1. Loading Chamber Information

Chamber information can be found in Mr. Cai's assembly log book.	
Go to *http://forwardrpc.cern.ch/load/Load_database.php*	
Click on the *Chamber Entry and Information* link.	
Chambers already in the database can be viewed; it may be helpful to use this tool to ensure the chamber you're about to enter hasn't already been entered.	
Log on to the database with appropriate username and password.	
Give the chamber a name in the form **RE1/2-000**.	
Assign gaps to the chamber using the drop-down menus. Only gaps that haven't yet been assigned to a chamber are available.	
Pay close attention to the RE1/2 or RE1/3 designation given to each gap.	
Click *Submit*.	

2. Loading Stack Information

Stack information is retrieved from an Excel file kept by Andrey – ask him to email the most recent copy and save it in the folder *//Pccmsfwd03\c$\Database\Stack*	
Go to *http://forwardrpc.cern.ch/load/Load_database.php*	
Click on the *Stack Entry and Information* link.	
Stacks already in the database can be viewed; it may be helpful to use this tool to ensure the stack you're about to enter hasn't already been entered.	
Log on to the database with appropriate username and password.	
Give the stack a name in the form **Stack_0**.	
Enter the date and time the stack was created.	
Select the chambers in each station from drop-down menus. Only chambers that have been entered into the database will be available to put into a stack.	
Ensure chambers are in the correct stations. This is important for tracking purposes. Check this in the Andrey's .out file or ask Andrey	
Click *Submit*.	

3. Loading Trigger Configuration

Trigger information is retrieved from an Excel file kept by Andrey – ask him to email the most recent copy and save it in the folder *//Pccmsfwd03\c$\Database\Trigger*	
Go to *http://forwardrpc.cern.ch/load/Load_database.php*	
Click the *Trigger Entry and Information* link.	
Triggers in the database can be viewed; you can also enter a trigger configuration and see if it exists in the database. It would be helpful to use these tools to ensure you aren't entering a trigger that already exists.	
Log on to the database with appropriate username and password.	
Give the trigger name in the form **Trigger_0**.	
Using drop-down menus, select which scintillators were enabled. (Select *Yes* if a scintillator is enabled, the default value is *No*).	
Click *Submit*.	

4. Loading Temperature and Humidity Data

The Pico recorder is loaded when the computer starts, as a service. The service is AutoExNt. It runs a batch file called C:\WINNT\system32\autoexnt.bat, which in turn starts the program C:\Program Files\Pico\plw32.exe in command line mode. For the right settings of the Picometer to be loaded, plw32.exe must be started by running AutoExNt, NOT FROM THE START MENU. When you logon to the computer, plw32.exe should already be running. You must stop it and restart it in order access the data in the latest file.	
Stopping and Starting the Pico recorder. You must be logged on as an Administrator. Use control-alt-delete to bring up Windows Task Manager. Find plw32.exe under the "Processes" tab. Right click and "End Process." Then click "yes" from the warning dialogue box. Now you must restart plw32.exe in order for the Picometer to begin taking data in a new file. Go to Control panel>Administrative tools>Services. Find AutoExNT right click it and start the service, then right click and stop the service. The service itself does not need to continue running. Its purpose is to run the batch file, which it does when you start it. If you want to check and see if it worked, go back to the Task Manager and look if plw32.exe is running.	
Go to *http://forwardrpc.cern.ch/phpMyAdim-2.5.7/index.php*	
Log on to the production database website using appropriate username and password.	

Go to the *Temphumidity* table. Search *PRIMARY (descending)* to see the last (most recent) entry in the table.	
Open the *Pico Log Player* (from *Start -> Programs ->Pico Technology ->Picolog Player*).	
Click on the icon with the blue arrow to open a file. Select the file which corresponds to the last entry in the database. Files are named in the form NONAMExx.PLW, where xx is a number. The file names increment numerically so the most recent file will be near the end. The file with the ***highest number is the one currently being used*** by the Picometer. DO NOT OPEN THIS LAST FILE or you will have to restart the service again.	
Click on the *grid/table icon* to view the table of temperature and humidity data. Compare this to the database table to ensure it is in fact the last file loaded. Close the table. Note: you may have to click the "check mark" icon and change the time format to Date/time.	
Open the next temperature and humidity data file. Click the *grid/table icon* to display the data.	
In the table window, click the *blue icon* to highlight all data, then click the *yellow icon* to copy the data.	
Open *Notepad*. Paste the data into *Notepad*.	
Delete the headers. Ensure that there are no blank lines at the beginning of the file.	
Go back to *Pico Log Player*. Close the table window.	
Open the next temperature and humidity data file (if there is more than one to be entered).	
Repeat the process of copying the data.	
Paste the data into *Notepad* at the end of the same file as before.	
Delete the header information from the new data. Ensure there are no blank lines between the rows of data or at the end of the file.	
Repeat the process of copying data into *Notepad* for all files that need to be loaded.	
Save the file in *C:\Database\Humidity\temp.txt* Replace the existing file.	
Select "/YYYY " (/YYYY followed by a tab) and copy it.	
Go to *Edit -> Replace*: ***Find what*** paste the selected text. **The tab cannot be typed into the text box. It must be copied and pasted in.** It will appear as a little rectangle (unrecognized symbol) in the text box. ***Replace with*** "/YYYY " (/YYYY followed by a space)	
Go to *Edit -> Replace*:	

