

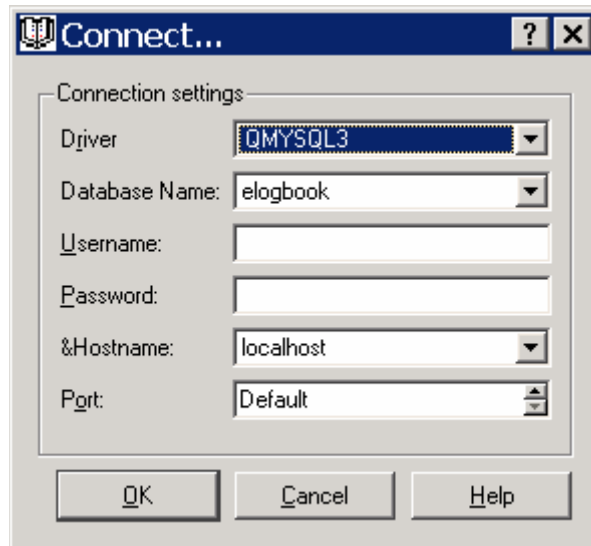
**Welcome to the Elogbook Tutorial,
a user friendly tool to keep a clean record in the clean room!**

LAUNCH ELOGBOOK

The first thing you need to know is how to start Elogbook. There are two ways of running Elogbook:

1. Click on the startelogbook icon in the Desktop.
2. Start a command prompt and go to the Elogbook directory. Type startelogbook and press Enter.

The first window you will see will prompt you to connect to the database. An example of the Connect Window is below.



Make sure you enter the following values:

- Driver: MYSQL3
- Database Name: Elogbook
- Hostname: localhost
- Port: Default

Click OK when done.

Cancel will exit the program without saving changes.
Help has not been implemented yet.

THE ELOGBOOK MAIN WINDOW

Once you have entered the database parameters you will arrive to the Main Window. Below you can see an example of this window.

Elogbook allows you to make three different types of data entry:

1. Edit/Add User Entry
2. Shift Entry
3. Mate/Demate Entry

In order to make one of these types of data entry take the following steps:

1. Edit/Add User Entry

- To enter a new user in the database click on Edit/Add User.

2. Shift Entry

- Select the Shift and Date (month, day and year) you want to make an entry to. The current shift and date appear as default.
- Click Edit/Add Shift.

2. Mate/Demate Entry

- Select which connector you are going to make an entry to. You can select or check if the connector R/D exists in the list by typing the first letters of the R/D. You can also create a New Connector in the database (see next).
- Click Mate/Demate.

1. EDIT/ADD USER

A typical Edit User window is shown below.

	Name	Group	Initials	Quality
1	Alicia Kavelaars	Online	ATK	All
2	Larry Wai	I&T		All

In order to add a new user you have to take the following steps:

MAKE SURE YOU ENTER THE RIGHT INFORMATION AND REMEMBER YOUR USERNAME AND PASSWORD.

1. Fill in Name, Group, Initials (ONLY THREE LETTERS ARE ALLOWED), and Job Title.
2. Click on Edit/Add User
3. An existing user in the database must input his/her user name and password in order to allow the new user entry (see below).

4. Create the user name and password for the new user (see below).



The image shows a Windows-style dialog box titled "New User Entry". It has a standard title bar with a question mark icon and a close button (X). The dialog contains three text input fields. The first field is labeled "User Name:" and contains the text "jdoe". The second field is labeled "Enter Password:" and contains seven asterisks "*****". The third field is labeled "Re-enter Password:" and also contains seven asterisks "*****". At the bottom of the dialog are two buttons: "Ok" and "Cancel".

5. Click OK

You will see the new user Name, Group and Initials appear on the User List.

You can also **make changes to an existing user** by selecting it on the table (double click on the appropriate row) and then following the steps above.

- A user with QA or All privileges can also Delete a user entry:
 1. Select a user entry from the table
 2. Click Delete
 3. Enter username and password.
 4. Click Ok.

If you change your mind you can Cancel the entry.

2. EDIT/ADD SHIFT

A typical Edit Shift Window is shown below.

The screenshot shows a window titled "Edit SHIFT" with a standard Windows-style title bar. Below the title bar, the word "Edit" is displayed. The main area contains several sections:

- Date Selection:** Fields for Shift (DAY), Month (05), Day (31), and Year (2004). Navigation buttons: << Prev and Next >>.
- Shift Summary/Plan:** A text input field and a button labeled "Edit/Add Summary/Plan".
- Shifters Sign In:** A button labeled "Edit/Add Shifters".
- Table:** A table with columns "Subsystem" (with a dropdown arrow) and "Shifter Name".
- SYSTEM:** A dropdown menu currently showing "MAIN".
- System Activities:** A button labeled "Edit/Add Activity".
- Table:** A table with columns "Time", "Initials", and "ActivityNote".
- System Problems:** A button labeled "Edit/Add Problem".
- Table:** A table with columns "Time", "Initials", and "ProblemNote".
- System Others:** A button labeled "Edit/Add Others".
- Table:** A table with columns "Time", "Initials", and "OtherNote".
- List Runs:** A table with columns: RUN, EVENTS, DURATION (sec), START (GMT), END (GMT), and STATUS.

At the bottom of the window, there is a horizontal scrollbar.

- Select if your entry belongs to Main or to any subsystem in particular (ACD, CAL, TKR, ...)
- In order to make a new entry in any of the tables click on the appropriate Edit/Add button above the table.
- In order to Edit existing entries double click on the corresponding table row.
- If there is a list of runs available for the selected shift you will be able to see them in the List Runs table (last table).
- You can also go to the previous and next shift by clicking on Previous and Next.

