

Shift Leader

- **Maintain a Shift Log**

- Follow the template below
- **Start and save** a log entry at the *beginning* of your shift, then use the 'Edit' link at the top to **update it regularly**.

Shift Log Template

Log Entry Title:

“Day (or Swing/Owl) Shift Summary”

~ ~ ~

Beam status at start of shift

Beam energy: 10.6 GeV

IHWP: IN

Pol He3 Target spin direction: 90

General Log:

12:05 Beam returns

12:30 No beam – RF problems

13:10 Beam is back (30 uA)

14:20 IHWP changed to OUT

15:40 ...

SHMS runs:

9796 5uA on He3 target: IHWP=IN,
Target Pol=90

9797 15uA on Ref cell; H2, 150psi

9798 15uA on Ref cell; H2, 100psi;
beam tripped at end of run

9799 JUNK

...

HMS runs:

<Same format as above>

...

- **General Duties**

Setup for online analysis commands below:

```
% ssh cdaq1  
% go_analysis pro
```

- Add comments to online run DB as needed (ssh cdaq1)
% add_run_comment HMS -r 9799 -c “Junk”
% HMS_run_table (or SHMS_run_table)
- Monitor the data quality using the **Online Monitoring System every run!**
<http://conline> “Hall C Web Monitor”
- Ensure the automatic asymmetry analysis is on-going and that the “**S/HMS Run XXXX analysis plots**” posts show up in the HCLog for every run (can take > 1hr/run)
% list_running_replays
 - **Review each log post** and make sure the plots are reasonable!
- **Verify the following every 30–60min:**
 - Charge Asym is < 100 ppm
 - Feedback is working
 - Beam positions are correct
- Keep Beam Time Accounting up-to-date
 - Verify that the “EPICS” entries make sense – change them if they do not!
- Complete the Shift Checklist

Check the “How-to” pages for more details!