

Shift Leader Training

Part 1

v.18

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25th February 2015

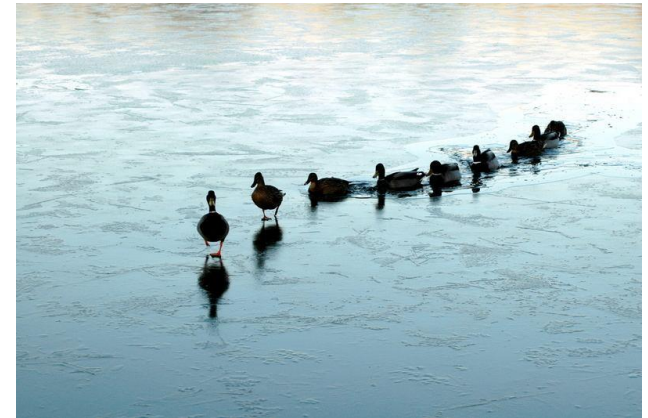
Acknowledgements:
Thilo, Stephanie, etc.

Outline:

- Instructions
- Duties
- Links and Documentation

Main Shift Leader Tasks

- “pre/early” M9: Coordinate sub-detector commissioning & integration
- M9: Lead shift crew to efficiently take data of good quality
 - focus and **ensure common sense**
 - **Make sure people in the control room communicate!**
- Implement daily plan
 - combined running
 - Maximize use of combined partition
 - calibrations, tests
 - Follow closely test/debugging of subsystems
- Check basic parameters of operation
 - trigger/DAQ and detector configuration, trigger and output rates, deadtime, detector status, data quality, etc.
- Interact with shifters, experts, run coordinators, system run coord.
- Identify and follow up on problems, failures and alarms
- **Log the progress of ATLAS operation**



Training for Shift Leaders: What's next?

- Complete today's training sessions ...
- Ask questions

Less restrictive: no proper
beam conditions yet...

~1 shift

- Do 2-3 training shifts with an experienced shift leader "shadow shifts"
 - best done immediately after shift training
 - ideally includes at least one injection permit and one warm start
- inform Alessandro/Alex, once shadow shifts are completed, so that we add you to the shifter list and allow you to book your shifts (if not already done)
 - If needed we can add you beforehand so that you can plan your presence long-term. Either way you are **committing** to taking the shift and shadows/training beforehand!

ATLAS Operation @ M9

- ATLAS Combined Running
- Preparation for Combined Run
 - **essential** to establish asap the required conditions for your tasks
 - **Report promptly** problems to shift leader & relevant syscoord.
- After beam dump quiet LHC time
 - Magnet ramp up-down
 - pilot test beam
 - Systems are normally using that time for standalone calibrations, and tests.

Documentation

- These training slides, for basics and overview
- The Shift Leader Twiki Whiteboard
 - Lates News, Default Configurations, Hot Topics
- The Shift Leader Twiki Reference Manual
 - Restructured: Reference Guide

<https://atlasop.cern.ch/twiki/bin/view/Main/RCWhiteBoard>

<https://atlasop.cern.ch/twiki/bin/view/Main/IShiftLeaderInstructions>

Bear in mind that there may be legacy Run I / obsolete / imperfect documents: help us improve in your spare time!

ATLAS Shift Leader Whiteboard

The Shift Leader documentation has undergone updates and rearrangements. Please refer to the detailed instructions on procedures, training and common problems, while checking this Whiteboard at the start and Hot Topics plus Special Instructions!

Run Plan

- Run-2 Operation Preparation (Information and schedule of Milestone Weeks: in preparation and updated by RC)
- Current Run Plan: continuously updated from the ACR
- Daily Run Plan (e-log): agreed upon in the Daily Run Meeting
- Weekly Run Plan: announced in the Weekly Run Meeting

General Shift Leader Instructions

Please note this page Run-2.

- In case of problems
- Alessandro Polini: 1
- LHC Operations in c
- Shifter and On-Call
- Current ATLAS Shift
- DQ Contacts for pro
- Quality Framework
- Shift Leader Manual
- Shift Summary Tem
- Status of Resource

Hot Problems, S and Reminders

LHCf triggers (up

It was agreed with LHCf trigger shifter) when they disabled (i.e. when they trigger shifter has specific rates, then to load the correct 10 Hz, and to notify the trigger shifter. Also, please about movements of LHC

Access of LHCf (updated 20 Jan

It was agreed with LHCf USA15, they would call the have seen in the past that LAr. If you get such a call 1. Remind them they s

ATLAS Shift Leader Manual and Reference

This manual is currently undergoing revision, work in progress !

- ↓ Introduction: The Role of the Shift Leader
- ↓ Training: How to become a Shift Leader
- ↓ Shift Booking
- ↓ Shift Tasks
 - ↓ Before coming on Shift
 - ↓ Getting up-to-date on recent Changes, Refreshing your Memory
 - ↓ When arriving on Shift
 - ↓ During a Shift
 - ↓ At the End of a Shift
- ↓ Reference Guides and Troubleshooting
 - ↓ Shift Leader Desk, P1 Environment, ACR
 - ↓ Beam Protection, LHC Handshake Procedures, BCM and BLM
 - ↓ The Warm Start/Stop Procedure
 - ↓ DCS
 - ↓ DAQ and Run Control
 - ↓ Luminosity, Beam Background, Beam Conditions
 - ↓ Access
- ↓ Older material, may be outdated

DCS

Shift Leader specific DCS Instructions -- Do's and Don'ts ! (link)

- DCS Alarms
 - Policy for Masking DCS Alarms
 - Policy for Acknowledging DCS Alarms

Database Alarms

- Overview
- Follow Up Procedures

User Interfaces and UI Troubleshooting (link, DCS manual)

- DCS UIs - How to check and/or kill open UI managers
- DCS UIs - Troubleshooting
- DCS UIs - What to do in case of an alarm on NumberOfUserInterfaces
- DCS UIs - What to do in case a UI is not responding
- DCS UIs - What to do in case a UI manager reports system connections lost

