

PASSCAL's New Scheduling Database Utilities – a User's Manual for Principal Investigators

by Dave Thomas, <dthomas@passcal.nmt.edu>.

Starting in September 2010, Principal Investigators wanting to request Instruments from IRIS/PASSCAL must obtain a user account on the PASSCAL website. Once a user account is created, PI's will be able to request instruments, track existing requests, assign collaborator permissions to other PI's, and more. Additionally, PI's with accounts will find that much required information for mobilization/demobilization/rebilling forms will be entered automatically.

Once your user account is Activated, you will be able to add or update your Contact Information. PASSCAL will be also be pre-creating new accounts for selected PIs with active experiments. Either way, once your account has already been Activated, you will be notified via e-mail, and you will then be able to Log In using the 'Username' and 'Password' fields on the upper right of the PASSCAL website home page.

The next few pages discuss the new features now available for PIs to make and track instrument requests.

Getting Started - the PI Home Page

The PI Home Page, www.passcal.nmt.edu/pihomepage, is the starting point for PI's to request accounts, examine experiment status, and more. To get started, you'll need to request an Account on the PASSCAL website. Go to the PI Home Page, either by visiting the link above, or by clicking “P.I. Home Page” on the left-hand-side Navigation Menu, under the heading “**Expt. Schedule**”. To request a user account, just click the “Request a User Account in the PASSCAL Website” button shown below.

The screenshot shows the PASSCAL website interface. At the top is a dark blue navigation bar with tabs for Home, General Information, Instrumentation, Data Archiving, Polar, Expt. Schedule (highlighted), USArray, Forms, and Software. On the left is a light grey navigation menu with a tree structure. The 'Expt. Schedule' section is expanded, and 'P.I. Home Page' is highlighted with a red rectangular box. The main content area on the right is titled 'Principal Investigator Home Page' and includes a 'Home' link, a green heading 'Welcome to the PI Home Page!', and several paragraphs of text explaining the process of requesting instruments and creating a user account. At the bottom of the main content area is a button labeled 'Request a User Account on the PASSCAL Website'.

Upon clicking the “Request an Account” button, you will be directed to a form which submits your name, email and other information to PASSCAL. This form includes a “CAPTCHA” question for prevention of SPAM submissions; in the example below, the submitter types “h119We” into the code field before submitting the form.

Principal Investigator Registration Form for logon to PASSCAL Web Site

scheduleconfirm_form, action=asknewaccount

Welcome to PI Registration!

Your First Name: *	Your Last Name: *
<input type="text" value="Albus"/>	<input type="text" value="Dumbledore"/>
Your Institution: *	Your Department: *
<input type="text" value="Hogwarts"/>	<input type="text" value="Dark Arts"/>

Principal Investigator's E-Mail: *

Enter your E-mail address

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

h119We

Enter the code above: *

Enter the code depicted in ASCII art style.

Upon form submission, you will see the “thank you” message shown below, and you'll also receive an email copy of the request.

Principal Investigator Home Page

- scheduleconfirm_form, action=asknewaccount
- **Thank You for submitting a request for a new User Account. You will be e-mailed when the account is made Active.**

Welcome to the PI Home Page!

Once your account is activated by PASSCAL, usually after just one or two days, you'll receive another email message, with details on how to log in (username and password), along with instructions on changing your password. To log in to PASSCAL, type your username and password into the login fields on the upper right of any PASSCAL website page. Usernames are your full email address.



After logging in, you'll find that the PI Home Page changes appearance and is set for you to make or track instrument requests. If you don't yet have any existing requests, the PI Home Page will look like the following example. While nothing is yet listed under “Experiment Selection,” you will be able to initiate a new Instrument Request, or update your contact information. Updating your contact information is *the first thing you should do*, as this information is used for Instrument Requests later on. Before you can go to mobilization, demobilization, or rebilling forms by clicking the appropriate buttons, you must first have an existing project, and you must first select that project for updating.

Principal Investigator Home Page

[Home](#)

**Home Page for Principal Investigator Albus Dumbledore
(dumbledore@hogwarts.edu)**

▼ [Experiment Selection](#)

You have no requests entered into the Scheduling Database at this time.

▼ [Principal Investigator Home Page Controls](#)

▼ [Schedule Database Tools](#)

Learn More with the new [Scheduling Database User's Manual for PIs](#).

The situation is different for PIs who have a long history with PASSCAL. If and when these PIs get accounts on the PASSCAL website, their home page may show multiple experiments that have been supported over the years. Wherever possible, the data from older databases have been used to pre-populate the new scheduling database. For example, a typical PI's home page will list several past experiments, even if his or her website account has just been created.

