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## 1. Introduction

The web-based RID tracking system is used to enter, update, and manage Review Item Discrepancies (RIDs), Questions (RIQ') and Comments (RICs) originating from design reviews. Motivation for developing this system arose in anticipation of the large number of RIDs possible for the Front End Operational Readiness Review.

This document provides instructions for using the system.

## 2. Quick Start Guide

1. Point your browser to the URL the contains the Rids.php file and login using the appropriate credentials
2. Once logged in, review existing RIDs from the main screen, shown in [Figure 2](#).
3. Enter new RIDs by pressing the **Add a RID** button at the top of the main screen, which shows the RID input form in [Figure 3](#). Once there:
  - a. Select a document from the dropdown list. To narrow the choices in the list, enter text into the filter box immediately below that box and click the **Set Filter** button.
  - b. Fill out the other information shown on the form. *Required* fields are identified on the form.
  - c. Press the **Submit entry for checking** button at the top of the screen. A message will be displayed for a few seconds confirming the entry was posted in the database.
  - d. Before the confirmation page changes, you can press your browser's **Back** button to enter similar information about another RID. Otherwise, you will be returned to the main RID page.
4. To respond to a RID, or add additional information about a RID:
  - a. Select the RID by clicking its hyperlink on the left side of the main screen, [Figure 2](#),
  - b. press the **Add notes or respond to this RID** button at the top of the Responses and Notes form, [Figure 4](#), which will display the form shown in [Figure 5](#), and
  - c. enter the information required and press the **Post note about this RID** button.
5. To close a RID, follow Steps 4 above and select the **RID Closed** box on the form, [Figure 5](#).
6. Responder's solutions and notes from others are viewed by clicking on the RID number hyperlink listed on the far left side of the main screen in [Figure 2](#). Clicking that link then displays the Responses and Notes form, [Figure 4](#).

## 3. General Program Usage

### 3.1 Logging into system

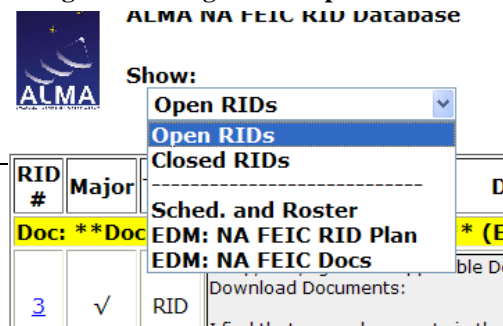
Point your browser to the URL the contains the Rids.php file and login using the appropriate credentials

### 3.2 Review Open and Closed RIDs

Once logged in, you can review existing RIDs from the main screen, shown in [Figure 2](#). That screen is organized by grouping reviewed documents in alphabetical order and listing relevant RIDs below each document heading. The RIDs are ordered in inverse chronological order.

Use the select box entitled "Show" in [Figure 1](#) to show RIDs that are either open or closed.

**Figure 1: Navigation Dropdown Box**  
ALMA NA FEIC RID Database



### 3.3 Entering New RIDs

New RIDs are entered by pressing the **Add a RID** button at the top of the main screen, which shows the RID input form shown in [Figure 3](#). Once there:

1. Select a document from the dropdown list. To narrow the choices in the list, enter text into the filter box immediately below that box and click the **Set Filter** button.
2. Fill out the other information shown on the form. Required fields are identified on the form.
3. Press the **Submit entry for checking** button at the top of the form. A message will be displayed for a few seconds confirming the entry was posted in the database.
4. Before the confirmation page changes, you can press your browser's **Back** button to enter similar information about another RID. Otherwise, you will be returned to the main RID page.

### 3.4 Responding to a RID

To respond to a RID, or add additional information about a RID, click the RID number hyperlink on the left side of the main screen, then click the **Add notes or respond to this RID** button at the top of the Responses and notes form, [Figure 4](#), which will display the form shown in [Figure 5](#). Enter the information required and press the **Post note about this RID** button.

### 3.5 Closing a RID

To close a RID, click the hyperlink for the RID number on the main screen, then **Add notes or respond to this RID** button at the top of the Responses and Notes form, [Figure 4](#), which will display the form shown in [Figure 5](#). Select the RID Closed box, enter your name, and press the **Post note about this RID** button. The following screen will show the RID is closed, and it will move from the Open RIDs to Closed RIDs on the main screen.