Alarm Screen (link, DCS manual)

- DCS Alarm Screen - How to post an alarm to the ATLAS e-log
- DCS Alarm Screen - How to change which PVSS projects are included in the alarm screen
- DCS Alarm Screen - Alarm Help feature: What it is and how to use it
- DCS Alarm Screen - Summary alarms: What they are and how to use the Alarm Details feature
- DCS Alarm Screen - Troubleshooting
- DCS Alarm Screen - What to do in case of a red blinking button in the right bottom of the alarm screen
- DCS Alarm Screen - What to do in case of a pop-up with a message "Lost Connection to System XXX"
- DCS Alarm Screen - Alarm UIs: What to do if you receive a message "This topic does not exist"

Who to interact with

- Normal issues:
 - sub-detector, run control, trigger, DQ shifters:
 - Be on-top of what is happening in the CR!
 - Make sure they follow instructions/expert guidelines
 - routine tasks
 - liaise with experts & system run coordinators
 - encourage people in the control room to communicate!
- Serious issues: call run manager phone (75870) [→ run coordinators], involve system run coordinators
- Technical Infrastructure and Safety issues: SLIMOS, OPM in case of major problems or SLIMOS absent
- Better call once too often than not enough!!

On-call phone numbers

- List accessible from main ATLAS operations page

The screenshot shows the ATLAS operations page with a sidebar on the left containing various links. The 'On Call Phones' link is highlighted with a red circle. An overlay window titled 'Shift Phone List - LS1' is displayed on the right, providing a detailed list of on-call personnel and their contact information.

Shift Phone List - LS1

[Expert Phone List](#)

GLIMOS ☎ 16 0171	Engineer on Duty (EOD) ☎ 71005	Fire Brigade ☎ 74444 (Emergency)
Dep. GLIMOS ☎ 16 4960	Operation Manager On Call (OPM) ☎ 16 5422 (OTP) (24/7)	☎ 74848 (Information)
SLIMOS ☎ 78804 (ACR) (OTP)		
Shift Leader Desk ☎ 71388 (ACR)	Run Coordinator ☎ 16 1801 (A. Polini)	RPE ☎ 16 1870
	Deputy RC ☎ 16 5636 (A. Cerri)	LACS ☎ 77600 (Access)
DCS ☎ 77200 (ACR)	DSS ☎ 16 4960	Sysadmin ☎ 16 4851
☎ 16 2153		Netadmin ☎ 16 2773
Pixel ☎ 71345 (ACR)	SCT ☎ 71344 (ACR)	IRT ☎ 71343 (ACR)
☎ 16 0032	☎ 16 2749	☎ 16 0547
☎ 70946 (SCR)	☎ 70946 (SCR)	☎ 70946 (SCR)
ID General ☎ 16 2449	LAr ☎ 71346 (ACR)	Title ☎ 71408 (ACR)
BCM ☎ 16 3881	☎ 70136 (RC)	☎ 16 2581
FTK ☎ 16 1575	☎ 70962 (SCR)	☎ 70954 (SCR)
Muon ☎ 16 0226	Luminosity ☎ 72299	Expert Desk ☎ 76007 (ACR)
☎ 71363 (ACR)	Forward Det ☎ 71122	Online DQ ☎ 79720 (ACR)
☎ 71365 (ACR)	LUCID ☎ 16 1981	Event Display ☎ 16 1094
☎ 70948 (SCR)	ZDC ☎ 16 4892	
	ALFA ☎ 16 8853	
DAQ ☎ 16 2772	Level 1 ☎ 16 0014	Offline DQ ☎ 16 1809
☎ 70949 (SCR)	☎ 16 1905 (L1-TGC)	Offline Reco ☎ 16 1996 (PROC's)
HLT ☎ 16 1813	☎ 16 1853 (L1-RPC)	Tier-0 Ops ☎ 16 1928
	☎ 16 5213 (L1-Calo)	
	☎ 16 5196 (L1-Reco)	
	☎ 16 0559 (L1-CTP)	
	☎ 77683 (SCR)	
Solenoid/Toroid ☎ 16 2082	Cryogenics ☎ 16 0124	Gas System ☎ 16 2516
Control Rooms	ATLAS ☎ 77701	ALICE ☎ 77702
	CMS ☎ 77705	LHCb ☎ 77708
	CCC ☎ 77600, 70480 (beam-related)	
Infrastructure	☎ Essential Network Services	☎ 75011 – Computer Center Operator
	☎ Cooling & Ventilation (gen.)	☎ 72201 – CCC/Technical Infrastructure
	☎ Detector FE Cooling	
	☎ Power Failure (ATLAS-Wide)	
	☎ Power Failure (Rack Power)	
	☎ Network Hardware (GPN & ATCN)	☎ 16 5422 – OPM
Safety	☎ Acute Safety Problems	☎ 74927 – Netops
	☎ Concerns about Safety	☎ 74444 – Fire Brigade
		☎ 16 0171 – GLIMOS
		☎ 16 4960 – Deputy GLIMOS
		☎ 72201 – CCC/Technical Infrastructure

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ACR Layout and Desks, Shifters

Rack with safety systems interlocks including beam operation + emergency measures (SLIMOS training)

ID shifter:

- Pixel shifter takes care of BCM/BLM
- SCT takes care of ID environment



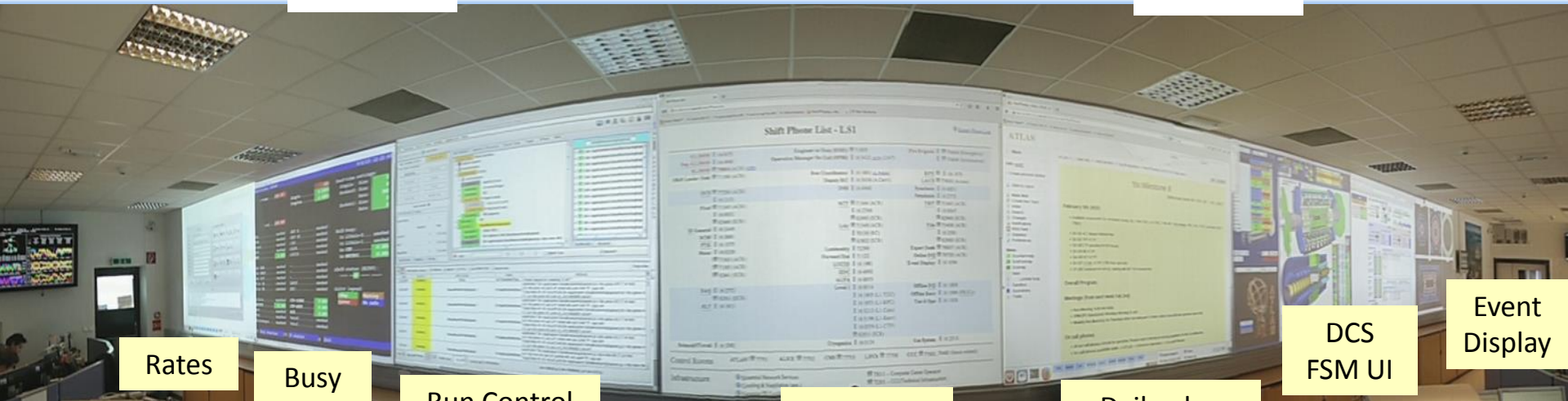
Single monitor with keyboard controlling the 8 screens on the wall, including wall event displays

ATLAS Projectors

- Keep the following open and displayed on the 8 projector displays ...

Screen 1

Screen 2



Rates

Busy
Panel

Run Control

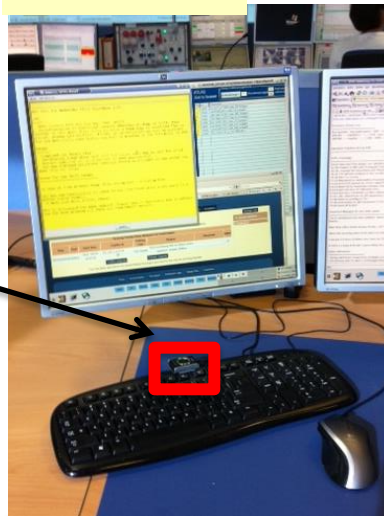
Event
display

Daily plan

DCS
FSM UI

Event
Display

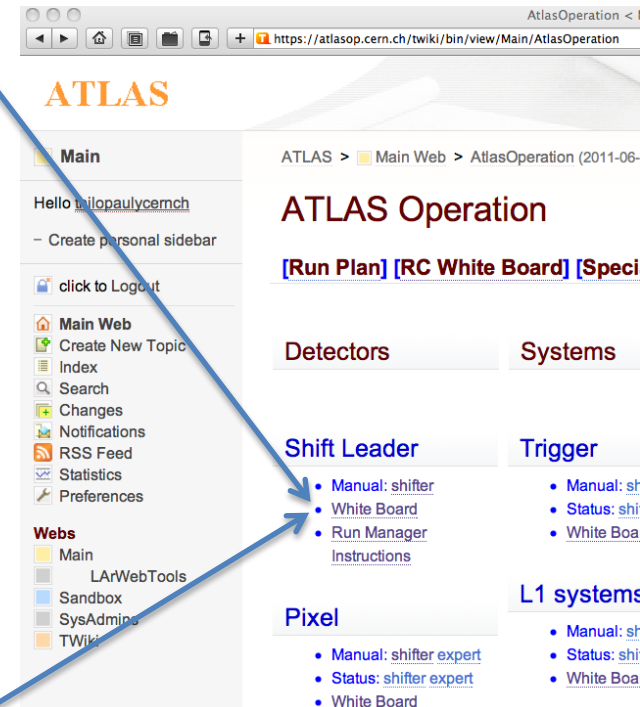
Switch between
screen 1 and 2



Start of Shift (1)

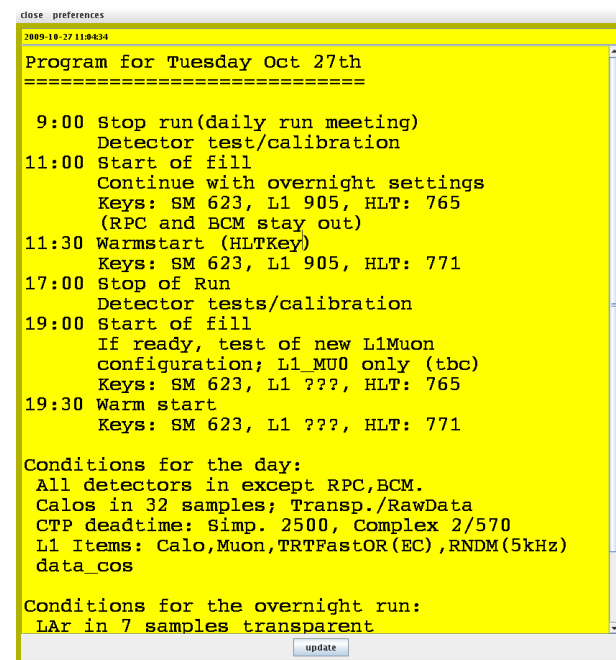
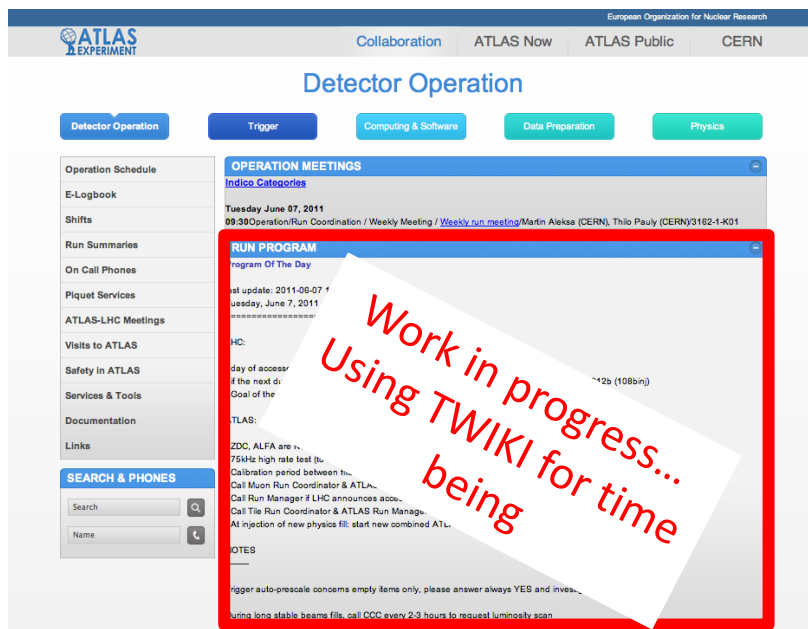
Be prepared:

- Prior to your shift:
 - Read the Shift leader Whiteboard
- Come to the control room ~20 minutes before the start of your shift and discuss with the previous shift leader:
 - run plan
 - ATLAS conditions (Run Control IGUI state, DCS state, alarms, errors, ...)
 - Integration status and plan for the coming shift
- Read the previous shift leader summary
- Check for new instructions on the shift leader whiteboard



Start of Shift: Run Plan

- Updated **by the run coordinators** after the daily meeting.
 - **SL: Post to elog** “Run Plan for Day”
- **Keep it up to date** throughout the day:
 - remove completed items
 - note changes
- Up-to-date information on trigger keys/menu: refer to Trigger Whiteboard!



```
2009-10-27 11:5434
close preferences

Program for Tuesday Oct 27th
=====

9:00 Stop run(daily run meeting)
Detector test/calibration
11:00 Start of fill
Continue with overnight settings
Keys: SM 623, L1 905, HLT: 765
(RPC and BCM stay out)
11:30 Warmstart (HLTKey)
Keys: SM 623, L1 905, HLT: 771
17:00 Stop of Run
Detector tests/calibration
19:00 Start of fill
If ready, test of new L1Muon
configuration; L1_MU0 only (tbc)
Keys: SM 623, L1 ???, HLT: 765
19:30 Warm start
Keys: SM 623, L1 ???, HLT: 771

Conditions for the day:
All detectors in except RPC,BCM.
Calos in 32 samples; Transp./RawData
CTP deadtime: Simp. 2500, Complex 2/570
L1 Items: Calo,Muon,TRTFastOR(EC),RNDM(5kHz)
data_cos

Conditions for the overnight run:
LAR in 7 samples transparent

update
```

Start of Shift (2)

- **Introduce yourself** as the shift leader to the shift crew
- Check that the **shift crew is complete**
 - Make sure that the previous system shifters **do not leave** before their replacement has arrived
 - If [next shifter is late > 15'] \Rightarrow ask current shifter to call their system's **ON CALL phone** who is expected to either find a replacement or come in themselves.
 - For missing shift leader \Rightarrow call the run manager (no answer \Rightarrow run coordinators).
- **Log-into DCS FSM and alarm** screen (\rightarrow DCS session) and remote access tool (**M8: access will be open, test the tool though!**) to see immediately whether you have the necessary privileges
- **Close any unused or duplicate panels and windows on the shift leader desk**
- E-log entry with status and plans for your shift
- Refresh whiteboard
- Start following up items and ongoing activities ASAP

Start of an ATLAS Combined Run

(General Considerations)

- Make sure most systems are included
 - Exceptions: explicitly specified in run plan
- Your responsibility:
 1. problems are followed up
 2. documented in the ELOG, by you or relevant shifter **even during the start of the partition**
- **ATLAS run should start asap**
- **Make sure the priority and focus are kept**
 - Evaluate priority of the requests
 - **Not in daily plan** → understand what they they are:
 - calibration updates are usual tasks
 - changes to software should **only if agreed** in run meeting or with RC
 - check with the run coordinators if in doubt
 - **Access requests** → see with Run Manager and SLIMOS



Start of an ATLAS Combined Run (2)

1. Decide settings of the new combined run considering:
 - run plan
 - info on the SL whiteboard
2. Ask all shifters (if system is participating in the run) to prepare for the run and check the configuration
 - problems → discuss with the shifter of the relevant desk → prioritize, document, follow up
3. Check with the Trigger Shifter about the trigger menu (→ trigger part)
 - Super Master Key SMK can only be changed before starting a run!

Start of an ATLAS Combined Run (3)

4. Ask run control shifter to bring up the ATLAS partition IGUI and check the configuration
 - Run control shifter → make sure that the proper segments are ENABLED
 - if not sure, check with sub-system shifters
 - DQ shifter → check that the DQ and monitoring segments are ENABLED
 - SL → Check trigger keys
 - In case of **segment modification** involve the shifter of the particular sub-system
 - **check project tag** (→ DAQ part, normally data14_cos, see WhiteBoard) and that recording is enabled
5. Ask the run control shifter to cycle through the DAQ FSM until we are RUNNING
6. Problems ⇒ check with sub-detector shifters, make sure on-call experts are involved if necessary
 - **have sub-det shifters promptly call their experts if needed!**
 - **Call run manager** if shifter and expert think the problem cannot be solved on time for beam