Principal Investigator Home Page

Home Page for Principal Investigator Randy Keller (grkeller@ou.edu)

▼ [Experiment Selection](#)

My Experiments:

ESTRID III

ESTRID III *ected.*

OK 3-D test *lected,*

HLP Active *Rebilling*

Korea *ill a*

Sinoprobe/Tangshan/UofO *ment Request.*

Snake River *ropdown menu,*

Columbia-1 *lect that experiment.*

Rotational Sensor/WUSTL

Even if no Experiment is currently *Selected*, your Contact Info will be used to pre-fill-out Mob/Demob/Rebill/Instrument Request forms.

▼ [Principal Investigator Home Page Controls](#)

Additionally, many PIs having past projects with PASSCAL will find that their contact details (including addresses and phone numbers) have already been entered into the database. If this information was not available upon account creation, or old information needs correcting, please update your contact details for later use.

Experiment Support - the Instrument Request Page

Clicking the “Initiate New Instrument Request” button will bring up the Instrument Request form, as will clicking the menu item “Instrument Request Form” under the Forms navigation menu, sub-heading “pre-experiment.” *Note: to access the Instrument Request form, you must have an account on the PASSCAL website, and you must be currently logged in to that account.*

Instrument Request Form for Albus Dumbledore (dumbledore@hogwarts.edu)

- welcome, prin_invest, dumbledore@hogwarts.edu, 50
- Please fill out or update the information requested below for your Instrument Request. Please fill out all six tabs (Experiment Information, Instrument Support, Funders and Sponsors, Contact Information, Billing Information, Ancillary Support) before clicking the Submit button for the first time. Please review all tabs before clicking 'Submit.' You will be informed if fields are missing or invalid.
- Do Not navigate to another page until this form is submitted, or all your entries will be lost.
- When you submit this form, you will receive a copy, along with the appropriate IRIS and PASSCAL staff.

Experiment Information

Instrument Support

Funders and Sponsors

Contact Information

Billing (Payer) Information

Ancillary Support

Submit the Form

Experiment Short Name: *

Enter the Experiment Short Name/Acronym

Experiment Long Name: *

Enter the Experiment Long Name

Location: *

Enter the Experiment Location

Starting Longitude: *

Ending Longitude: *

Use + for East, - for West, and decimal notation. Example: W105°30'30" would be entered as -105.508333

Starting Latitude: *

Ending Latitude: *

Use + for North, - for South, and decimal notation. Example: S35°30'30" would be entered as -35.508333

There are several tabs for various types of information regarding the Request. You should fill out all six tabs (Experiment Information, Instrument Support, Funders and Sponsors, Contact Information, Billing (Payer) Information, Ancillary Support) *before* clicking the Submit button (last tab on the right) for the first time. Additionally, please review all tabs before clicking 'Submit.' You will be informed if fields are missing or invalid. Note: *Do Not navigate to another page until this form is submitted, or all your entries could be lost.* When you submit this form, you (along with key IRIS and PASSCAL staff) will receive a confirmation e-mail.

The Experiment Information tab asks for details like the project name, location, and description. The details of instruments are included in the second tab, “Instrument Support.” The basic part of this form includes shipping dates for the equipment to leave from/arrive at the PASSCAL dock, number and type of three-channel dataloggers and sensors needed, as well as quantities of multi-channel (“Geode”) or single-channel (“Texan”) dataloggers, and a field for ancillary equipment questions or comments.

For most requests, only the main “Instruments” fieldset shown above needs to be filled out. This allows you to request three-channel dataloggers and sensors (or dataloggers alone), and/or also multi-channel or single-channel dataloggers, all for the same time period.

However, you may also make use of the optional phases appearing below the “Instruments” fieldset to request instruments of different types, or for non-contiguous or overlapping dates, as needed. To open the “*Additional/Different Instruments/phase 2 for Project (Optional)*” entry area, click on the collapsed heading to open the fieldset. If a third phase is needed, or simply if another different type of instrument is requested, click on the “*Additional/Different Instruments/phase 3 for Project (Optional)*” heading to open the third fieldset. Be sure to check the date fields for each fieldset – these need not be the same.

You may enter funding, agency and program information on the third tab. If your specific Funder or Program are not listed in the dropdowns, please type their names into the “Funding Notes and Comments” field, along with anything else we should know about your Funding. **Important:** PASSCAL cannot schedule un-funded projects. Let us know as soon as your project gets funding approval, or if your project is funded internally (and your institution will be paying shipping costs).

