**Procedure for updating cal\_data.ini file**

1. The folder Length\EQUIPREG\Length\_Stds\_Calibration\_Data, which contains the cal\_data.ini file is a local git repository.
2. From the folder in 1. Copy the file cal\_data.ini into the folder Length\EQUIPREG\Length\_Stds\_Calibration\_Data\_For\_Review.
3. If the folder in 1. has not been setup as a local git repository on your computer, then follow these instructions:

* Download Github Desktop and launch the program
* Log in to your account on Github.com. If you don’t have a Github account then sign up for it.
* Ask Joe Borbely to add you (your account name) as a contributor on https://github.com/MSLNZ (MSL’s Github account).
* In Github Desktop, Choose, File->clone repository.
* In the window that pops up, select the remote repository. i.e MSLNZ/Length\_Stds\_Calibration\_Data. Also select the location of the local repository i.e Length\EQUIPREG\Length\_Stds\_Calibration\_Data.
* Click Clone.

1. Make the changes you require to the cal\_data.ini file in Length\EQUIPREG\Length\_Stds\_Calibration\_Data\_For\_Review.
2. Choose a reviewer (another person) to check over the data you changed.
3. Once the reviewer has checked the file, the file can then be copied back into Length\EQUIPREG\Length\_Stds\_Calibration\_Data
4. This will mean changes have been made to the repository and they can be viewed on Github Desktop.
5. Within github desktop click the checkbox for the file you would like to commit to the remote repository. Write down a description of the changes that were made to the file and commit the file.
6. Once files are committed, click on the history tab, and right click on one of the files you just committed. Click create tag. Enter the latest revision number as the tag name. Revision numbers look like “Rev-x.y”. For updates to existing calibration equipment simply increment the prefix number ‘x’. For substantial changes (changes to file structure or adding new equipment) increment the postfix number ‘y’.
7. Click Push Origin.