

Overview

Shift Organisation

A shift lasts for a full week from Monday to Sunday. Before starting at shift s/he shall check that
 has a proper CERN account
 has a Grid proxy and is registered to the LHCb VO in VOMS with at least the lhcb_shifter role
 is subscribed to necessary mailing lists (see the GridExpertOnCallLinks page)
 is in charge on updating this guide

The shifter can be present at CERN (recommended) or remote.

Responsibilities

The Distributed Computing Shifter (DCS) is the central point of info, operations and management for LHCb Distributed Computing Operations, in this role s/he **is the first contact point for everything that concerns LHCb Distributed Computing Operations**. The DCS

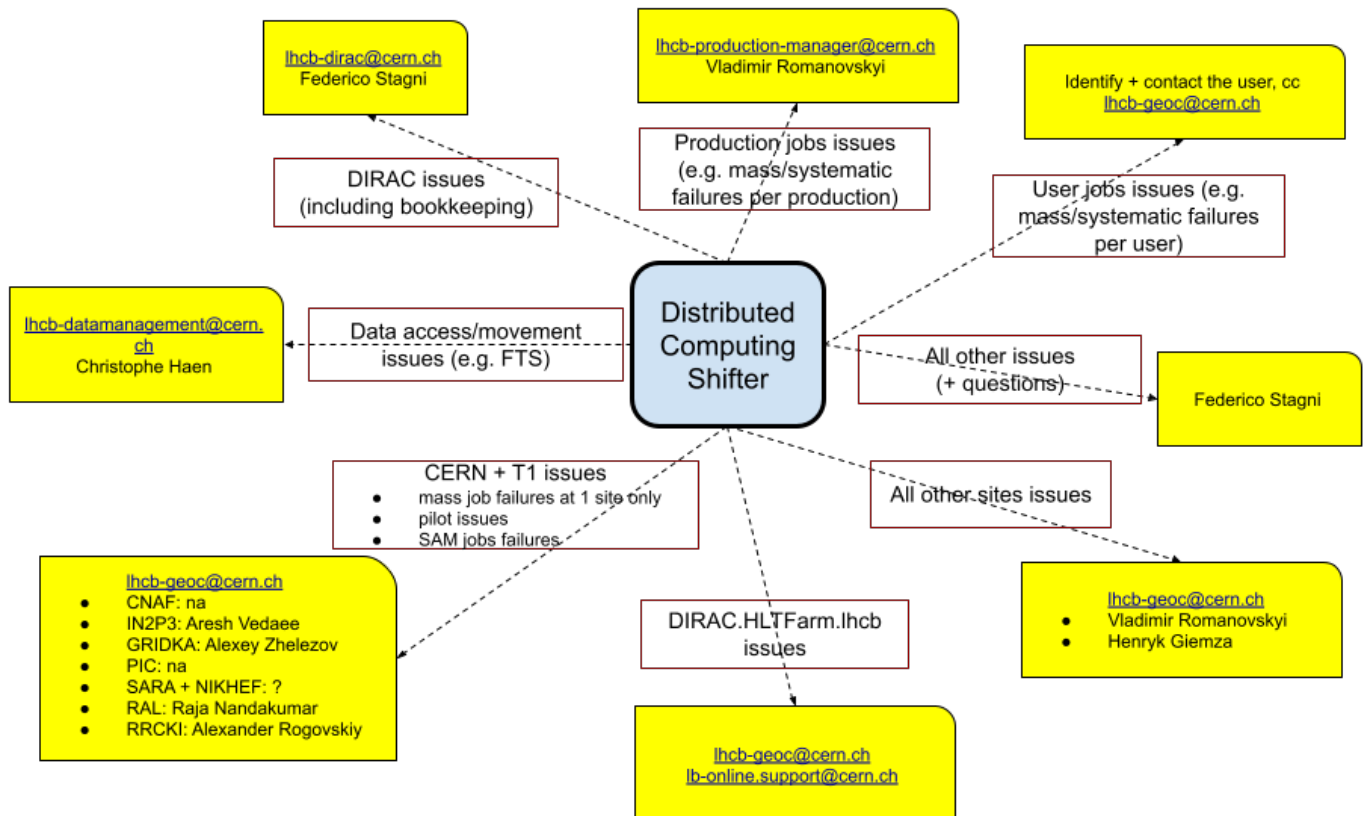
Manages and possibly solves all issues, otherwise relays problems to the next line of support