[Experiment Information](#)
[Instrument Support](#)
[Funders and Sponsors](#)
[Contact Information](#)
[Billing \(Payer\) Information](#)

[Ancillary Support](#)
[Submit the Form](#)

Funding Status: *

Unfunded
 Funded

Funding Agency: *

University

Select Funding Agency

Funding Program: *

Internal

Select Funding Program

Funding Notes and Comments:

Additional funding was obtained from the Ministry of Magic.

If Funder or Program are not listed in the dropdowns above, please type them into this field.
Include anything else you think we should know about your Funding.

Is this for EARTHSCOPE?: *

No
 Yes

Proposal Number: *

DA-666

Enter Proposal Number, or N/A if not applicable.

Are you requesting OBS (Ocean Bottom Seismometer) and/or Ship Time?: *

No
 Yes

The “Contact Information” tab should be pre-filled with your existing Contact Information. Review this tab, and make any changes (new addresses, etc.) before submitting the form.

[Experiment Information](#)
[Instrument Support](#)
[Funders and Sponsors](#)
[Contact Information](#)
[Billing \(Payer\) Information](#)

[Ancillary Support](#)
[Submit the Form](#)

First Name: *

Albus

Enter your First Name

Last Name: *

Dumbledore

Enter your Last Name

Telephone: *

555-555-1212

Enter your Phone Number

FAX:

575-835-5079

Enter your FAX Number

Mobile Telephone:

Enter your Mobile Phone Number

Department: *

Dark Arts

Enter your Department

Institution: *

Hogwarts

Enter your Institution

Address 1: *

P.O. Box OWL

Enter Address Line 1

Address 2:

Under the Staircase

Enter Address Line 2

The fifth tab is for Billing (Payer) information, which is required for Shipping. There are three questions to answer on this tab: the first is billing preference (email or snail mail). The second item regards who the Payer is. If you (the PI submitting the request) are to be the Payer, click the radio button “I am the Payer.” If another PI has this role, and this PI can be found in the dropdown list provided, then you should click the “Payer is selected in the dropdown list below” button, and then select that person in the dropdown list. If, however, the Payer does not appear in the dropdown, click the “Payer is specified in the Fields below” button, and fill in these fields as best you can.

[Experiment Information](#) | [Instrument Support](#) | [Funders and Sponsors](#) | [Contact Information](#) | [Billing \(Payer\) Information](#)
[Ancillary Support](#) | [Submit the Form](#)

How should Billing Information be sent by IRIS?: *

E-Mail
 Snail Mail

Select whether Payers should receive billing mailings from IRIS: check E-Mail or Snail Mail.

Payer Information: *

I am the Payer
 Payer is selected in the Dropdown list below
 Payer is specified in the Fields below

Select Source for Billing Information. If you are not the Payer, but that person can be found in the Dropdown list below, select that person, and check 'Dropdown'.
 If you are not the Payer, and that person does *not* appear in the Dropdown list below, enter the Payer's information on the fields provided, and check 'Fields'.

Pls and Payers with Active Accounts at PASSCAL:

Alvarez, Marcos, University of Auckland, Auckland, +64 09 373 7599 x84643, m.alvarez@auckland.ac.nz

Payer's First Name:

Payer's Last Name:

Payer's Mailing Address:

Payer Mailing Address: Street, P.O. Box, Mail Stop, etc.

Payer's Mailing Location:

Payer Mailing Location: City, State, Zip Code, Country, etc.

The sixth tab asks for information on Ancillary Equipment and General Support (field support, field computer support, etc.). Here, you may identify yourself as a Lead or Co-PI, and also indicate Collaborator PIs, if they are listed in the dropdown selection field. Once the project has been submitted to the database by PASSCAL, you will be able to grant access or change grant status for these or additional collaborators. There are three types of Collaborator Access, one giving full rights to co-manage the project, another for Project Payer (shipping costs) , and a third for granting browsing capability only.

[Experiment Information](#) | [Instrument Support](#) | [Funders and Sponsors](#) | [Contact Information](#) | [Billing \(Payer\) Information](#)
[Ancillary Support](#) | [Submit the Form](#)

PASSCAL Field Support: *

No
 Yes

Do you require PASSCAL Field Support?

Field Computer Support: *

No
 Yes

Do you require Field Computer Support?

Power Supply: *

None
 Solar Panels
 AC Power
 Deep Discharge Batteries (furnished by PI)
 Other

Select Type of Power Supply

PI Status: *

Lead PI
 Co-PI

Select status as Lead or Co-PI.