### 3.6 Adding Notes to a RID

To add additional information about a RID, click the hyperlink for the RID number on the main screen, then press the button **Add notes or respond to this RID** at the top of the Responses and Notes screen, [Figure 4](#), to display the screen shown in [Figure 5](#). Enter the information required and press the **Post note about this RID** button.

### 3.7 Viewing Responders Solutions

Responder's solutions to a RID and notes from others are counted and listed below the originators name on the main screen, [Figure 2](#). The solutions are viewed by clicking on the RID number hyperlink listed on the left side of the main screen in [Figure 2](#) which then displays the Responses and notes screen, [Figure 4](#).

### 3.8 Viewing and Filtering RIDs

RIDs can be filtered by showing only Open or Closed RIDs, or those from a particular originator.

#### 3.8.1 Viewing Open or Closed RIDs

The main screen allows viewing open or closed RIDs by selecting your choice from the **Show** dropdown box at the top left of the screen in [Figure 2](#). Also available from the dropdown box are links to the ORR Review plan and FEIC areas on ALMA EDM.

### 3.8.2 Viewing and Filtering RIDs from a particular Reviewer

To view RIDs entered by a particular reviewer, select the originator's name in the **Filter by RID Originator** dropdown box located on the top right of the main screen in [Figure 2](#). Select None to return to viewing Open RIDs from all reviewers.

## 4. Updating Entries already Posted

Allowing users to modify their own entries, while preventing others from doing the same, requires unique login credentials for each user, which is not implemented in this version of the software. Consequently, users can't modify the **Description** and **Originator's Suggested Solutions** once they are posted to the database. However, several remedies are available:

1. Add a note (see [Section 3.6](#)) to the rid with corrections listed,
2. mark the existing RID as "Closed" and enter a new RID, or
3. email [jeffland@nrao.edu](mailto:jeffland@nrao.edu) with details of how to change the database record.

## 5. Link to Documentation Zip File

The documentation zip file can be downloaded from the link **ORR\_Docs** in the top center of the main screen. Be sure to select save when your browser asks to either open or save that file.

## 6. Link to ORR Agenda and Schedule


Use the drop down box on the main screen ([Figure 1](#)) to load the latest review agenda and roster. Also available from that dropdown box are links to the ORR Plan and the top FEIC directory on ALMA EDM with ORR documents.

## 7. Help File

The help document is available from the hyperlink on the top left of the main screen.

Questions should be e-mailed to [jeffland@nrao.edu](mailto:jeffland@nrao.edu).

### Figure 2: Main Screen Layout



## ALMA NA FEIC RID Database

**Documentation:** [ORR Docs](#) (60MB 2009-03-18 16:19:00)  
[ORR SW Source Code](#) (266MB 2009-03-18 16:20:00)

Click link and select 'save' to store zip file to your computer

[Help](#)

**Show:**

Open RIDs
▼

Add a RID

**Filter by RID Originator:** None ▼

RID #	Major	Type	Description	Originator (# of Notes)	Date Entered	Originator's Suggested Solution
<b>Doc: **Document not available in list ** (Enter doc name in Description)</b>						
<a href="#">3</a>	✓	RID	<div style="border: 1px solid #ccc; padding: 5px;">                     Chap/Sec/Pg: "1.4 - Applicable Documents"                      Download Documents:                 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                     I find that many documents in the folder "1.4 - Applicable Documents" are actually the main subject of the review, notably, The Production Plan, The                 </div>	Hasegawa (3)	2009-03-18	<div style="border: 1px solid #ccc; padding: 5px;">                         It might be better to regroup them to clearly separate which documents are to be reviewed and which are applicable (i.e., providing criteria for the review) and which are for reference (providing framework or background)                     </div>
<a href="#">2</a>		RIC	<div style="border: 1px solid #ccc; padding: 5px;">                         Rids are described in this box. Press the "Add a RID" button above to enter a new RID.                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         When selecting documents while adding a new RID, only use:                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         **Document not available in list ** (Enter name in Description)                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         when you can't find the document in the list and, be sure to include the document number/description in this box.                     </div>	Effland	2009-03-16	<div style="border: 1px solid #ccc; padding: 5px;">                         Originator's solutions are described here when entering a new RID.                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         Responses to RIDs are entered by selecting the RID number hyperlink and pressing "Add Notes or Respond to this RID" button on that form.                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         This is a placeholder.                     </div>
<b>Doc: FETMS Specifications and Requirements ALMA-40.09.03.00-074-A-SPE</b>						
<a href="#">4</a>	✓	RID	<div style="border: 1px solid #ccc; padding: 5px;">                         Chap/Sec/Pg: "6.7 Hold times [FEND-40.09.03.00-00800-0 / T]"                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         This is a Front-End specification that does not have a corresponding FETMS specification                     </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                         Stating that this is not a FETMS specification implies that the leak rate of                     </div>	Effland	2009-03-18	<div style="border: 1px solid #ccc; padding: 5px;">                         Check the leak rate of each receiver after integration.                     </div>

