

20. Library Administration

20.1 Systems Operation Support Baselined (CDRL/DID) Document Maintenance

20.1.1 Library Administration Overview

The ECS Library Administration consist of several entities within the ECS project. This methodology was developed to utilize processes already established. Library Administration covers two areas, maintenance and distribution of Baselined ECS (CDRL/DID) documents, COTS/Custom Software and documentation, and Non-Contractual Documentation to be delivered the DAACs and other Government facilities. There three Web sites that these documents can be accessible. The ESC Data Handling System, ECS Baseline Information System and System Monitoring Center.

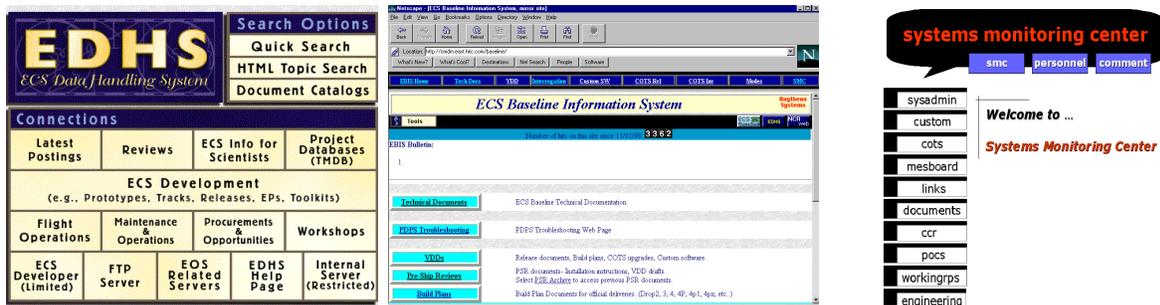


Figure 20.1.1- 1

20.1.2 Authoring Documents

Systems Operation Support (SOS) sassing engineer will create all source material (text, graphics files, etc.) per CDRL/DID preparation instructions and be accountable for the accuracy of its content. The Document Management Organization will assist the author by providing word processing and graphics support such as templates and fonts.

20.1.3 Formatting Documents

All documents submitted to the Systems Operation Support Book Boss by a SOS Engineer staff should be in Microsoft Word format which will be sent to Document Management Organization (DMO). The DMO numbers the document, reviews it for completeness and format accuracy.

20.2.3 Importing Documents

All documents submitted to the Systems Operation Support Book Boss should be in soft copy. Soft copy should be sent via electronic mail as an attachment .

20.1.4 Exporting Documents

Requests for documents may be made by telephone, in person, or by electronic mail.

20.1.5 Metadata Maintenance

See Chapter 10 Metadata Administration.

20.2 On-Site (DAAC) Baselined (CDRL/DID) Document Maintenance

20.2.1 Authoring Documents

The assigned engineer will create all source material (text, graphics files, etc.) per CDRL/DID preparation instructions & be accountable for the accuracy of its content. The DAAC's Book Boss will oversee the development of the documents and act as the interface between DMO and the DAAC's assigned engineers.

The Document Management Organization will assist the author by providing word processing and graphics support such as templates and fonts.

20.2.2 Formatting Documents

All documents submitted to the DAAC's Book Boss should be in MS Word format which will be sent to Document Management Organization (DMO). The DMO numbers the document, reviews it for completeness and format accuracy.

20.2.3 Importing Documents

All documents submitted to the DAAC's Book Boss should be in soft copy and if possible in hard copy. Soft copy should be sent via electronic mail as an attachment and hard copy can be hand delivered to Systems Operation Support Library.

20.2.4 Exporting Documents

Requests for documents may be made by telephone, in person, or by electronic mail.

20.2.5 Metadata Maintenance

Science Coordinator technically interfaces with the Science Computing Facilities by updating Interface Control Documents (ICD).

20.3 Maintenance of Baselined ECS Documents in Baseline Manager Tool

The Baseline Manager Tool (XRP-II) will be used to record the change history and updates to post current revisions to the Baselined ECS documents. This tool will also be used to provide the Master Index for the Systems Operation Support Library.