Select Collaborator PIs:

Adams, Nick, Big two handed river
Adesida, Adesola, University of Georgia
Albrecht, Michael, TBA Power
Allen, Richard, UC Berkeley
Alvarez, Marcos, University of Auckland
Ampuero, Jean-Paul, Cal Tech
Anandakrishnan, Sridhar, Los Alamos National Lab
Anandakrishnan, Sridhar, University of Alabama
Anandakrishnan, Sridhar, Penn State
Anderson, Kent, IRIS/PASSCAL NMT
Anderson, Megan, Colorado College
Ancochea-Poor, Rasool, U of Nevada, Reno
Arechiga, Rene, NMT
Armbruster, John, LDEO
Arrowsmith, Marie, LANL
Astiz, Rick, New Mexico Tech
Astiz, Luciano, UCSD
Asudeh, Issa, GSC

After reviewing all six data tabs, open the Submit tab. Here, you will see radio buttons regarding your acceptance of IRIS/PASSCAL policy. Click “Yes” after reviewing the policy, and then click the Submit button.

After submission, you will see a detailed message onscreen, showing the details of your request. Additionally, you (along with relevant PASSCAL staff) will receive an email confirmation of your request.

Principal Investigator Home Page

- welcome_prin_invest_dumbledore@hogwarts.edu, 50
- Please fill out or update the information requested below for your Instrument Request. Please fill out all five tabs (Experiment Information, Instrument Support, Funders and Sponsors, Contact Information, Billing (Payer) Information, Ancillary Support) before clicking 'Submit.' You will be informed if fields are missing or invalid.
- Do Not navigate to another page until this form is submitted, or all your entries will be lost.
- When you submit this form, you will receive a copy, along with the appropriate IRIS and PASSCAL staff.
- contact info found! dumbledore@hogwarts.edu, id=349
- Saving node to type prequest
- Initial revision created and published.
- Thank you! Your Instrument Request form has been submitted!

Results

- Phone:555-555-1212
- FAX:575-835-5079
- mobile:
- email:dumbledore@hogwarts.edu
- dept:Dark Arts
- inst:Hogwarts
- address1:P.O. Box OWL
- address2:
- city:Hogsmeade
- stateCode:99, name=Not Applicable (International/Other)
- zip:none in UK
- country:826, United Kingdom
- Experiment Long Name:Observations of Wizardly Lucky Spells
- Experiment Short Name:OWLS
- Location:Hogsmeade, Scotland
- Starting Longitude:1.0
- Ending Longitude:2.0
- Starting Latitude:55.0
- Ending Latitude:56.0
- Experiment Description:We plan to use 12 Broadband sensors to document the effects of the SEISMOSAI spell.
- Environment:Forest(10)(val=10)
- datasize:12
- Funding Status:Funded
- fundagency:University
- fundprogram:University
- Proposal number:DA-666
- OBS:No
- fundcomments:Additional funding has been supplied by the Ministry of Magic.
- passcafieldsupport:No
- compfieldsupport:No
- power:Deep Discharge Batteries (furnished by PI)
- Environment Description:Environment: forest and urban

Upon submitting a Request, your PI Home Page will now display this (and possibly other requests) for your review. Initial requests will appear as “*My Pending Requests*,” indicating that these have not yet been entered into the actual PASSCAL Scheduling Database.

If you click the “Review Pending Experiment Shown in Dropdown” button, you'll be able to review the details of your requests without changing anything, as shown. If you need to modify a pending request (say, if funding was recently approved), click the “Modify Pending Experiment Shown in Dropdown” button.

You will not be able to access the Mobilization/Demobilization/Rebilling forms until your project has been scheduled by PASSCAL, and has been selected by you on your PI Home Page.

Principal Investigator Home Page
[Home](#)
Home Page for Principal Investigator Albus Dumbledore (dumbledore@hogwarts.edu)

Experiment Selection

You have no requests entered into the Scheduling Database at this time.

My Pending Requests: Review Pending Experiment Shown in Dropdown
Modify Pending Experiment Shown in Dropdown

OWLS 11 2012-07-31

You may select a pending request for review or modification.
 These have not yet been added to the Scheduling Database by PASSCAL.

Principal Investigator Home Page Controls

Initiate New Instrument Request Update Contact Information

Fill Out Mobilization Form Fill Out Demobilization Form Fill Out Instrument Rebilling Form

Schedule Database Tools

Scheduling Calendar Experiments Summary Experiment Details

Learn More with the new [Scheduling Database User's Manual for PIs](#).

“Review Pending Experiment Shown in Dropdown” shows you experiment details as submitted to PASSCAL.