Software Ver: 3.23 (2009-03-26)    RidLib Ver: 2.4 (2009-03-26)

**Figure 3: RID Input Form**

Enter new RID

Submit entry for checking

[Return to main form](#)

Select Document:  (Required)

(Use filter here to narrow choices) ->    (Filter by doc title and/or number)

Chapter or Section and Page:  (Optional, but recommended)

Classification: Major: ☐ Minor: ☐ (Required)

Type: Discrepancy: ☐ Question: ☐ Comment: ☐ (Required)

RID Description:  (Required)

Suggested Solution:  (Optional)

Your Last Name:  (Required)

Software Ver 2.1 2009-03-10 RidLib Ver: 2.1 (2009-03-17)

Figure 4: Responses and notes listing

**Responses and notes listing** [Add notes or respond to this RID](#) [Return to main form](#)

RID #	Major	Type	Description	Originator (# of Notes)	Date Entered	Originator's Suggested Solution
<b>Doc: **Document not available in list ** (Enter doc name in Description)</b>						
3	✓	RID	Chap/Sect/Pg: "1.4 - Applicable Documents" Download Documents: I find that many documents in the folder "1.4 - Applicable Documents" are actually the main subject of the review, notably, The Production Plan, The	Hasegawa (3)	2009-03-18	It might be better to regroup them to clearly separate which documents are to be reviewed and which are applicable (i.e., providing criteria for the review) and which are for reference (providing framework or background

**Events:**

Date	Item	Responses / Notes
2009-03-18 14:06:10 Wed	Effland added notes.	From: Stefan Michalski (50 kB) Sent: Wednesday, March 18, 2009 1:54 PM To: Tetsuo Hasegawa cc: Antonio Perfetto; John Effland; Jacob Kooi Subj: RE: Documentation Ready for Download from RID Tracking System or by Direct Links  Tetsuo:  I think you are correct there seems to be a general misunderstanding of the use of ADs and RDs across the ALMA project. Though this CIDL was meant to be a comprehensive listing of all the documents pertaining to the NA FEMTS and now it's being used as an ORR documentation review list. In any event, if it will help to avoid further confusion I shall:  1.Add the category "documents to be reviewed" to the CIDL and modify both the CIDL AD/RD
		From: Tetsuo Hasegawa [mailto:thasegaw@alma.c] (47 kB) Sent: Wednesday, March 18, 2009 1:02 PM To: Stefan Michalski cc: Antonio Perfetto; John Effland; Jacob Kooi

Figure 5: Response and Notes Input Form

**Enter notes for this RID** [Post note about this RID](#) [Return to main form](#)

RID #	Major	Type	Description	Originator (# of Notes)	Date Entered	Originator's Suggested Solution
<b>Doc: **Document not available in list ** (Enter doc name in Description)</b>						
3	✓	RID	Chap/Sect/Pg: "1.4 - Applicable Documents" Download Documents: I find that many documents in the folder "1.4 - Applicable Documents" are actually the main subject of the review, notably, The Production Plan, The	Hasegawa (3)	2009-03-18	It might be better to regroup them to clearly separate which documents are to be reviewed and which are applicable (i.e., providing criteria for the review) and which are for reference (providing framework or background

Enter Responder's Solution or Notes:  
(Responder can enter proposed solution or originator can enter additional notes here)

RID closed: ☐ (Only originator of RID should check this)

Your Last Name:  (Required)

Software Ver: 2.33 (2009-03-26)    RidLib Ver: 2.4 (2009-03-26)

## 8. Revisions

Revision Number	Date	Who	Details
1.0	2009-03-16	jee	Initial, from Task Tracking System
1.1	2009-03-17	jee	Updated with additional sections.
1.2	2009-03-18	jee	Added information of agenda link and updated main screen fig.
1.3	2009-03-26	jee	Added number of notes section and updated figures
1.31	2013-04-10	jee	Removed credentials and paths to directories