20.4 Document Metadata Insertion Subscription

The Systems Operation Support Library is the repository for all Systems Operation Support Maintained documents (both hard copy and electronic). COTS documentation will be physically located in the library in it's own section. Documentation available on CD ROM will be located in a separate cabinet. Documentation available on-line will be posted in the Systems Operation Support Library and on the Document Management Server.

20.5 Document Repository and Maintenance

20.5.1 Data Management Organization (DMO)

Data Management Organization administering the project requirements for data management and for providing efficient and cost-effective distribution, storage, maintenance, and retrieval of these data. The documents and data managed by this function consist of Contract Data Requirements List (CDRL) items and other documents required by contract; materials that support milestone reviews and other presentations; technical papers and white papers; and other pertinent data such as contract correspondence, progress reports, and background information.

To make documentation readily available, DMO has established a data management process including electronic distribution via the ECS Data Handling System (EDHS), (<http://edhs1.gsfc.nasa.gov>.)

20.5.1.1 Posting/Retrieval of Documents from ECS Data Handling System (EDHS) Server

Baselined ECS Document will be posted in two format Word and PDF.

20.5.2 System Monitoring Center (SMC)

The SMC servers as the distribution point for:

1. Staging area and distribution for ECS Custom/COTS Software deliveries.
2. Medium for the distribution of non-contractual documentation to the sites. Documents such as README file , COTS electronic instructions, Technical white papers, CCRs, NCR Workaround instructions, database scripts repository etc....

3. Maintains a copies of all Deliverables can include, but are not limited to, binaries, executables, Toolkit deliveries, test data, NCR workarounds, README files, general instructions, etc.

Information can be retrieved from the SMC by accessing the Website. The URL is as follows (<http://m0mss01.ecs.nasa.gov/smc/>)

20.5.2.1 Posting/Retrieval of Documents/Software from System Monitoring Center (SMC) Server

The Systems Monitoring Center Staff SMC will be responsible for the dissemination of information provide to the SMC. Information can be provide from a variety of sources such as EDF, DAACs, and others. The submitter will notify the SMC staff (via phone, pager, E-mail, or CC Mail) that the files are ready. The software and the supporting documentation can neither be pushed to the sites or pulled by the sites for installation.

Documents will be posted in two format PDF and Word.

20.5.3 Configuration Management and Data Management

CM organization will serve as the central point for the dissemination of Baselined COTS Documentation, Technical Directives, Pre-Ship Review Documentation, Version Description Documents, Site Specific Build Plan etc...

Information can be retrieved from the CM by accessing the Website. The URL is as follows (<http://cmdm.east.hitc.com/baseline/>) or (<http://pete.hitc.com>)

20.5.3.1 Posting/Retrieval of Documents/Software from Configuration Management and Data Management Server

Information being disseminated by this site must have been approved by the CCB.

Documents will be posted in two format PDF and Word.

20.6 Retrieval of HTTP Formatted Documents

Baselined (CDRL/DID) ECS Documents can be retrieved in PDF and Word format.

20.7 Systems Operation Support COTS Document & Software Maintenance

20.7.1 COTS Library Database

The COTS library database designed in Microsoft Access is a means of controlling and maintaining Commercial Off the Shelf (COTS) documentation and software residing in the library. Systems Operation Support personnel have access to the library database through the Document Management Server (DMS). The database enables Systems Operation Support personnel to

locate and retrieve document information. By using any of the available fields in the database, the user has the ability to search the contents of it. The library database search provides the user adequate information to retrieve the most current version of a document. Requesting COTS documentation may also be made via the database in which the Systems Operation Support Librarian will receive notice as soon as the request is sent.

20.7.2 Document Access Control

The Libraries database enables Systems Operation Support personnel to locate and retrieve document information. Only the librarian has the capability to add, edit, and delete. Systems Operation Support personnel will have access to this database for visualization purposes via the Document Management Server.

20.7.3 COTS Library Reports

COTS Library inventory reports are generated as requested.

20.7.4 On-Site COTS Document & Software Maintenance

ECS products deployed to the operational sites that has been released for operational use is maintained in the M&O Documentation and Software COTS Library maintained at each site (On-Site SW Library). Site personnel maintain partitioned libraries to facilitate access control of science software and other software not developed by ECS. Site personnel are responsible for any CM activities concerned with this library

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