

Control Room Logbook (CRL) Quick Reference Card (Generic)



Fermilab Computing Division

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

Quick Reference Card last updated: 07/05/02 (CRL v1_7)

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

Getting Started with CRL

Get started with the CRL application interface.

To use CRL, obtain a CRL account.

Log in to CRL at start of shift, and log out at end. See **LOG IN/LOG OUT** under **THE CRL TOOLBAR**, below.

Change your CRL password when you log in the first time. See **CHANGE PASSWORD** under **THE CRL TOOLBAR**, below.

The CRL Toolbar

The column of buttons on left side of CRL window.

LOG IN/LOG OUT	Log in (CRL username and password required), and log out self or other user(s). For "password and PIN" login method, also enter a PIN of at least 4 characters. You may enter a different one each time you log in.
ENTRY SIGNERS	Add/remove logged in users to/from list of logbook entry signers (used with "username and password" login method).
ADMINISTRATOR	Add/activate/delete users (admin password required).
CHANGE PASSWORD	Change your CRL password (4-8 characters).
SEARCH	Query database of archived logbook entries.
THREAD EXPLORER	Bring up the THREAD EXPLORER window to access entry threads.
CURRENT SITUATION	Enter "current situation" global message.
PREFERENCES	Select entry header lines to display/hide in container windows.
CHECKPOINT RECOVERY	If you suspect loss of unarchived entries, recover them here.
ABOUT LOGBOOK	View information about the CRL application.
EXIT LogBook	Exit the CRL application.

Create Logbook Entries in CRL

Select an appropriate category and topic to open the corresponding input container window. Create entry. Entry header appears in **RED**.

1. Select a desktop page from the page tabs at top of CRL window.

2. Open an input container:

- If one or more are open by default, click on one to select it.
- Otherwise, select container category and topic from drop-down menus.

Select an appropriate category and topic to open the corresponding input container window. Create entry. Entry header appears in **RED**.

3. Select entry type and create entry in one of three ways:

- Select target container then double-click button on Logbook Entry Toolbar (at right-hand side of desktop). See **LOGBOOK ENTRY TOOLBARS**.
- Drag Logbook Entry toolbar into target container.
- Create an entry by double-clicking inside target container (if configured).

4. Add information to entry.

5. Archive entry when complete.

Note: Any logbook entry that remains unarchived longer than 2 hrs will generate a prompt to archive or delete. Prompt repeats every 25 min. These intervals are set by default; your CRL admin may change them.

Logbook Entry Toolbars

Logbook entry toolbars run down right-hand side of desktop pages. The toolbar names vary by experiment; those shown here are examples. See "Create Logbook Entries in CRL" for instructions on creating an entry using toolbar buttons.

- **TEXT** Type in text at cursor and/or insert date&time, image, or text from file.
- **ROOT DATA** In dialog box, enter name of ROOT output file, or browse for it. File is dropped into container.
- **ATTACH FILE** In dialog box, enter name of an application output file of any type, or browse for it. File is dropped into container.
- **EXECUTE** In dialog box, enter an OS command. Command output is dropped into the container.
- **IPEN** In dialog box, enter the COM Port, open it, and draw your picture on the tablet. Save, and drawing is dropped into the container.
- **FORM** Fill out the form.

Create Image File from Screenprint

Capture image of window for subsequent inclusion into CRL entry. Save image file as gif or jpg. (UNIX prompt shown below as %)

Setup the UPS product imagemagick: % setup imagemagick [version]

To capture a window on CRL "home" machine:

```
% cd /path/to/CRLfiles  
% import -delay <n> <filename>.<ext>
```

Within <n> seconds, click twice on desired window. Image file is saved in directory from which "import" command is issued.

To capture a window on remote machine:

```
(on remote machine) % xhost d0o104.fnal.gov  
(on CRL "home" machine) % cd /path/to/CRLfiles  
(on CRL "home" machine) % import -display <remoteHost>:0.0 <file>.<ext>  
(on remote machine) Click twice on desired window.
```

Image file saved in directory from which "import" command is issued.

To view image: % xv [&]

Attach Same Message to All Upcoming Entries

The **Current Situation** button is used to turn a global message on and off. Once set, the message is included with all future entries of all types in local CRL installation.

To set a message	Click CURRENT SITUATION button. Type in message, then click OK .
To change the message	Click CURRENT SITUATION button and edit the message. Click OK .
To turn off the message	Click CURRENT SITUATION button. Choose TERMINATE CURRENT SITUATION .

Select Logbook Entry(ies) in Container Window

You can select one or more entries in a container. Selected entry header background turns gray.

select an entry	Click	Click once in the entry's header.
deselect single entry (only one entry selected)	Click	Click once in the entry's header.
deselect single entry (only one entry selected) and select different entry simultaneously		Click once in the header of the new entry.
select multiple entries	<Ctrl>-click	Select the first entry as described above, then press the <Ctrl> key and click once in the header of another entry. Continue for additional entries
deselect one of multiple selected entries	<Ctrl>-click	Press the <Ctrl> key and click once in the header of entry to deselect.
select all entries in container		ENTRIES menu > SELECT ALL ENTRIES This selects non-archived and archived entries.
deselect all selected entries		ENTRIES menu > UN-SELECT ALL ENTRIES Or 2 single clicks in selected header.