Principal Investigator Home Page

Viewing Node 768

 **OWLS**

Submitted by [prin_invest](#) on Thu, 2010-10-07 09:44
 Imported to Scheduling Database:
 No

Contact Information

PASSCAL Notes:
 new request

First Name:
 Albus

Last Name:
 Dumbledore

Telephone number:
 555-555-1212

Fax number:
 575-835-5079

Email address:
dumbledore@hogwarts.edu

Department:
 Dark Arts

Institution:
 Hogwarts

Address line 1:
 P.O. Box OWL

City:
 Hogsmeade

State:

After PASSCAL staff have had a chance to review your request, they can enter it into the actual Scheduling Database. *This process may take several days.* If you need a timely response, and have not heard back from PASSCAL, please email the PASSCAL scheduling team at [<exp_schedule@passcal.nmt.edu>](mailto:exp_schedule@passcal.nmt.edu) with a request for a status update.

Once PASSCAL staff have entered your request into the Scheduling Database, another email will be sent to all concerned. Experiments which have been submitted to the database might not yet be Scheduled (i.e. committed to be sent to the field). Once an experiment is Scheduled, it will be displayed to the public on pages such as Experiment Summary, Experiment Details, or Schedule

Calendar. Experiments cannot be Scheduled until Funding has been approved.

After your projects are entered into the database by PASSCAL, your PI Home Page will now display these requests under the “My Experiments” heading, as shown below. While the Public can only view Scheduled projects, you will be able to see your own projects, whether they are Scheduled or not.

You may select any of your experiments from the dropdown, and click the “Select Experiment Shown in Dropdown” to select that experiment for further review. Once an experiment has been Selected, you may opt to Review it, ask for modifications, or go directly to mobilization, demobilization, or rebilling forms. Here, your contact and experiment information will be used to pre-populate the forms.

If no experiment has been selected as yet, the PI Home Page will appear as shown here.

The screenshot shows the 'Principal Investigator Home Page' for Albus Dumbledore. The 'My Experiments' section is currently empty, with a dropdown menu set to 'OWLS'. A 'Select Experiment Shown in Dropdown' button is visible. Below this, there are sections for 'Principal Investigator Home Page Controls' and 'Schedule Database Tools'. The controls section includes buttons for 'Initiate New Instrument Request', 'Update Contact Information', 'Fill Out Mobilization Form', 'Fill Out Demobilization Form', and 'Fill Out Instrument Rebilling Form'. The tools section includes buttons for 'Scheduling Calendar', 'Experiments Summary', and 'Experiment Details'.

Learn More with the new [Scheduling Database User's Manual for PIs](#).

Once an experiment has been Selected, buttons providing new options will be displayed. Here, the PI can now choose to Review the selected experiment, add more collaborators, or ask for modifications to the request. Modifications will have to be considered and approved by PASSCAL.

The screenshot shows the 'Principal Investigator Home Page' for Albus Dumbledore with an experiment selected. The 'My Experiments' section now displays a dropdown menu with 'OWLS' selected. Above the dropdown, there are three buttons: 'Select Experiment Shown in Dropdown', 'Review Selected Experiment', and 'Add Collaborator PIs to Experiment'. A fourth button, 'Ask for Modifications to Selected Instrument Request', is also present. The 'Principal Investigator Home Page Controls' and 'Schedule Database Tools' sections remain the same as in the previous screenshot.

Learn More with the new [Scheduling Database User's Manual for PIs](#).

Information on Specific Projects - the Experiment Details Page

Asking for a review of an experiment takes the user to the Schedule Details page, which has several tabs for various aspects of the experiment. The first tab shows basic experiment information, such as name, location, and description.

Short Name	OWLS 11
Long Name	Observations of Wizardly Lucky Spells 2011
Location	Scotland
Start/Stop Latitudes	(55,56)
Start/Stop Longitudes	(1,2)
Description	We are using the sensors to document the effects of the SEISMOSA! spell.
Environment	Forest

The second tab displays details of experiment support (e.g. Instrument Requests).

Leaves PIC Dock	Returns To PIC Dock	Device Type	Device Group	Quantity Requested	Quantity Scheduled	Device Pool	Acknowledged	Request ID
2010-12-31	2011-01-01	DAS + Sensor	Three Channel + Broadband	12	0	PASSCAL	Yes	Pending

Ancillary Equipment: Ancillary Equipment: General Comments WE WILL NEED CLIE'S ALSO!!!

The “Collaborators” tab lists co-PIs for the project. If this project belongs to you, the logged-in PI looking at it, you can opt to add new collaborators by clicking the “*Add Collaborator PIs to Experiment*” button.