Find what "MM/" ***Replace with*** paste selected text (from last step); change to "\N MM/". (this is a \N followed by a tab, then MM/) Note: be aware that DD/ may also be replaced if it is the same as MM/	
Go to *Edit -> Select All*. Copy the data.	
Using Windows Explorer, open the *Excel* worksheet *C:\Database\Humidity\200409121730.xls*	
Scroll to the end of the file. Paste the new data at the end of this file.	
Select the first box in the next row for the next data entry. Save the file and exit.	
Go back to *temp.txt*. Go to *Edit -> Replace*: ***Find what*** "MM/" ***Replace with*** "YYYY-MM-	
Go to *Edit -> Replace*: ***Find what*** "/YYYY" ***Replace with*** "" (nothing)	
Ensure there are no blank lines between the rows of data, and no blank lines at the beginning or at the end of the file.	
Save the file and exit.	
Save *temp.txt* and close *Notepad*.	
In *phpMyAdmin*, select *Structure*, then select the *Temphumidity* table.	
Scroll to the bottom of the page and click the *Insert data from a text file* link.	
Click the *Browse* button and select the *temp.txt* file.	
Set the following properties: ***Fields terminated by***: \t (tab) ***Fields enclosed by***: (nothing) ***Fields escaped by***: (nothing) ***Lines terminated by***: \r (carriage return) ***LOAD method***: …DATA	
Click *Submit*.	

DAQ to Database (assuming an efficiency scan was performed)

5. Loading Run and Cosmic Test Information

Get name of file containing run information. It will be in a form similar to *YYYYMMDDhhmm_run_scan.out*	
Get this file and open it	

Go to *Edit -> Replace* ***Find what*** : "CEST" ***Replace with*** "CET" ***Replace all***	
Ensure Andrey has created the run.out files for each run involved in the scan. These are necessary to run the Perl script.	
Open *PuTTY* and connect *to Linux 137.138.11.8*8 (if it has been connected to previously, you only have to double click on the selection *Linux 137.138.11.88*). Log in using your own username and password.	
In the Linux shell, type: *cd /home/adria/scripts*	
Type: *perl CreateDatabaseFiles.pl*	
When prompted, enter the **full** name, including the extension, of the file containing the run information. Two files will be created: *YYYYMMDDhhmmrun.txt* *YYYYMMDDhhmmcosmic.txt*	
Open the file transfer utility *WS_FTP PRO*. It can be found by going to *Start -> WS_FTP PRO -> WS_FTP PRO*. The local computer will be on the left of the screen, and the remote computer on the right.	
Log on to the Linux 137.138.11.88 computer using your own username and password.	
Pull the file *YYYYMMDDhhmmrun.txt* from */home/adria/scripts/* on the Linux computer and put it in the folder *//Pccmsfwd03\c$\Database\Run* **(on the database computer)**	
Pull the file *YYYYMMDDhhmmcosmic.txt* from */home/adria/scripts/* on the Linux computer and put it in the folder *//Pccmsfwd03\c$\Database\CosmicTest* **(on the database computer**.)	
Ensure the following data has already been entered into the database:	

Chambers	
Stack(s)	
Trigger configuration	
Temperature and humidity data for the time during which the scan was performed	

Load the *YYYYMMDDhhmmrun.txt* file

Open the *YYYYMMDDhhmmrun.txt* file in *Word Pad*.	
Go to the end of the file and delete the extra line. Save the file and exit *Word Pad*.	
Go to *http://forwardrpc.cern.ch/load/Load_database.php*	
Click on the *Run Entry and Information* link.	
Runs already in the database can be viewed. It may be helpful to use this tool to ensure the run you're about to enter hasn't already been entered.	
Log on to the database with appropriate username and password.	
Type the full path name and file name of the file to be loaded in the appropriate text box **using forward slashes**, not backslashes. This will look like *C:/Database/Run/YYYYMMDDhhmmrun.txt*	
Click *Submit*.	

Ensure the following data has already been entered into the database:

Chambers	
Stack(s)	
Temperature and humidity data for the time during which the scan was performed	
Run information	

Load the *YYYYMMDDhhmmcosmic.txt* file

Open the *YYYYMMDDhhmmcosmic.txt* in *Word Pad*.	
Go to the end of the file and delete the extra line. Save the file and exit *Word Pad*.	
Go to *http://forwardrpc.cern.ch/load/Load_database.php*	
Click on the *Cosmic Test Entry and Information* link.	
Log on to the database with appropriate username and password.	
Type the full path name and file name of the file to be loaded in the appropriate text box **using forward**	

	slashes, not backslashes. This will look like *C:/Database/CosmicTest/YYYYMMDDhhmmcosmic.txt*		
	Click *Submit*.		

6. Loading IV Test

The IV data is stored on the *lab DAQ* computer. Open the file transfer utility *WS_FTP PRO*. It can be found by going to *Start -> WS_FTP PRO -> WS_FTP PRO*. The local computer will be on the left of the screen, and the remote computer on the right.	
To connect to the *lab DAQ* computer, use the name "daqrpc" and password "daqrpc".	
Pull the file *YYYYMMDDhhmm.out* from */home/daqrpc/daq-1.0.0/CAEN/db* on the DAQ computer and put it in the folder *//Pccmsfwd03\c$\Database\IV* **on the database computer**. Change the file extension to a ".txt" extension.	
Open the file in *Word Pad*.	
Go to the end of the file and delete the extra line. Save the file and exit *Word Pad*.	
Go to *http://forwrdrpc.cern.ch/load/Load_database.php*	
Log on to the database with appropriate username and password.	
Type the full path name and file name of the file to be loaded in the appropriate text box **using forward slashes**, not backslashes. This will look like *C:/Database/IV/YYYYMMDDhhmm.txt*	
Click *Submit*.	