There are three types of entry tables:

- 2.1. Summary/Plan Entry
- 2.2. Shifter Entry
- 2.3. Activity, Problem or Other Entry

2.1. Summary/Plan Entry

A typical Summary/Plan Entry Window is shown below.



- Add the shift summary/plan in the blank window.
- Click Save.

You will see the note appear in the Edit Shift Window.
If you change your mind you can Cancel the entry.

2.2. Shifter Entry

A typical Shifter Entry Window is shown below.

The screenshot shows a window titled "Assign SHIFT Takers". At the top, there are four input fields: "Shift:" with the value "SWING", "Month:" with "06", "Day:" with "01", and "Year:" with "2004". Below these fields is a section labeled "Shift Takers:" containing a list of job titles, each followed by a text input field. The "ACD Engineer" field contains "John Doe" and the "FSW Programmer" field contains "John Smith". All other fields are empty. At the bottom of the window are two buttons: "Save" and "Cancel".

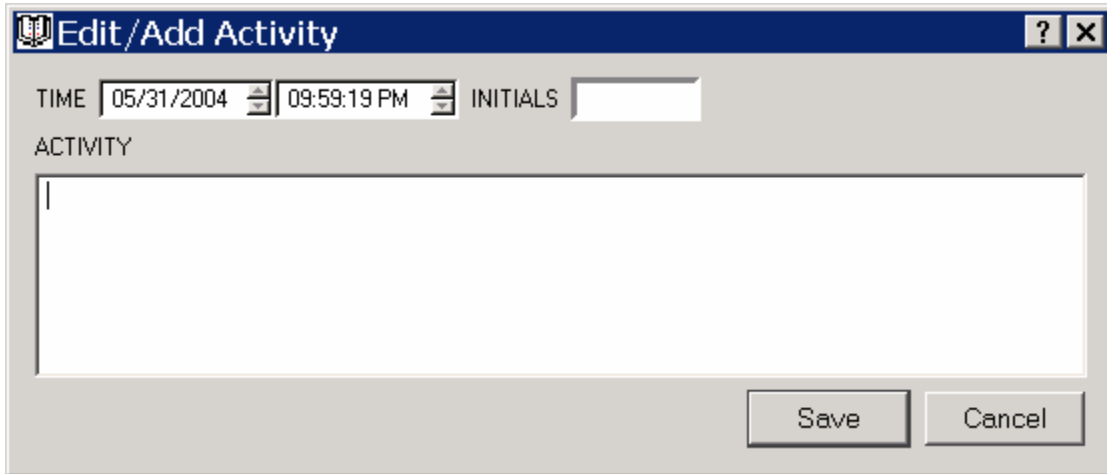
- Add yourself or any other user under the right job title. In order to do so you will need to know the EXACT full name (NOT USERNAME) that was created in the New User window. Otherwise Elogbook will give you an error message. You can go back and check any user name any time during your entry by clicking Edit/Add User in the Main Window.
- Click Save.

You will see shifter entries appear in the Edit Shift Window.
If you change your mind you can Cancel the entry.

2.3. Activity, Problem, Other Entry

- In order to add an entry, make sure you selected the right subsystem (Main, ACD, CAL, TKR, ...) in the Edit SHIFT window.
- Click on Edit/Add button above the corresponding table, Activity, Problem or Other.

The three Activity, Problem and Other entry windows are similar in appearance. A typical window is shown below.



The screenshot shows a window titled "Edit/Add Activity". At the top, there is a "TIME" field containing "05/31/2004" and "09:59:19 PM", followed by an "INITIALS" field. Below these is a large text area labeled "ACTIVITY". At the bottom right of the window are two buttons: "Save" and "Cancel".

- Add the note in the blank window.
- Make sure the date and initials (3 LETTERS) are correct.
- Click Save.

You will see the entry appear in the corresponding table of the Edit SHIFT Window. If you change your mind you can Cancel the entry.

3. MATE/DEMATE

Prior to making a Mate/Demate entry you will have to select the connector from the Elogbook Main Window. If the connector is not in the database you will have to create a new connector as follows.

New Connector Entry

A New Connector Window is shown below.

- Enter the new connector R/D and Description.
- Click Save Changes.

If you change your mind you can also Cancel the entry.

Mate/Demate Connector Window

Once the right connector is selected from Elogbook Main Window, click on Mate/Demate. A typical Mate/Demate Window is shown below.

- In order to make an entry click on the Edit/Add button above the table (see below).

You will see the entry appear in the Mate/Demate table of the selected Connector R/D.

- Click Done when you have finished the entries.

If you change your mind you can Cancel the entry.

Assign Mate/Demate

A typical Assign Mate/Demate Window is shown below.

- Select the right Connector you are connecting to from the list. Again you can select or check if the connector R/D exists in the list by typing the first letters of the R/D. You can also create a New Connector in the database by clicking New (see New Connector above).
- Select the right document type.
- Make sure the right date is in.
- Select between Mate or Demate, Flight or Test.
- ONLY the current employee that is making the connection can add himself in the database. In order to do so you will have to enter your user name and password created Edit/Add User at the Elogbook Main Window.



- ONLY a QA rated employee will be allowed to make an entry for the QA user entries. If an invalid username was entered Elogbook will show a message error. Please make sure the QA on the floor makes these entries before saving the changes.
- Save the Changes by clicking on Save.

You will see the entry appear in the Connector Mate/Demate Window.
You can also cancel the entry at all times by clicking Cancel.

CONTACT US

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We would love to hear your input and new ideas on how to improve Elogbook!