Upon clicking the “Add Collaborators” button, you will be taken to the PI Grants Page, which allows you to assign co-PI status to others. You can opt to give collaborators Full Rights to co-manage

to project, or Observe Only rights. You can also designate one PI as the “Payer” (the person who will receive shipping bills from IRIS). “Observe Only” collaborators will be able to see status reports normally available only to the main PI (such as details of unscheduled instruments), but won't be able to modify requests directly.

Once the Granting Level is set, collaborators selected in the dropdown can be added to the project with a click of the “Add PI from Database as Collaborator” button.

Principal Investigators/Granting Rights Form

Home

welcome, Albus Dumbledore, dumbledore@hogwarts.edu, 50

Permissions Granting Form for **Albus Dumbledore**

Specify Rights Level (Full Rights, Observe Only, or Payer), and select a PI from the dropdown, or enter a PI's name and details; finally, click to add that PI as a collaborator.

Current Collaborators for OWLS(201303)

First Name	Last Name	Organization	email	Rights	Remove?
Charles	Langston	University of Memphis	clangstn@memphis.edu	Full Rights	
Albus	Dumbledore	Hogwarts	dumbledore@hogwarts.edu	Full Rights	Remove

Click Hyperlinks in 'Rights' column to toggle PI Rights from Full Rights => Observing Rights => Payer => Full Rights...
Click Hyperlinks in 'Remove?' column to remove that PI from the set of Collaborators...

PIs currently in the PASSCAL Database:

Abbott, Robert, reabbot@sandia.gov, Sandia

Granting Level: Observe Only

Specify whether the PI selected should have **Full Rights to Co-Manage the Project, Observing Rights Only, or PI is the Payer.**
PI's with Observing Rights can view details not normally shown, such as the status of unscheduled requests.

[Add PI from Database as Collaborator](#)

If you *can't* find a PI in the dropdown list above, enter the PI's information below:

Collaborator PI's Last Name: **First Name:** **Organization/University:** **E-mail:** [Add Named PI as Collaborator](#)

After a collaborator has been added, they will be listed in the table with the other PIs.

The Experiment Details Page Metadata Tab

The Metadata tab provides access to experiment details not normally displayed to the public, such as FDSN number. PI Collaborators will be able to view this Metadata tab, and collaborators with Full Rights to the project will also be able to Edit the metadata fields with a click of the button shown on the next page.

Experiment Details

Experiment Information Experiment Support Funders and Sponsors Contact Information Billing Information

Collaborators **MetaData**

Meta Data for OWLS 11 (201121)

FDSN	
Assembled ID	
DMC Short Name	
Funding Agency	
Funding Program	
General Comments	Cables and connectors.//
Funding Comment	
Data Size(GB)	42
Funding Date	
Proposal Number	DA-666

Archive Status	active
Archive Notes	
Archive SEED	0
Archive SEGY	0
Archive hdf5db	0

[Edit MetaData for Selected Experiment](#)

Upon clicking the “Edit Metadata” button, you will be able to edit several fields, including many shown on other tabs, such as Name, Location, and Description. The changes won't be kept unless you click the “Update Experiment Metadata” button at the bottom of the form.

Experiment Details

▼ [Experiment Metadata for OWLS\(201057\)](#)

FDSN Number:

FDSN Number is 7 characters max.

Assembled ID:

Assembled ID is 10 characters max.

Experiment Short Name:

DMC Short Name:

Experiment Long Name:

Location:

● ● ●

Archive HDF5:

No
 Yes

[Update Experiment Metadata](#) [Return to Experiment Details](#)

If you are logged in, and have Selected an Experiment, the Mobilization, Demobilization, and Rebilling buttons will become enabled, and can be clicked to get to the needed form.

[Principal Investigator Home Page](#)
[Home](#)
Home Page for Principal Investigator Albus Dumbledore (dumbledore@hogwarts.edu)

▼ [Experiment Selection](#)

[Select Experiment Shown in Dropdown](#) [Review Selected Experiment](#) [Add Collaborator PIs to Experiment](#) [Ask for Modifications to Selected Instrument Request](#)

My Experiments:

Experiment OWLS is currently **Selected**, and will be used to pre-populate Request/Mob/Demob/Rebill/ or Existing Instrument Request forms.

▼ [Principal Investigator Home Page Controls](#)

[Initiate New Instrument Request](#) [Update Contact Information](#)

[Fill Out Mobilization Form](#) [Fill Out Demobilization Form](#) [Fill Out Instrument Rebilling Form](#)

▼ [Schedule Database Tools](#)

[Scheduling Calendar](#) [Experiments Summary](#) [Experiment Details](#)

Learn More with the new [Scheduling Database User's Manual for PIs](#).