Edit and Archive Logbook Entries from CRL

LOG ON BEFORE YOU ARCHIVE ANY ENTRIES!!
Entry header appears in **BLACK** after entry is archived.
Unarchived entries: Edit, Delete, Print, Archive
Archived entries: Thread, Print, Annotate

Any logbook entry that remains unarchived longer than 2 hrs will generate a prompt to archive or delete. Prompt repeats every 25 min. These intervals are set by default; your CRL admin may change them.

select text/image in an entry		Position cursor and drag over text.
select all text/images in an entry	Ctrl-a	Position cursor in body of desired entry. Select all manually, or click EDIT menu > SELECT-ALL
cut text/image	Ctrl-x	Select item, click EDIT menu > CUT-TO-CLIPBOARD
copy text/image	Ctrl-c	Select item, click EDIT menu > COPY-TO-CLIPBOARD

LOG ON BEFORE YOU ARCHIVE ANY ENTRIES!!

Entry header appears in **BLACK** after entry is archived.
Unarchived entries: Edit, Delete, Print, Archive
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paste text/image	Ctrl-v	Position cursor, click EDIT MENU > PASTE-FROM-CLIPBOARD
change font family		FONT menu > FAMILY
change font style		FONT menu > STYLE (Click the style again to toggle back to normal font.)
change font size		FONT menu > SIZE
change font color		FONT menu > COLOR
insert image from file		Place cursor in entry. INSERT IMAGE > INSERT IMAGE FROM A FILE
insert image from URL		Place cursor in entry. INSERT IMAGE > INSERT IMAGE FROM A URL . Type full URL.
undo previous operation	Ctrl-z	EDIT menu > UNDO <OPERATION> Repeat n times to undo last n operations in stack.
redo "undone" operation	Ctrl-y	EDIT menu > REDO <OPERATION> Repeat n times to redo last n "undo" operations in stack.
add keyword(s) to entry		Click on  WORDS . Select from the left-hand list of attachable keywords and click ADD=> . You can add multiple keywords at a time.
add global keyword(s) to entry		Click on  WORDS ; click GLOBAL KEYWORDS . Select from the left-hand list of keywords and click ADD=> . You can add multiple keywords at a time.
remove keyword(s) from entry		Click on  WORDS ; select from the right-hand list of attached keywords and click <=REMOVE . You can remove multiple keywords at a time.
archive selected entry(ies)		ENTRIES menu > ARCHIVE SELECTED ENTRIES
archive all entries in container		ENTRIES menu > ARCHIVE ALL NON-ARCHIVED ENTRIES IN THIS TOPIC
print selected entry(ies)	Ctrl-p	ENTRIES menu > PRINT SELECTED ENTRIES
print all entries in container		ENTRIES menu > PRINT ALL ENTRIES IN THIS TOPIC
remove selected entry(ies)		ENTRIES menu > REMOVE SELECTED ENTRIES (Archived entries are removed only from view, they remain in the database. Non-archived entries are deleted.)
remove all entries from container		ENTRIES menu > REMOVE ALL ENTRIES IN THIS TOPIC (See note above.)
view container category		CHECK CATEGORY

Thread Entries

Logbook entries pertaining to a particular issue can be linked via a “thread”. Manipulate threads in **THREAD CONTAINERS** and **INPUT CONTAINERS**, as noted below.

create new thread	THREAD EXPLORER > NEW THREAD (from input or thread container: ADD SELECTED ENTRIES TO A THREAD)
view a thread	THREAD EXPLORER : select thread and drag it to thread container
sort entry(ies) in a thread	thread container: SORT menu
add entry(ies) to a thread	input or thread container: ENTRIES menu > ADD SELECTED ENTRIES TO A THREAD
select entry(ies) in a thread	thread container: Ctrl-click individual entries, or ENTRIES menu > SELECT ALL ENTRIES
print entry(ies) in a thread	thread container: ENTRIES menu > PRINT ... ENTRIES (IN THIS THREAD)
remove entry(ies) from a thread	input or thread container: ENTRIES menu > DELETE ... ENTRIES FROM THREAD
delete existing thread	THREAD EXPLORER : select thread and click DELETE THREAD

Autoscheduled Logbook Entries

Use **SCHEDULE CONTAINERS** to schedule and automate Logbook entries from a periodically updated file.

Drag-and-drop a logbook entry toolbar button into schedule container.

A **Schedule** window pops up in which to set up the job parameters.

When prompted, type in or browse for the data file to input.

Recover Checkpointed Entries

Logbook entries are periodically checkpointed to protect against data loss. Once CRL is back up after a disruptive event, you can recover the lost entries.

Click the **SEARCH** button (on the CRL toolbar) to bring up **CHECKPOINT** window.

Open a checkpoint container or input container for which category/topic matches that for entry(ies).

On **CHECKPOINT** window, select desired entry(ies) and drag them to target container. Then edit and archive as desired.

Search, View, Print, Annotate Entries from CRL

Query database to retrieve archived entries. Use a **REPORT CONTAINER** to view, print and annotate them (if **INPUT CONTAINER** used, it filters on its category/topic).

Search and view archived entries:

Click the **SEARCH** button (on the CRL toolbar at left). This brings up a window with two tabs:

<ul style="list-style-type: none">• INQUIRIES	Set one or more filters for searching the database. You can configure your inquiry, execute it, save results, save the inquiry for future use, restore and edit inquiry. To view results, drag the FOUND <n> button to a report container.
<ul style="list-style-type: none">• LOGENTRY EXPLORER	Search the database by year, month, day, or hour and by category/topic. Within the selected time window, optionally confine the search to a particular data input category and/or topic. Drag entry(ies) to a report container to view them.
Print selected entries	Select entries to print (see SELECT LOGBOOK ENTRY(IES) IN CONTAINER WINDOW). ENTRIES menu > PRINT SELECTED ENTRIES .
Print all entries	ENTRIES menu > PRINT ALL ENTRIES IN THIS TOPIC
Annotate an entry	Add a note to an archived entry. Scroll to entry and click ANNOTATE button on entry. Enter text, and click COMMIT ANNOTATION .
View annotation	Click REFRESH button on entry (all annotations made on entry appear).