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WLCG Quarterly Reports: preparation instructions

1. Request input from the relevant MB members:

- High Level Milestones: Ian Bird
- LCG Services: Jamie Shiers
- GDB: John Gordon
- Applications Area: Pere Mato Vila
- ALICE: Yves Schutz
- ATLAS: Jim Shank
- CMS: Ian Fisk
- LHCb: Peter Clarke (or Marco Cattaneo or Philippe Charpentier)

2. Copy the Tier-1 and Tier-2 availability plots from Gridview

- Open a web browser and enter the link <http://gvdev.cern.ch/GRIDVIEW/downloads/Reports/>
- Select the directory for last month of the quarter (e.g. 201003) then select the directory 'wlcg'
- Download 7 pdf files (6 for Tier-1 and 1 for Tier-2 data) to a folder on your PC (for each file: right click -> 'save target as')
 - ◆ e.g. For month 201002, the files were

```
alice_tier1_rel_feb2010.pdf
atlas_tier1_rel_mar2010.pdf
cms_tier1_rel_mar2010.pdf
lcb_tier2_rel_mar2010.pdf
lhcb_tier1_rel_mar2010.pdf
ops_tier1_rel_mar2010.pdf
tier1_history_mar2010.pdf
```

3. Create a single PDF of the Tier-1 plots

- Select the 5 xxx_tier-1 files (ctl + left click) then right click -> 'combine supported files in Acrobat'
- Re-order the OPS report to the top
- For each report: 'choose pages': 1
- Select: Next, Merge, Create
- Save as e.g. Tier1-2010Q1-plots

4. Update the sites reliability (OPS test) tables

- This step is no longer needed. Use the file downloaded at step 2: **tier1_history_date.pdf**
- The steps below are kept for historical reference:
 - ◆ copy the sites reliability Word file used for the previous QR (Sites_Reliability_2010Q1.doc)
 - ◆ Update the title dates
 - ◆ copy the last 3 months data to be the first 3 months (select 3 months of data: right click + cut, move cursor to new place: right click + paste)
 - ◆ insert the numbers for the last 3 months from the Gridview OPS report

5. Create the Quarterly Report PDF file

- Copy the page 1 Word file used for the previous QR (0_frontmatter.doc) and update the title
- Create PDF files for all the Word files
- Select the PDF files to include in the QR (hold down ctrl key + click files to select - click again to remove), right click -> 'combine supported files in Acrobat', move files up to match the order of the previous QR, next, create, save as QR-2010Q1.pdf
- if you need to add or replace pages:

- ◆ Document tab -> insert filename after page number
- ◆ Document tab -> replace filename

6. Insert headers and page numbers

- Open the QR: right click -> Open with Acrobat 8.x
- remove any existing page numbers using 'touch up text tool'
- Document tab -> header & footer -> add:
 - ◆ Margins: top margin -> 0.3, bottom margin -> 0.3
 - ◆ center header text: copy and paste header from previous QR
 - ◆ center footer text: select insert page no

7. Final clean-up

- Update TOC page numbers on page 1 (update Word file, create PDF, replace page in QR)
- Document tab -> Header & Footer -> Update: updates all the page nos with final formatting

8. Print the QR

- check the layout of the final printed copy.

This topic: LCG > WlwgQRPreparation

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