard User – Users who have logged-in to the OSLogbook and can post reports, but do not have permission to access the Admin and Users sections.
- Administrator – These users have full access to all sections.
- Forbidden – These users are unable to log-in to the application and will be immediately returned to the homepage following any attempt to log-in

5 Using the OSLogbook

5.1 Adding a report

The main purpose of the OSLogbook is of course to record information. This is done in the form of reports, entered by users and attributed to specific sections and tasks in order to help in their definition.

In order to add a report, five types of information are obligatory:

- Title – This should be as clear and precise a condensation of the essentials of the report as possible.
- Section – The user must select the section to which the report belongs.
- Task – Once the section has been chosen the available tasks within that section are made available.
- Details – The actual report itself is entered into the large box between the Task and Author(s) fields.
- Author(s) – This defaults to the current user, but can be amended as necessary.

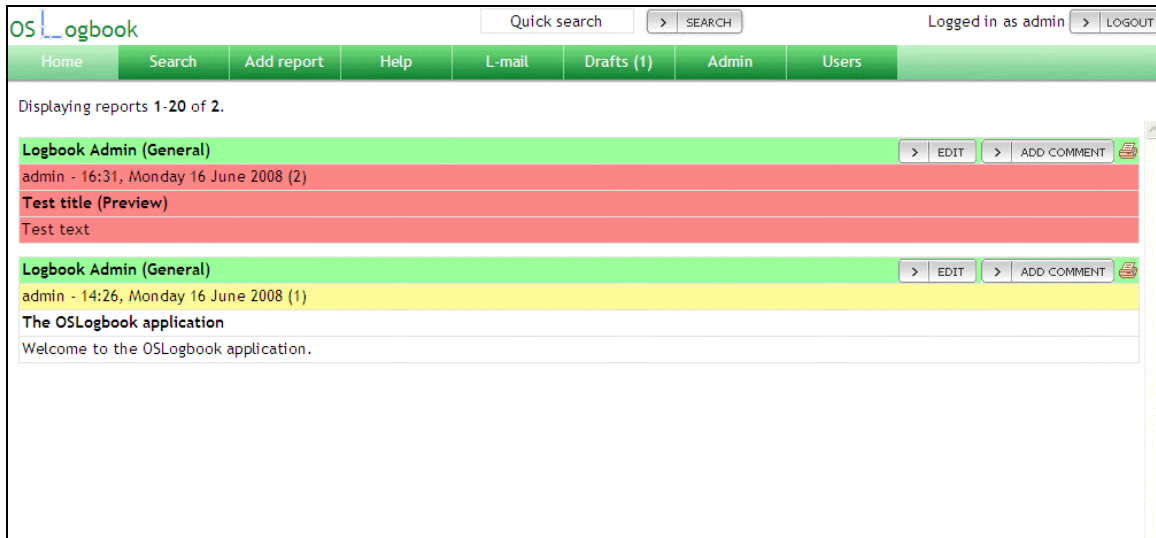
Note that it is not possible to post or save a report without first ensuring that the Title, Details and Author(s) fields are not empty. Any attempt to post a report to the Logbook or to save to draft will result in a warning message displaying the names of the empty fields.

The screenshot shows the 'OS Logbook' web interface. At the top, there is a navigation bar with links: Home, Search, Add report (highlighted), Help, L-mail, Drafts, Admin, and Users. To the right of the navigation bar is a 'Quick search' field with a 'SEARCH' button. Further right, it says 'Logged in as admin' with a 'LOGOUT' button. Below the navigation bar, the main heading is 'Add report'. The form contains the following fields: 'Title' (a text input field), 'Section' (a dropdown menu with 'Logbook Admin' selected), and 'Task' (a dropdown menu with 'General' selected). Below these is a large text area for the report details. At the bottom of the form, there is an 'Author(s)' field with 'admin' entered. Below the 'Author(s)' field are four buttons: 'SAVE TO DRAFT', 'UPLOAD FILES', 'PREVIEW', and 'POST TO LOGBOOK'.

7. Adding a report

When adding a report, four options are available:

- Save to draft – This allows the user to save the report and either continue working on it or to return to it a later date. For more information see details about the Drafts section.
- Upload files – This enables the user to attach files of many different types to a report and is explained in detail below.
- Preview enables the user to view the report about to be posted. Showing it in the Logbook as it would be seen, although displaying the details with a red background.