May involve others: relay to LHCb 3rd line support or ask shifters for help

Relates with the other members of the distributed computing team

Provides info to Sites, WLCG Services and to the other members of the distributed computing team

Organizes, participates to LHCb/WLCG meetings



Meetings

LHCb Computing Operations

- Agenda: <https://indico.cern.ch/category/4206/>
- Venue: 2/R-014
- Video: <http://vidyoportal.cern.ch/flex.html?roomdirect.html&key=uHuZ5CzHP8s8>
- Times: Monday, Wednesday, Friday @ 11:30-12:00
- Responsibilities: if the DCS is local at CERN, starts vidyo (see agenda for details), convene the meeting, take minutes and post them to elog (System: Operations Minutes)
- The agenda entries need to be prepared in advance (clone a previous meeting from the agenda, remembering to clone including material). Specifically, the "Items from previous ops meeting(s)" need to be added before the start of the meeting.

WLCG 3pm

- Agenda: <https://indico.cern.ch/conferenceDisplay.py?confId=287280>
- Twiki: <https://twiki.cern.ch/twiki/bin/view/LCG/WLCGOperationsMeetings>
- Venue: 513/R-068 (you may connect via vidyo - see agenda for details)
- Video: <http://vidyoportal.cern.ch/flex.html?roomdirect.html&key=Pyna8CZcz6cI>
- Times: Monday @ 15:00-15:30
- Responsibilities: Prepare the LHCb report (usually a digest of WLCG related topics from the LHCb Comp Ops meeting) and present it during the meeting
- Notes: The LHCb report needs to be prepared at [ProductionOperationsWLCGdailyReportsbefore noon of the meeting day](#)

WLCG Operations Coordination

- Agenda: <https://indico.cern.ch/category/4372/>
- Twiki: https://twiki.cern.ch/twiki/bin/view/LCG/WLCGOpsCoordination#Meetings_and_minutes
- Venue: 31/S-023
- Video: <http://vidyoportal.cern.ch/flex.html?roomdirect.html&key=v3ADp9ujiK4w>
- Times: Bi-weekly on Thursday @ 15.30-17:00
- Responsibilities: Prepare the LHCb report in the **twiki** minutes and present it during the meeting
- Notes: More details about the preparation of this meeting are available at <http://lblogbook.cern.ch/Operations/20278 >;

Few instructions for hosting the operations meeting:

- When cloning the ops meeting, be sure to clone also the "material" attached to the agenda, as this contains useful links to what is being discussed
 - ◆ After you have cloned the meeting check that the correct email is being used to send out reminders to people (this should be your email)
- You will need to be able to project (if you are at CERN) & share (in Vidyo) the meeting page and the other pages visualized, so that participants can see GGUS tickets, plots, etc
 - ◆ This means that, if you are at CERN, you need a VGA or a HDMI cable for your laptop
- Taking the minutes of the ops meeting, based on the template <https://cernbox.cern.ch/index.php/s/NWQI0Sx0qbfhH0J>
- Record actions to be taken, and review them at the next meeting

The shifter should also be online in the LHCb mattermost channel "Computing Operations": <https://mattermost.web.cern.ch/lhcb/channels/computing-operations>

Monitoring

For shifters not familiar with the DIRAC interface (who don't use it daily but are familiar with it).

- To get to the shift monitoring plots load `this_url` . This should log you into the dirac portal with the `lhcb_shifter` role and take you to the "Public State Manager".
- Refresh this page if you don't see an expandable tree for Desktops/Applications
- Open a second window/tab to here as this will be useful for tracking down errors or making custom plots to check things
- Find the Desktop called "Shifter_Overview" from `mcnab`
- Click on the grey radio box in the load column
- Click on the load icon from the popup

This should now load multiple tabs containing all of the monitoring plots of grid resources. You should regularly loop through these plots throughout the day whilst on shift every 15-30 min should suffice but more frequent is better.

This topic: LHCb > DistributedComputingShifter

Topic revision: r11 - 2020-03-02 - FedericoStagni



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