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Checklist for offline monitoring

- NB: detailed instructions moved to SCTOfflineMonitoringShifts
- Read previous SCT DQ elogs from the previous day.
 - ◆ Are there any features you should be aware of and look out for on your shift?
 - ◆ What was the last run the previous shifter looked at?
- Attend SCT daily meeting
 - ◆ at 10 am saturday-sunday and at 2.30 pm monday-friday
 - ◆ report on DQ of recent shifts, any perculiarities?
 - ◆ Are there any features from the days runs that you should look out for and be aware of?
- Find out what runs you need to look at today.
- For each run:
 - ◆ Was the DCS information good throughout the run?
 - ◆ Were there any flagged modules?
- Do you agree with the DQMF decision?
 - ◆ How is the efficiency?
 - ◇ if it is low, could it be related to timing or tracking issues?
 - ◆ how is the noise?
 - ◆ what is the track rate?
 - ◆ how are the residuals/pulls?
 - ◆ how is the timing?
- Make DQ report entry into elog
- upload flags into shift offline DB
- Prepare slides for DQ meetings (Tuesday only when we are taking beam)
- Attend DQ meeting if one occurs during your shift.

-- HelenHayward - 14 Jul 2008

This topic: Sandbox > SCTOfflineMonCheckList

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