

Update the Search Terms .flt File

The PLP includes a step to update the Search Terms .flt file with new collections.

Acquire the most recent flat file

As of [REDACTED], the most recent Search Terms .flt file is sent via email from EMS (noreply@[REDACTED].nasa.gov) with the subject: **EMS Unknown Search Terms for LARCSVC**. At the bottom, there is a link with a .flt extension.

Screenshot of email with link to most recent .flt file:

For a copy of the most recent searchExp flat file EMS has processed, please visit: [https://\[REDACTED\]20230515_LARCSVC_searchExp_ASDC.flt](https://[REDACTED]20230515_LARCSVC_searchExp_ASDC.flt)

Edit the .flt file

Copy the YYYYMMDD_LARCSVC_searchExp_ASDC.flt file and rename it with today's date (or the date you create the IT ticket, whichever is later)

Using a text editor, add the [REDACTED] in all capitalization, the [REDACTED] with its given capitalization, and the [REDACTED] to the flat file. Delimit the entries with [REDACTED].

Example:

[REDACTED]

The [REDACTED] indicates if the collection was pulled from the ASDC site ([REDACTED]) or Earthdata ([REDACTED]). Every collection should have one entry with the [REDACTED] and one with the [REDACTED]

Example:

[REDACTED]

[REDACTED]

Note: The .flt file is organized alphabetically by [REDACTED]

The IT Ticket

After the new collections are entered into the flat file, access [https://\[REDACTED\]](https://[REDACTED]) and create a new IT ticket under the Database Support category. Use the following information to populate the fields of the ticket.

Summary: EMS LARCSVC Search Terms Flat File update

Description:

Hello,

I added new collections to the attached EMS searchExp flat file. Would you please add this to the EMS pickup directory on [REDACTED]?

Thank you!

Urgent: 4

Navigate to the ticket on Jira. (Click on the numbers at the top for quick access)



Attach your edited .flt file to the IT ticket and add issue relationships for the "Update EMS Flat File for..." PLM tickets.

Once the IT changes are complete without issue, update the related PLM ticket to Ready to Close, commenting that they are now added to the .flt file.