

## Instruction Manual for Off-line Shift Takers

**Please do not attempt this procedure if you are not the scheduled shifter**

### Overview

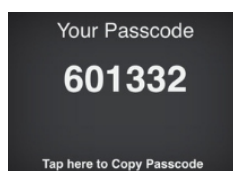
The responsibility of off-line shift takers (“shifters”) is to decode, cook, and validate the data in semi-real time. The monitoring of the results are discussed at the daily offline analysis meeting (10am) as well as the daily Run Coordinator meeting (3pm). Both meetings take place in the second floor of the counting room.

### Shift location

The default location for the shifters is the dedicated desk 200-6 on the second floor of the counting house. The phone number for this desk is 6598. If space in the counting room allows, you can ask the shift expert if they can accommodate you there.

### Preliminary Steps

Shifters should read and understand both the COO (Conduct Of Operation) and this manual before beginning an offline shift. The basic training requirements are the same as those for regular shift workers. We recommend that you take your shift in the counting house. There are available PCs on the second floor chpc01 to chpc11. If you want to take your shift from your office, you should have already set up 2-step verification using SafeNet and selected your pin number. If you do not have 2-step identification, and you wish to take your shift from your office, go to the Help Desk ASAP.



To log into one of the clondaq machines from off-site, you will first need to

```
ssh -Y username@hallgw
```

and enter the password: pin# + SafeNet Passcode. Note that your pin number never changes but SafeNet will generate a different passcode every time you login. If prompted with a Z Shell configuration, hit “q” to continue.

Next from hallgw, or from a counting house computer, simply log into clondaq3 machines as clasrun

```
ssh clasrun@clondaq3
```

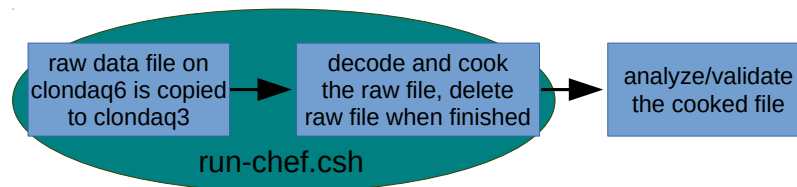
and entering the usual CLAS password.

### Workflow

Raw data files will be regularly produced while data is being taken (1 file every several minutes). As a preliminary guideline, we intend to decode and then cook immediately about a 10% of those files. At the end of this process there should be 3 separate files for each interval : the raw file, the decoded file, and the cooked file. The raw files are copied from the clondaq6 machine. **It is imperative that you never never delete or move anything on clondaq6.** To minimize the risk of breaking anything on clondaq6, the raw files will be copied to clondaq3 where the decoding, cooking, and analysis will take place. Both the decoded file and the cooked file will be saved on clondaq3; the copies of the raw files on clondaq3 will be deleted after the cooking to save space. Most of this process is automated by a script on clondaq3 called

```
clasrun@clondaq3:~/chef/run-chef.csh
```

More details are described below.



### Procedure for Shift Takers

Please only do this procedure if you are the scheduled shifter, if two people try to do this at the same time it could cause problems!

- 1 Log into clondaq3 using the above instructions. Non-experts should never have to log into clondaq6!
- 2 Go to the appropriate working directory and set the chef environment:

```
cd ~/chef
source setEnv-chef.csh
```

3 It is your responsibility to keep in close contact with the on-line shift leader; he/she will tell you what files need to be cooked. Raw files (which are in evio format) are specified by a run number and a file number, e.g. clas\_000123.evio.45 has run number 123 and file number 45. If the shift leader tells you to cook files 0 through 10 of run 246, do:

```
./run-chef.csh 246 0 10
```

This script will take a while to run but it should give regular updates on its progress. You should make sure nothing freezes/crashes. When the script finishes the decoded and cooked files will respectively be in

```
~/chef/decoded
~/chef/cooked
```

and the copied raw files will have been deleted.

4 Once you have cooked files, produce the monitoring plots using

```
~/chef/RunMonitor.csh 246 0 10
```

5 The plots are created in the directory

```
~/chef/plots/
```

To check the plots before posting them, you use

```
publish_check.sh
```

Then open a browser page to

```
https://www.jlab.org/Hall-B/secure/clas12/rec\_mon/
```

You can create logbook entries in both HBLOG and CLAS12ANA by using

```
cd ~/chef  
./upload-chef.sh -log run 246 plots
```

## Troubleshooting

- If CLARA gets stuck and Ctrl-c doesn't work, try running

```
$CLARA_HOME/bin/remove-dpe
```

- To see a list of files in the stage\_in area of clondaq6 without logging into clondaq6, do

```
~/chef/ListCurrentData
```

- phone number 757-927-8150