

How to generate the offline operations meeting report

- **Note:** This process must be done after 08:00am on Monday the week the report is due so that all the numbers will be properly updated.
- Connect to `fcdf1nx4.fnal.gov` as stager:

```
$ telnet -l stager fcdf1nx4.fnal.gov
```
- Set up the environment:

```
$ source setups.sh  
$ setup python v2_4_5
```
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- Change into the reports directory:

```
$ cd public_html/reports
```

- Run the python script that generates the majority of the report page giving as arguments the path to the previous week's report and the path to the new report:

```
$ python generateReport.py <source_report> <new_report>
```

- Example: If the date for Monday this week was November 17th, 2008, then the command would be:

```
$ python generateReport.py 2008/1110.html \  
2008/1117.html
```

- **Always use Monday's date for these files as the script uses the information to find the corresponding report directory**

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- The new report file will have updated numbers in all of the tables, but other tasks still need to be done by hand. They include:
 - Editing the .html file to update the text areas of the report.
 - Making a link to the report on the WebTalks page.
 - Updating the link to the report from the DH Home page.
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- Editing the .html file to update the text areas of the report
 - The part of the file to update manually is the text within the “<div id=“MajorPoints_text”>” tags. Include the following sections as needed:
 - <p class=“header2”>SAM</p> with a subsection for File size and CRC mismatches.
 - <p class=“header2”>DCache / Enstore
 - <p class=“header2”>Online</p>
 - <p class=“header2”>JIRA statistics for the past week (CDFDH)</p>
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- Making a link to the report on the WebTalks page.
 - Start at the [report page from the previous week](#).
 - Edit the URL by removing “NOW/index.html” from the end and load.
 - Click the directory for the current year (e.g. “2008”)
 - Click the file name of the new report (e.g. “1117.html”)
 - This new full URL ([example](#)) is what you want to copy into the [WebTalks page](#) for archiving (follow the “This Month” link and then the “offline operation” link to find the correct meeting page)
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- Updating the link to the report from the DH Home page.

- Log in to fcdflnx9 as stager:

```
$ ssh stager@fcdflnx9
```

- Change to the “NOW” directory:

```
$ cd public_html/reports/NOW
```

- Copy the new report file over the `index.html` file:

```
$ cp \ /cdf/home/stager/public_html/reports/<YYYY>/<mmdd>.html\ index.html
```

where `<YYYY>` is the current year and `<mmdd>` is the report month and date.

- Done!