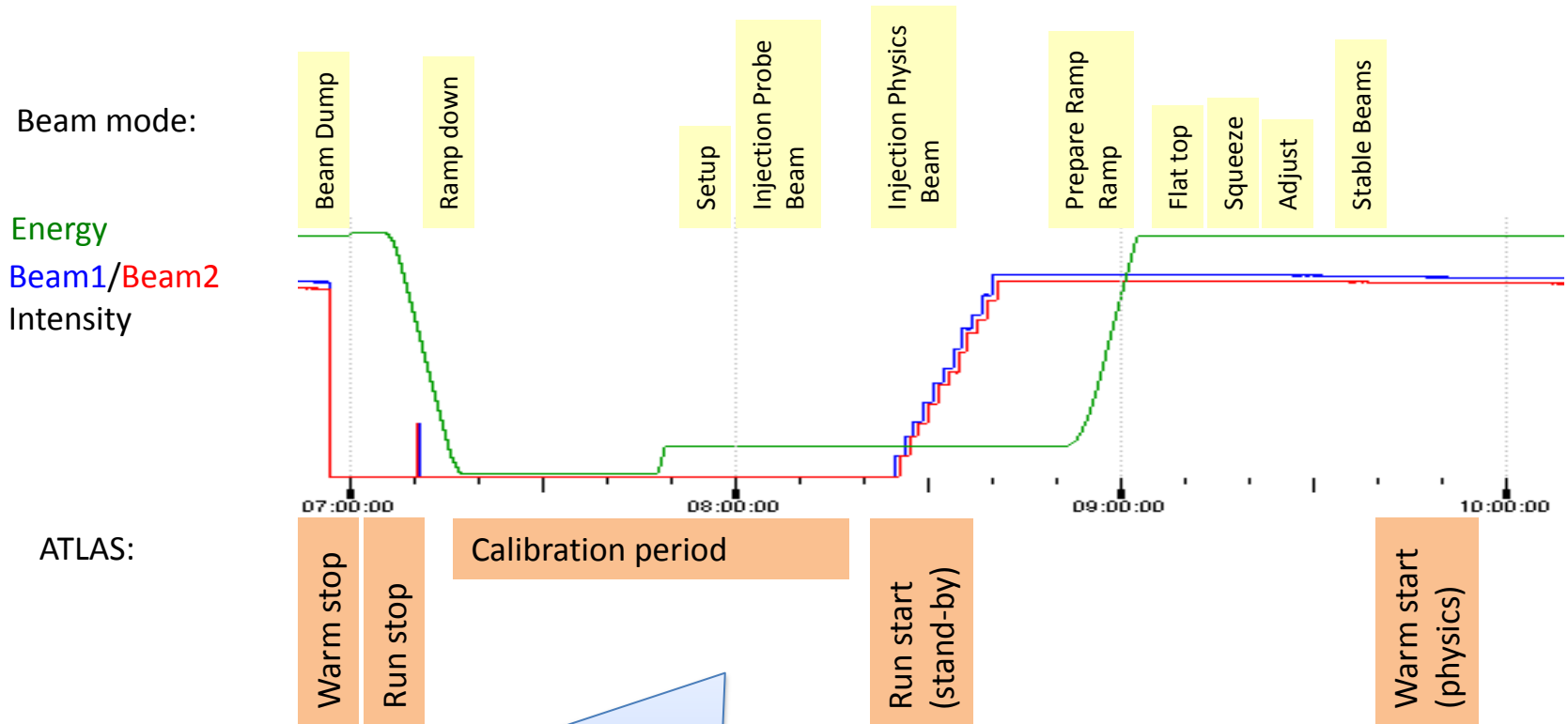
Checklist

- Your friendly task reminder!
 - Beware: **not all of your tasks are listed**
 - Your duties are **not** limited to checking the checklist!
- Open your checklist **as soon as you take over** the RC desk
- Make sure you **regularly check** and address the indicated tasks
- Still work in progress: help us improve it!

Instruction	Status	Comments
(Last Update 24-11-2014 Milestone 7) Please note that this checklist is still a draft form. It will be soon be automatically triggered by the shifter assistant to display the general part and a run related checklist. For the moment it is considered as general guidelines for a good shift during M7. Comments and suggestions are welcome. Thanks A+A	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	Browse... No files selected.
Introduce yourself to the Run Control shifter and to the SLIMOS.	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	Browse... No files selected.
Check that the Control Room shift crew is complete.	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	Browse... No files selected.
Check the Plan of the Day. This page should be present on the 3rd projector window from the right. On request of Run Coordinator you might edit it to reflect changes in the planning for the day Help	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	Browse... No files selected.
Log in to the Access Manager Roles Tool. Make sure you also log in on the wall display so you hear the doorbell sound. Help	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	The Access Manager Roles Tool can be opened from the "SysAdmin" menu. Browse... No files selected.
Read recent messages on the ATLAS Shift Leader Whiteboard. Do not forget to update it during your shift. Help	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	The Run Control Whiteboard can be opened from the "SHLD" menu or by clicking on the question mark. Browse... No files selected.
Log in to the ATLAS e-log and read all recent entries. Help	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	The ATLAS e-log can be opened from the "General" menu or by clicking on the question mark. Browse... No files selected.
For each start of a Combined Cosmic Run please make sure the Run Checklist is followed Help	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	The Run Checklist can be opened from the help link given Browse... No files selected.
Log in to the DCS Alarm Screen. Warn subsystem shifters about persistent alarms. Make sure they are followed up by experts.	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	The DCS Alarm Screen can be opened from the "DCS" menu. Log in by clicking on the key icon. Browse... No files selected.
Watch the DSS Alarms. Make sure that the SLIMOS is aware of them. Report them in your e-log shift summary. Help	<input checked="" type="radio"/> Not Done <input type="radio"/> Worked <input type="radio"/> Failed	The DSS Alarms can be opened from the "SLIMOS" menu or by clicking on the question mark. Browse... No files selected.
Systems Affected: <input type="checkbox"/> ALFA (RPO) <input type="checkbox"/> BCM <input type="checkbox"/> Beam Conditions <input type="checkbox"/> CSC <input type="checkbox"/> Counting Room <input type="checkbox"/> Cryo <input type="checkbox"/> DAQ <input type="checkbox"/> DCS <input type="checkbox"/> DSS <input type="checkbox"/> DataQuality <input type="checkbox"/> Event Displays <input type="checkbox"/> GAS <input type="checkbox"/> HLT <input type="checkbox"/> ID Gen. (IC) <input type="checkbox"/> LArg <input type="checkbox"/> LVL1 <input type="checkbox"/> Lucid <input type="checkbox"/> MDT <input type="checkbox"/> Magnets <input type="checkbox"/> Monitoring <input type="checkbox"/> Network <input type="checkbox"/> OnlineDB <input type="checkbox"/> Other <input type="checkbox"/> Pixel <input type="checkbox"/> RPC <input type="checkbox"/> Radioprotection <input type="checkbox"/> RunCoord Info <input type="checkbox"/> SCT <input type="checkbox"/> Safety <input type="checkbox"/> SysAdmins <input type="checkbox"/> TGC <input type="checkbox"/> TRT <input type="checkbox"/> Tech. Infra <input type="checkbox"/> Tier0 <input type="checkbox"/> Tile <input type="checkbox"/> ZDC		

