

Hints for Adding and Updating Documents with the ESA Document Management System

Introduction

The ESA DMS is a good idea in theory but may not be so easy to use in practice. I have encountered a number of features that may trap the unwary, so present these notes as an aid to all who follow in my footsteps.

Logging On

1. Using your preferred browser, open the following URL:
<http://ests2a2.estec.esa.nl:1081/dms/owa/waApplication.login>
2. Enter your User and Password details in the spaces provided and click the **Login** button.
3. Click on [Web Document Management System v3.3.2](#) to continue.
4. You will be presented with a “search” page with which you may view existing documents already in the system. On your first visit you should click the **Preference** button to set your preferences; select **FIRST/SPIRE/Internal** as the default project.

Adding a Document

1. Click the **Add New Document** button near the top of the page. This will give you a new Chrono number to use as the basis of your document number.
2. A form will open with all fields blank, except for the 7-digit Chrono number and the Submission Date. This Chrono number is used to generate part of the Ref Code field later.
3. Refer to document SPIRE-RAL-DOC-000032 for instructions on completing this form page. In particular, note that the Reference Number should be generated using the last six digits of the assigned Chrono Number.
4. When complete, click the **Add New Document** button at the foot of the form. The preferred format is **Acrobat/.pdf** for your documents.
5. Wait for the form data and document to be uploaded to the database. This may take several minutes for large documents. When uploading is complete, the form will be refreshed, leaving the Filename field blank, but adding a hyperlink [File attached](#).

6. Click on the **Close** button to remove the form.
7. To check that the new document has been correctly uploaded, perform a new search on the database. This should now show the new entry.
8. Click on the document title; this is a hyperlink to the document itself. Again, if it is a large document, you may have to wait some time before it is displayed on your machine.
9. If you intend to add another document during the same session you should ensure that the Chrono number increments correctly.

Updating Document Index Information e.g. changing author's name

1. Perform a search of the database such that the document to be updated is included in the result.
2. Click the *update* hyperlink associated with the document to be updated.
3. A form will appear similar to that provided for adding a new document. The filename field will be blank but the other fields will contain their current values, if any.
4. Make whatever changes are required.
5. Click on the **Update** button.
6. Respond to the "**Update document with chrono No nnn**" question.

Revising a Document

1. Perform a search of the database such that the document to be updated is included in the result.
2. Click the *update* hyperlink associated with the document to be updated.
3. A form will appear similar to that provided for adding a new document. The filename field will be blank but the other fields will contain their current values, if any.
4. Make whatever changes are required. Remember to change the Revision Number field.
5. Click on the **New Revision** button.

Online Help

1. Initial help is available from the login page, even before you actually log on to DMS. Click on the **?**
2. Once you have logged on, look at the **DMS_info** domain for extra assistance.

Random Jottings

1. Each document is identified by a unique “Chrono” number. This number is assigned by the system and increments by one as each new document is added.
2. It is important to ensure that the Chrono number which appears on forms corresponds to the document which you are currently adding or updating. Due to the way that some WWW browsers cache pages, it is possible to pick up an old page which may not point to the document that you intend. If in doubt, refresh the page.
3. Connection to the site appears to be erratic at times. If communications disappear during an addition or update of a document it seems to be possible for the database to lose all knowledge of that document.
4. If you encounter the message

Internal error! Please try again

you should e-mail the DMS Helpdesk (dmshelp@astro.estec.esa.nl) to warn them. They will be able to effect a cure quite quickly but will be unaware of the problem until you inform them.

5. If you encounter the message

Error! You are not authorised to do this.

it is probably a good idea to leave the system alone and do something else for a few hours.

6. If you encounter the message

Upload error: Unable to open file '/pscidms/dmsopt' for output

it is probably a good idea to leave the system alone and do something else for a few hours.

7. If you encounter the message

You are not authorized to update/delete this document

it is probably a good idea to leave the system alone and do something else for a few hours.

8. Remember that others may be adding documents to the system at the same time as you, so the Chrono numbers you are given may not be consecutive.
9. After uploading a new document it is a good idea to double-check that it arrived safely.
10. Each username should only have one session active at a time; multiple sessions may produce unpredictable results.

FIRST/SPIRE/Internal**Index Card n 1**

ChronoNo	0000162
Issue	1.0
Document_Class	Meeting Minutes (MOM)
Title	Minutes of the FIRST Science Team Mtg1 (FST1), held at ESTEC, Noordwijk, 18Dec99
Doc_Code	
Issue_Date	29/01/99
Ref_Code	SPIRE-ESA-MOM-000162
Authors	G. Pilbratt
Abstract	
Comments	
Pub_Info	
Custodian	J.A. Long
Cust_email	j.a.long@rl.ac.uk
Keywords	
Originator	
Recipient	
Submitted_by	J.A. Long
Subm_Email	j.a.long@rl.ac.uk
Full_URL	
Subm_Date	02/02/99
FileType	Acrobat Reader