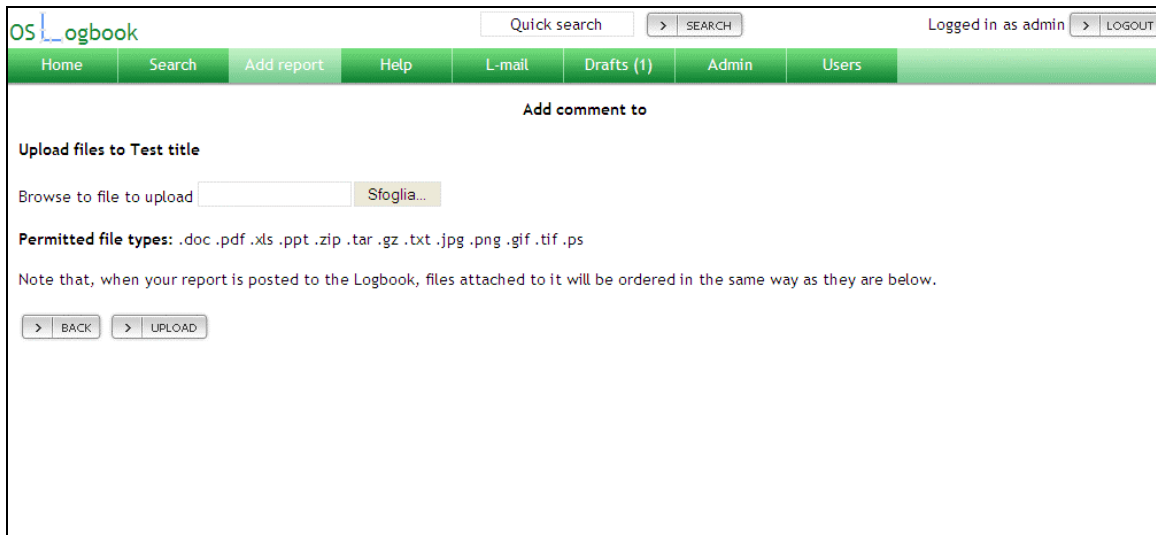


8. Previewing a report

- In order to return to editing the report it is necessary to click on the Edit button to the right of the report.
- Post to Logbook – This posts the report officially to the Logbook. At this point it becomes visible to all users and can no longer be edited.

5.2 Uploading files

When adding a report to the Logbook it is possible to attach files to the report. To do this click on the Upload Files button, which opens the page seen below.



9. Uploading files

Undertake the following step in order to upload files:

- Click on the Browse button and browse to the file to be uploaded.

- Once selected click on the Upload button.

10. Uploaded file

Once the file is uploaded it is listed beneath the upload file form. The following actions can be subsequently taken in relation to the uploaded files:

- View the file – Simply click on the filename in order to view the file.
- Delete the file – To detach the file from the report click on the Del icon to the left of the file.

5.3 Drafts

Once a report has been Saved to Draft it can be re-visited in the Drafts section.

11. Drafts

Two options are available in the Drafts section:

- Edit a saved report – Clicking on the report title takes the user to the report.
- Delete a saved report – Clicking on the Del icon to the left of the report. The user is required to confirm this decision.

5.4 L-mail

L-mail is the OSLogbook e-mail notification function. In order to benefit from it a user must save their email address and then select the tasks that interest them below.

OS Logbook

Quick search > SEARCH

Logged in as admin > LOGOUT

Home Search Add report Help L-mail Drafts Admin Users

L-mail

L-Mail is the email alert system used by the Logbook application. The information provided below enables the Logbook to automatically send email alerts when reports are posted in specific tasks.

In order to take advantage of this option, enter your email address and select the tasks of interest.

Email address > SAVE

Choose tasks from the list below:

Logbook Admin

☐ General

> SAVE

12. L-mail

Once the tasks have been selected, when a report is posted in the Logbook under that task an email is sent notifying them.

5.5 Search

The Search and Quick Search functions provide the user with the possibility to find reports that are no longer displayed on the homepage.

OS Logbook

Quick search

Logged in as admin

Home Search Add report Help L-mail Drafts Admin Users

Search

Enter required search criteria and click on the Search button below

Section / Task

Report ID

Date (From)

Date (To)

Author ☒ Exact string ☐ Any ☐ All

Keyword ☒ Exact string ☐ Any ☐ All

13. Search

The search form provides the possibility search on the following fields:

- Section / Task – here it is possible to select only the section or a section and a task related to it.
- Report ID – When a report is added to the Logbook it is automatically given a unique ID that can be used to call it here.
- Date (From) – Date (To) – Enables the possibility to look for all reports within a given date range.
- Author – Searches in the Author(s) field.
- Keyword – Searches in the title and details of a report.
- Exact string / Any / All – The Author and Keyword searches also provide these options. They can be interpreted as:
 - Exact string – Search only for instances in which the exact string is found.
 - Any – Search for instances in which any of the search terms are found.
 - All – Search only for instances in which all of the search terms are found.