Username: Password:

LHC cycle and ATLAS Run

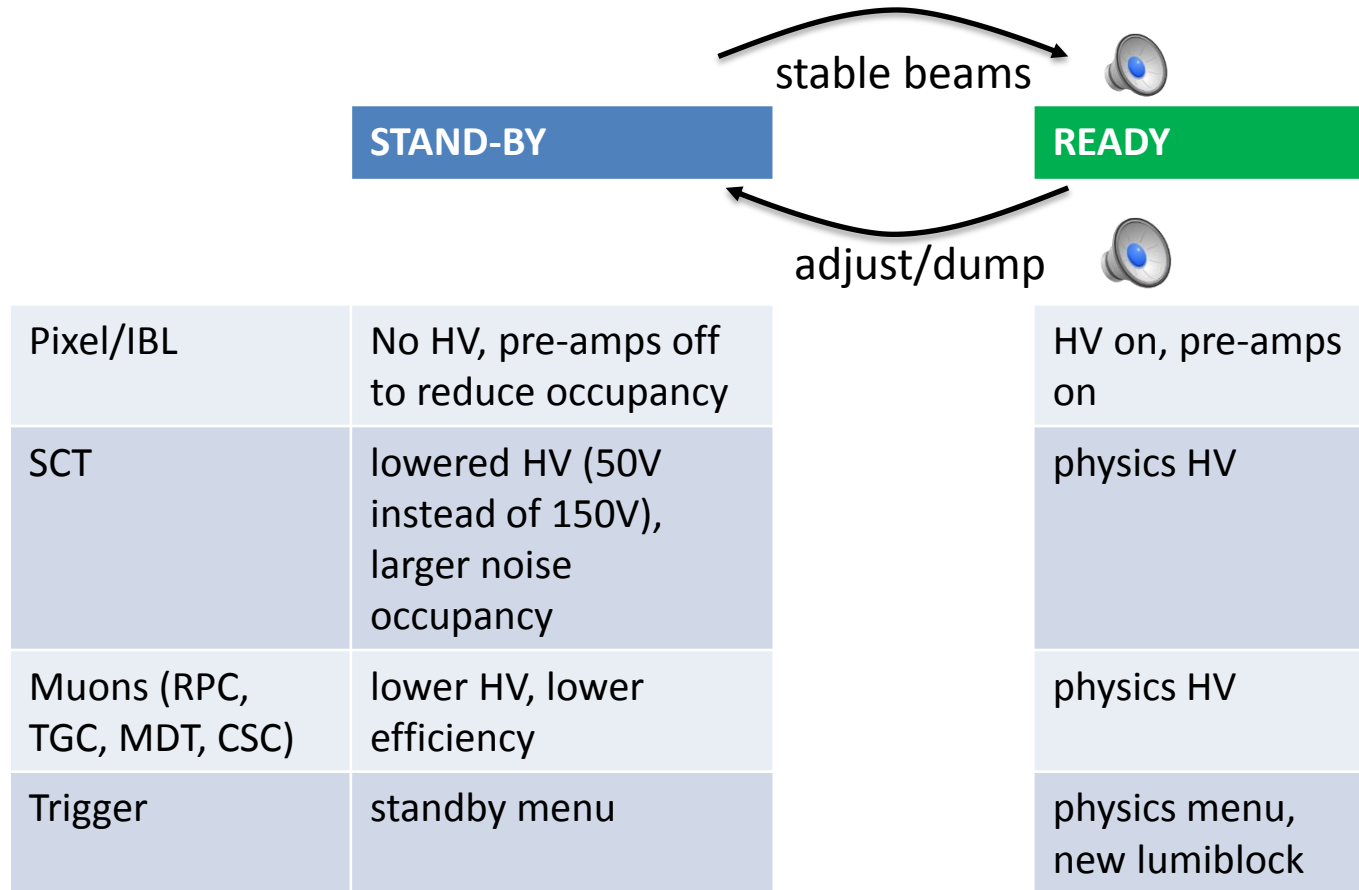


Please note that although we are in M8 and have no beam, we will test and try all of these procedures during M8

Typical 2011-2012 time estimates

Injection	>20 minutes
Ramp	~20 minutes
Squeeze	>10 minutes
Adjust	>7 minutes
Pre-cycle	~45 minutes
Dump to stable beams	>127 minutes

Warm Start, Warm Stop



- On reaching stable beams, **check that:**
 - PIX HV ramps and PIX pre-amps turn on (both are normally automatic)
 - PIX READY in DCS → Automatic warm-start done by DAQ Check this happens !!**
- After warm start check muons and SCT get to READY as well (**but do not wait for them!**)

