

| # | Step actions:  | Expected Results:   |
|---|--|---|
| 1 | Open an internet browser.  | The browser window will open in your active desktop.  |
| 2 | Navigate to <a href="https://jwst-crds-b5it.stsci.edu/">https://jwst-crds-b5it.stsci.edu/</a>  | The JWST Calibration Reference Data System (CRDS) for Build 5.0 page will load  |
| 3 | At the top of the right hand side of the page, click the login button (looks like an opening door with a green arrow pointing to the right) next to the home button (looks like a house).            | The browser will navigate to the login page   |
| 4 | <p>Enter your relevant Username and Password and select:</p> <p><b>Lock Instrument: 'none'</b></p> <p>Click 'login'</p> <p>Note: Do not save this password if your browser asks</p>                  | With a successful login, you will be returned to the home page with a new column of options named 'Restricted Services'.  |
| 5 | From the 'Restricted Services' column select 'Delivery Status'   | <p>The browser will navigate to <a href="https://jwst-crds-b5it.stsci.edu/delivery_status/">https://jwst-crds-b5it.stsci.edu/delivery_status/</a></p> <p>The page contains a table with columns Date, Submitter, Kind, Status, Catalog, Description, and Files</p>  |
| 6 | <p>Click on any file listed under the 'Files' column</p> <p>Example: <a href="#">jwst_nirspec_fore_0004.asdf</a>, under the <a href="#">jwst_91.cat</a> catalog submitted on 2015-10-26 09:17:59</p> | <p>The browser will navigate to a page <a href="https://jwst-crds-b5it.stsci.edu/browse/{filename}">https://jwst-crds-b5it.stsci.edu/browse/{filename}</a></p> <p>Example: <a href="https://jwst-crds-b5it.stsci.edu/browse/jwst_nirspec_fore_0004.asdf">https://jwst-crds-b5it.stsci.edu/browse/jwst_nirspec_fore_0004.asdf</a></p> <p>This page will have expandable buttons Database, Contents, Past Actions, Used by Files, and Lookup Patterns</p>   |
| 7 | Click to expand the 'Database' option  | <p>The Database expansion will be a table with row headers: CRDS Name, Uploaded Name, Sha1sum, Size (bytes), Status, Reject Flag, Replaced By File Name, Submitter, Submitter Email, Creator Name, Description, Derived From, Change Level, Delivery Date, Activation Date, Comment, Pedigree, Useafter Date, and Aperture.</p> <p>If you chose a different file than the one specified in step 6, then the Database expansion may have more or less information.</p> <p>Below shows the Database expansion for <a href="#">jwst_nirspec_fore_0004.asdf</a></p> |

|                                 |  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
|---------------------------------|--|--|-----------|--------|-----------------|------------------|--------------|-----------------|-------------|--|--------------|------|--------------|--------|---------------|---------------------|-----------------|---------------------|---------|------|----------|--------|---------------|---------------------|----------|------|
|                                 |  | <table><tr><td>Submitter</td><td>bsimon</td></tr><tr><td>Submitter Email</td><td>bsimon@stsci.edu</td></tr><tr><td>Creator Name</td><td>Nadia Denchenva</td></tr><tr><td>Description</td><td>Reference files for new nirspec spectral calibration steps</td></tr><tr><td>Derived From</td><td>none</td></tr><tr><td>Change Level</td><td>SEVERE</td></tr><tr><td>Delivery Date</td><td>2015-10-26 09:16:04</td></tr><tr><td>Activation Date</td><td>2015-10-30 11:38:16</td></tr><tr><td>Comment</td><td>none</td></tr><tr><td>Pedigree</td><td>GROUND</td></tr><tr><td>Useafter Date</td><td>2050-01-01 00:00:00</td></tr><tr><td>Aperture</td><td>none</td></tr></table> <div><div>▶ Contents</div><div>▶ Past Actions</div><div>▶ Used By Files</div><div>▶ Lookup Patterns</div></div> | Submitter | bsimon | Submitter Email | bsimon@stsci.edu | Creator Name | Nadia Denchenva | Description | Reference files for new nirspec spectral calibration steps | Derived From | none | Change Level | SEVERE | Delivery Date | 2015-10-26 09:16:04 | Activation Date | 2015-10-30 11:38:16 | Comment | none | Pedigree | GROUND | Useafter Date | 2050-01-01 00:00:00 | Aperture | none |
| Submitter                       | bsimon   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Submitter Email                 | bsimon@stsci.edu   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Creator Name                    | Nadia Denchenva  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Description                     | Reference files for new nirspec spectral calibration steps   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Derived From                    | none   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Change Level                    | SEVERE   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Delivery Date                   | 2015-10-26 09:16:04  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Activation Date                 | 2015-10-30 11:38:16  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Comment                         | none   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Pedigree                        | GROUND   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Useafter Date                   | 2050-01-01 00:00:00  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Aperture                        | none   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| 8                               | <p>Verify from the expanded 'Database' option that the following required keys are present:</p> <p>Creator Name, Submitter, Change Level, and Description/History.</p> | <p>The keys for jwst_nirspec_fore_0004.asdf are:</p> <p>Creator Name: Nadia Denchenva<br/>Submitter: bsimon<br/>Change Level: SEVERE<br/>Description: Reference files for new nirspec spectral calibration steps<br/>History: See DR# 3055</p> <p>Completion of this step verifies the DMS requirement DMS-542.<br/>The History field fulfills 'how the reference file was generated'<br/>Creator Name fulfills who created the reference file<br/>Submitter fulfills who submitted the reference file to the database<br/>Change Level fulfills the severity of the change</p>  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Execution type:                 | Manual   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Estimated exec. duration (min): |  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Importance:                     | Medium   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Cautionary Statement:           | N/A  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Facility:                       | STScI  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Environment:                    | JWST DMS Build 5.0<br>operational context: jwst_0104.pmap  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Run Date:                       | N/A  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Inputs:                         | N/A  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Outputs:                        | N/A  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Test Case(s):                   | DMS-TC-3880  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Prerequisites:                  | N/A  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Notes:                          | N/A  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Post Condition:                 | Logout and close browser window  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| QA Approval Date:               |  |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Requirements                    | DMS-542: Saving Metadata for Reference Files   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |
| Keywords:                       | CRDS<br>Draft<br>Build 5   |  |           |        |                 |                  |              |                 |             |  |              |      |              |        |               |                     |                 |                     |         |      |          |        |               |                     |          |      |