Information regarding the PI and project will be automatically pre-entered on forms such as Mobilization, Demobilization, and Rebilling.

Mobilization Form

This form should be filled out by the operator of a temporary network who wishes this information (meta data), regardless of data location, to be included in the IRIS DMC database. This meta-data is [searchable](#) by all users.

Network Code and Year:

Leave blank, and a code will be assigned to you

Assembled ID #:

Leave blank, and a code will be assigned to you

Data Format: *

- ACTIVE (SEGY/Assembled/Ph5)
 PASSIVE (SEED)

Experiment/deployment Long Name: *

Experiment/deployment Short Name: *

PIC Experiment/deployment Number: *

PI name: * Albus Dumbledore	PI email: * dumbledore@hogwa	PI Institution: * Hogwarts	PI Mailing Address: * P.O. Box OWL/ Hogsmeade	PI telephone: * 555-555-1212
---------------------------------------	--	--------------------------------------	---	--

Contact name: * Albus Dumbledore <small>Alternate Contact</small>	Contact email: * dumbledore@hogwa <small>Contact email</small>	Contact Inst.: * Hogwarts <small>Contact institution</small>	Contact Mailing Address: * P.O. Box OWL/ Hogsmeade <small>Contact address</small>	Contact telephone: * 555-555-1212 <small>Contact phone</small>
--	---	---	--	---

Information on Multiple Projects - the Experiment Summary Page

There are several other utilities for inspection of the Instrument Schedule. The Experiment Summary page produces tables of projects for given calendrical periods. Optional searches may be focused on given Agencies or Programs, or for given Principal Investigators.

Experiment Summary

Funding Agency Acronym: <input type="text"/>	Funding Program Acronym: <input type="text"/>	Principal Investigator Last Name: <input type="text"/>	<input type="button" value="Reset Fields"/>
Specify Start Date: 2009 Oct 6	Specify End Date: 2011 Oct 8	Sort By: <input checked="" type="radio"/> Modified Date <input type="radio"/> Experiment Number <input type="radio"/> Start Date	
Number to Display per Page: <input type="radio"/> 10 <input checked="" type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> All			
<input type="button" value="Retrieve Summary of Experiments"/> <input type="button" value="Retrieve MY Experiments"/> <input type="button" value="Return to PI Homepage"/>			
Schedule Database Tools <input type="button" value="Scheduling Calendar"/> <input type="button" value="Experiment Details"/>			

If you (the logged-in PI) clicks the “Retrieve MY Experiments” shown on the Summary Page above, a table of all your ongoing projects is presented.

Experiment Summary

Summary Page 1

Experiment Summary

Experiment Name	Experiment Number	Start Date	End Date	PI	Funding Agency	Funding Program
OWLS	201057	2010-12-31	2011-01-01	Dumbledore, Albus	UNIV	UNIV

[Return to Summary Controls](#)

Clicking on the hyperlinked Project Number on a Summary page will take you to that project's Details page. The Details page can also be used stand-alone, and projects can be searched for by PI last name, experiment name, or experiment number.

Experiment Details

Experiment Details Tools

Principal Investigator Last Name: Experiment Name: Experiment Number:
Enter All or Part of a PI's Name. Enter All or Part of an Experiment Name. Experiment Number takes precedence over Experiment Name, if both are entered.

[Retrieve Details for Selected Experiment](#) [Return to PI Homepage](#)

Schedule Database Tools

[Scheduling Calendar](#) [Experiments Summary](#)

If part of an experiment name is entered, such as “earth” in the figure above, and multiple results are found in the database, the user will be presented with a dropdown list that allows selection of the specific project being sought.

Experiment Details

**Multiple Experiments Found (Experiment Name Contains earth) :
Please Choose One from Dropdown List.**

Experiments:

[Select Specific Experiment](#) [Return to Details](#)

When a PI is examining projects managed by other PIs, they will not be able to see or edit Metadata, add collaborators, etc.

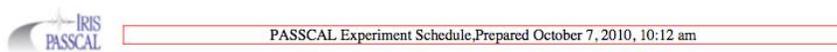
On the bottom of a calendar display are buttons which allow the user to return to the calendar controls page, or to make a PDF file of the currently displayed calendar.

FA BB Sensors

Exp Number	Experiment Name
200609	CAFE/UW
200729	COLZA/OSU
200816	SIEDCAR/UTA
200910	NE-NV BB/Stanford
200911	Big Horn/UC Boulder
201028	Basin and Range Normal Faults
201030	Chile RAMP
201038	SEAM/Brown
201038	SEAM/Brown
201055	PBO
201102	W Idaho Shear Zone BB/UF
201116	SPREE
	Committed

Return to Calendar Controls Save Page as PDF File

Once a calendar has been saved as a PDF file, it can be printed, archived, or emailed as needed.