During data-taking in combined run

- ~10' into a stable run **ask all shifters to assess sub-detector data quality status**
- Check with **trigger shifter**:
 - **Trigger rates consistency**: expected \Leftrightarrow measured (L1, L2, EF, recorded)
 - Correct trigger keys are used, check **bunch group set, pre-scales in L1 and HLT**
 - Streams are populated with the expected ratios
- Make sure that event displays are updating
 - problem \Rightarrow
 1. ask DQ shifter to investigate (e.g. run on “wrong” triggers)
 2. Troubleshooting instructions are on DQ shifter twiki: ask DQ shifter to act!
 3. Event display on-call
- **Follow up on alarms, failures, errors**
 - **DCS**: Monitor DCS status and alarms on the DCS Alarm Panel. More in the DCS session
 - **DAQ**: Make sure that **ERROR and FATAL messages are documented and investigated**
 - Task for the run control shifter and subsystem shifters
 - Known warnings/errors/fatals can only be ignored if these are known messages...
 - WARNINGS should also be investigated
- **For serious failures, consult run manager**
 - make an e-log entry ASAP: **people depend on this to follow from outside without calling in**

During combined data-taking

What to do in case of problems

- **Reminder:**

- the **emphasis is data-taking**, not debugging.
 - Sometimes, sub-detector experts are not aware of this and need to be reminded.
 - Should not spend >5 minutes on a problem if stopping the run and re-configuring the sub-detector fixes it.
- **make sure to involve the run coordinator early, as soon as the problem arises**


- **Constant busy, stop-lessly removed/recovered:**

- **assess how much of the detector is disabled**
- Consult guidelines on SL whiteboard, whether one can continue or should stop the run
- if above threshold
 - IF Detectors supports TTC restart ⇒ use
 - ELSE: stop/restart run

- **Persistent constant busy from a sub-detector**

- notify the sub-detector shifter → if busy cannot be cured within a couple of minutes, proceed:
 - **Do a TTC restart for systems supporting it, otherwise stop the run**
 - Call run manager
 - **re-start the sub-detector segment only**
 - pre-warn the run control shifter that s/he does not accidentally re-configure all of ATLAS.
 - S/he should only right-click on the sub-detector segment and re-start the sub-detector segment
 - start a new run

Warm Stop Procedure: Physics → Standby

	Unscheduled dump 	Adjust Handshake	Dump Handshake
Trigger/D AQ	Automatic on Post-Mortem (PM) reception	Automatic on LHC WARNING message (SL must publish PREPARE)	Automatic on LHC WARNING message (DCS publishes PREPARE automatically)
Pixels	Automatic on PM reception. Once the STABLE BEAM flag disappears, Pixel would switch-off abruptly.	Automatic on LHC WARNING If STANDBY is not reached within 5 minutes, PROBLEM will be published automatically to avoid the beam dump.	Automatic on LHC WARNING
SCT	Automatic on STABLE BEAM=false (few minutes after dump)	Automatic on WARNING, with a small delay	Automatic SCT ramp down (with a delay).
Muons	Automatic on STABLE BEAM=false (few minutes after dump). RPC HV will stay on for additional 20 minutes.	Automatic on WARNING	Automatic on STABLE BEAM=false (few minutes after dump). RPC HV will stay on for additional 20 minutes.
Shift leader	-	Publish READY as soon as SCT, Pixels and Muons are in STANDBY (don't worry if an automatic PROBLEM is published after 5 minutes).	After 5 minutes the beams will be dumped, unless we publish PROBLEM before (please call the run manager and the CCC in this case, to explain which problem we have).

Covered later in the part on LHC Interactions

Will validate these procedures during M8

Calibration Runs

- Minimum dump → stable beams time: 2h07' in 2011
 - allow for some head-room for configuring and starting the ATLAS partition in case of problems (~0.5-1h, to be judged)
 - typically leaves ~1h for sub-detector calibrations between fills
- After beam dump during ramp or stable beam, stop run and go into a 1-hour calibration period (announce on elog and to all shifters)
 - All detectors stay in safe mode during one hour calibration period.
 - If longer break (>3 hours) foreseen, contact run manager 75870.
- Ask shifters whether they need to do calibrations
 - ask for how long they need and give them an appropriate dead-line when they should be finished
- After the calibration period is over, check with shifters on the calibration progress and completion
 - give additional time if needed and available

End of Shift

- Prepare the Shift Leader Shift Summary – here a snapshot from the new Elisa Logbook

The screenshot shows the ELISA web interface. The browser address bar displays the URL: <https://atlasop.cern.ch/elisa/display;jsessionid=52C7FD4D174FF5F1A58A928E2FC>. The user is logged in as [apolini](#) and can [Logout](#). The interface includes a navigation bar with buttons for Flat View, Threaded View, New Entry, Advanced Search, and Display Thread. A 'Contact us @' link is also present. The main form is titled 'Shift Summary' and includes the following fields:

- Message Type:** A dropdown menu set to 'Shift Summary'.
- ShiftSummary_Desk:** A dropdown menu set to 'Shift Leader'.
- System Affected:** A section with a green bar indicating '37 selected' systems. Below this is a table of systems with checkboxes.
- Subject:** A text input field.

The 'System Affected' table lists various systems, all of which are checked:

System	System	System	System	System
<input checked="" type="checkbox"/> Pixel	<input checked="" type="checkbox"/> SCT	<input checked="" type="checkbox"/> TRT	<input checked="" type="checkbox"/> ID Gen. (Det.)	<input checked="" type="checkbox"/> BCM
<input checked="" type="checkbox"/> Beam Conditions	<input checked="" type="checkbox"/> LArg	<input checked="" type="checkbox"/> Tile	<input checked="" type="checkbox"/> Lucid	<input checked="" type="checkbox"/> ZDC
<input checked="" type="checkbox"/> ALFA (RPO)	<input checked="" type="checkbox"/> MDT	<input checked="" type="checkbox"/> RPC	<input checked="" type="checkbox"/> TGC	
<input checked="" type="checkbox"/> CSC	<input checked="" type="checkbox"/> DAQ	<input checked="" type="checkbox"/> HLT	<input checked="" type="checkbox"/> LVL1	<input checked="" type="checkbox"/> FTK
<input checked="" type="checkbox"/> Monitoring	<input checked="" type="checkbox"/> DataQuality	<input checked="" type="checkbox"/> Event Displays	<input checked="" type="checkbox"/> Network	<input checked="" type="checkbox"/> SysAdmins
<input checked="" type="checkbox"/> Magnets	<input checked="" type="checkbox"/> Cryo	<input checked="" type="checkbox"/> DCS	<input checked="" type="checkbox"/> DSS	<input checked="" type="checkbox"/> Counting Room
<input checked="" type="checkbox"/> GAS	<input checked="" type="checkbox"/> Radioprotection	<input checked="" type="checkbox"/> Tech. Infra	<input checked="" type="checkbox"/> Safety	<input checked="" type="checkbox"/> Tier0
<input checked="" type="checkbox"/> RunCoord Info	<input checked="" type="checkbox"/> OnlineDB	<input checked="" type="checkbox"/> Other		

