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# Shifter Checklist

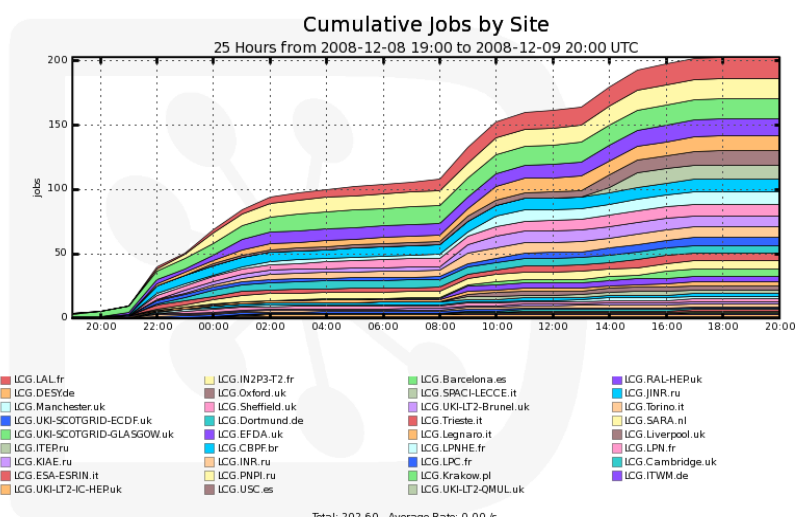
There are some common tasks that shifters should be regularly checking.

## eLogger

- Read the operations elogger [↗](#) from the previous day to find out what has been happening.

## DIRAC monitoring pages

- Production summary webpage [↗](#) for the number of Active productions and the number of waiting, running and failed jobs in each production.
- The job plots from the accounting page, looking in particular at the number of failed jobs per site over the past day for the running productions. If one site has a large number of failed jobs then this is the one that you should start investigating first of all. See image below for the Failed jobs.
- The pilot summary page to check the number of pilots that are being submitted, running and aborted. If there are a lot of aborted jobs or no pilots being submitted/running then this indicates a problem which requires immediate investigation. Contact the developers.
- The site downtime calendar [↗](#). The sites that are in downtime should remain banned and those that have successfully come back from maintenance (SAM jobs passing etc) should be unbanned.



## GGUS tickets

- The RSS feed [↗](#) of open LHCb tickets in GGUS. This should always be checked before submitting a new ticket.

## email lists

- Postings to [lhcb-dirac@cernNOSPAMPLEASE.ch](mailto:lhcb-dirac@cernNOSPAMPLEASE.ch) to see what the latest developments are and when new releases of DIRAC are made.
- Postings to [lhcb-distributed-analysis@cernNOSPAMPLEASE.ch](mailto:lhcb-distributed-analysis@cernNOSPAMPLEASE.ch) to help debug problems with user jobs on the Grid.

-- GreigCowan - 09 Dec 2008

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This topic: LHCb > ProductionProceduresDailyShifterChecklist

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