Number	BB Sensors (PASSCAL)	Oct-10	Oct-10	Nov-10	Nov-10	Dec-10	Dec-10	Jan-11	Jan-
200712	Western Tibet/RPI	31	31	31	31	31	31	31	31
200715	Africa/Array/PSU	23	23	23	23	23	23	23	23
200730	POLENET/Penn State/WashU	38	38	38	38	38	38	38	38
200731	GAMSEIS/Penn State/WashU	8	8	8	8	8	8	8	8
200904	PICASSO/Rice	75	75	75	75	75	75	75	75
200905	Guvot/UAF	10	10	10	10	10	10	10	10
200906	LARRISA/UAF	3	3	3	3	3	3	3	3
200908	SNAG/Rochester	14	14	14	14	14	14	14	14
200917	Geothermal FC/Batzle CSM	3	3	3	3	3	3	3	3
200918	Shanxi Graben/Missouri	13	13	13	13	13	13	13	13
200920	Yakutat/UAF	1	1	1	1	1	1	1	1
200927	NECESS/UT	90	90	90	90	90	90	90	90
200934	LauRidge2000/WashU	9	9	9	9	9	9	9	9
200940	Salton Trough BB/Stanford						40	40	40
200948	AFAR/MO UofS&T	20	20	20	20	20	20	20	20
200949	Jakobshavn/UAF	1	1	1	1	1	1	1	1
200962	Norway Glacier/CWU	6	6	6	6	6	6	6	6
200965	Nuuk/UAF	2	2	2	2	2	2	2	2
200974	ESVSM/USGS	17	17	17	17	17	17	17	17
201010	CDPapua/BU	31	31	31	31	31	31	31	31
201013	PLUTONS/UAF	16	16	16	16	16	16	16	16
201014	CAUGHT/UofA	50	50	50	50	50	50	50	50
201015	San Jacinto/UCSD								
201024	Montana Field/Indiana	1	1	1	1	1	1	1	1
201034	Tide Water Gl/CRREL	1	1	1	1	1	1	1	1
201035	Whillans/UCSC	6	6	6	6	6	6	6	6
201047	PULSE/UNC	10	10	10	10	10	10	10	10
201108	Carbon Sequestration								
	Committed	479	478	478	478	478	506	506	506

Number	BB Sensors (Flex Array)	Oct-10	Oct-10	Nov-10	Nov-10	Dec-10	Dec-10	Jan-11	Jan-
200609	CAFE/UW	7	7	7	7	7	7	7	7
200729	COLZA/OSU	4	4	4	4	4	4	4	4
200816	SIEDCAR/UTA	5	5	5	5	5	5	5	5
200910	NE-NV BB/Stanford	50	50	50	50	50	50	50	50
200911	Big Horn/UC Boulder	39	39	39	39	39	39	39	39
201028	Basin and Range Normal Faults			33	33	33	33	33	33
201030	Chile RAMP	60	60	60	60	60	60	60	60
201038	SEAM/Brown	6	6	6	6	6	6	6	6
201038	SEAM/Brown								
201055	PBO	1	1	1	1	1	1	1	1
201102	W Idaho Shear Zone BB/UF								
201116	SPREE								
	Committed	172	112	145	102	102	94	89	89

Important - Changing your EMAIL

A single PI may have multiple entries in the Scheduling Database, say, for various institutions he or she has worked at. Generally, only one of these is attached to the user login account on the PASSCAL website. The unique database key for these user accounts is the user's email address. If you need to change your email address for your active PASSCAL account, please contact Dave Thomas (dthomas@passcal.nmt.edu) with the new information. While you will be able to change the "E-mail Address" field on your account details page, this will *not* change the Username, which is the critical identifier. Please contact PASSCAL to make this type of administrative change to your account. You *may* change your password at any time; click the "My account" link near the upper right of the screen, then click "Edit" to enter a new (and confirmation) password. If you are active at two institutions, you might consider getting two PASSCAL accounts to handle your projects.

Help is Available

If you have comments or questions regarding the new Scheduling Database utilities, or if you find any errors, missing requests, wrong dates, etc. in the existing database, please notify PASSCAL software developer Dave Thomas at [<dthomas@passcal.nmt.edu>](mailto:dthomas@passcal.nmt.edu), or the PASSCAL scheduling team at [<exp_schedule@passcal.nmt.edu>](mailto:exp_schedule@passcal.nmt.edu).