At the bottom of the form, there is an 'Insert' button and a small icon of a paperclip.

Select MessageType=Shift Summary

Select ShiftSummaryDesk = Shift Leader

Select Systems Affected According to what is concerned by your summary

Contents of Shift Leader Summary

- Shift report = entry in the ELOG written at the end of the shift, containing the following information
 - template available:
https://atlasop.cern.ch/twiki/pub/Main/IShiftLeaderInstructions/ShiftLeader_Summary_Template.txt
- It is **your responsibility** that the list of runs is documented in a shift summary report
 - with run number, approximate duration, run type, luminosity at start of run, good/bad run, ...
- List of **encountered problems**: with the DAQ, DCS, infrastructure, ...
- Report on **machine transitions**: injections, ramps, and dumps.
 - Post Mortems: were they clean?
- Comments** from your experience, suggestion, things which according to you are missing...
- Read and learn from previous shift summaries

```
Start of Shift
=====
LHC Status:

ATLAS DCS Status:

ATLAS DSS Alarms:

ATLAS Alarm Screen:

Daily Run Plan
=====
Link to Run Coordination e-log when available

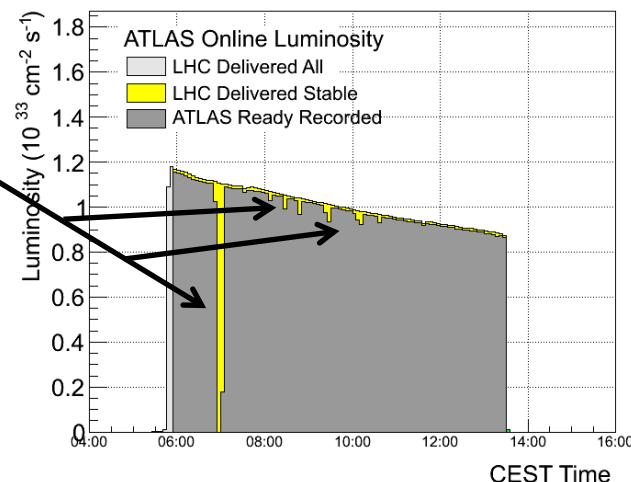
Summary of Long Runs
=====
Run Number - Recorded Events - SMX - L1 PS - HLT PS - BGK - Project Tag

Operation Problems during Shift
=====

Shift Chronology
=====

Important Messages for next Shift Leader
=====

Other Information
=====
```



P1 Computing Access Management (P1 Roles)

- During data taking periods **the Shift Leader** controls who can access P1 computers from remote
- During an LHC fill **only grant access if you know that the intervention is totally harmless** for data taking (checking log files is ok, but **NO** new patches, installations, etc.)
- Call** the person who requests remote access **in case of any doubt before** you confirm the request!
- Make sure sub-detector shifters know about interventions from their experts

ROLES:: Atlas (Point 1) / Sysadmins - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://pc-atlas-www.cern.ch/sysadmin/dap_roles/remote_tests.php

ROLES:: Atlas (Point 1) / Sya... OP Vistars https://pc-at...page=ATL_LHC OP Vistars

P1 Roles

Home Ask P1 Account Request Manage Confirm Remote History

Remote access request

These requests can be aproved only by enabled ShiftLeaders, RunCoordinators, coordinators or Sysadmins.

Role requested	For user	Expires at	Reason	Response	Select
CTP.remote	amessina	2010-03-03 14:24:09	mbts lumi monitoring	ciao!	<input checked="" type="checkbox"/>

Confirm requests Dismiss requests

Your decision was sent to the server.Refresh the page if you want to see only the pending requests.

logout

Hello, Giovanni Jacopo Zevi Della Porta .
Welcome to ATLAS sysadmins roles manager web interface.

1 remote requests pending!

Links

- [P1 Systems Status](#)
- [Nagios System](#)
- [Roles Structure](#)
- [Description](#)

Home Account request Role request Role assign/revoke Role enable/disable

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Done pc-atlas-www.cern.ch

If **in doubt**, **deny** the request and **check** with the run manager or system run coordinator

Thank You!

During Run-2

- Lead shift crew to efficiently take data of good quality
 - focus and ensure common sense
 - Make sure people in the control room communicate !
- Implement daily plan
 - combined running in sync with LHC
 - handshakes (injection, adjust, abort)
 - warm start/stop
 - calibrations, tests
- Check basic parameters of operation (trigger/DAQ and detector configuration, trigger and output rates, deadtime, detector status, data quality, etc)
- Interact with shifters, experts, run manager, run coordinators, system run coordinators, CCC
- Follow up on problems, failures and alarms
- Log the progress of ATLAS operation



Training for Shift Leaders: What's next?

- Complete today's training sessions ...
- Ask questions
- Do 2-3 training shifts with an experienced shift leader "shadow shifts"
 - best done immediately after shift training
 - ideally includes at least one injection permit and one warm start
 - inform Stephanie/Thilo, once shadow shifts are completed so that we add you to the shifter list
 - Exceptionally can also be done before having completed shadow shifts if you already want to sign up for shift leader shifts and commit to them "in blood"