Site Data Log Reporting Procedure

I. Purpose:

This document describes the procedure for daily reporting and transmitting, the Site Data Log (SDL) daily rounds, weather data, and general messages from on-site observers to the Tropical Western Pacific Program Office.

II. Cautions and Hazards:

- Verify that the date on the computer screen is correct and that the time is set to the correct Zulu time. If not, reset to correct date and Zulu time according to instructions in the **Site Data Log User Manual, MAN(SDL)-003.**

III. Requirements:

- Completed Daily Weather Observation Forms

- Daily, Weekly, and/or Monthly Rounds Checklists

- Completed Daily, Weekly, and/or Monthly Rounds Fax Sheet Forms as required.

- SDL computer workstation (the Launchim SDL) located in the Expansion van.

IV. Procedure:

A. Daily Rounds Reporting

1. Obtain today's completed Daily Rounds Fax Sheet.

2. Sign onto the Launchim SDL workstation. If the application is already running, change user ID to your name.

3. Click the "**Daily Rounds**" button in the access bar to access the "**Daily Rounds**" entry window.

4. Check to make sure today's date appears in the upper right hand corner of the entry window. If you are entering a prior day's daily rounds report, click the "**Change Date**" button and enter the correct date in this form: **dd/mm/yy**.

5. Review the Daily Rounds Fax Sheet.

- If you did not find any problems during daily rounds—you did not mark any boxes on the Daily Rounds Fax Sheet---click the box labeled "**No problems encountered during daily rounds**." You may type in comments, if needed, in the box located in the lower left hand corner of your screen.

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- If you marked any boxes on the Daily Rounds Fax Sheet, select the problematic instrument or system from the "**Instrument or System**" pop-up menu. The corresponding question(s) for the instrument or system is shown on the screen. Double-click on the question line to change "**Yes**" to "**No**." Check your answers as you select them. If you need to correct your answer, click again to return to "**Yes**" or "**No**".

6. Repeat step 5 for all instruments and questions with "**No**" responses.

7. If today is Monday, answer the Weekly Rounds Checklist questions on the Weekly/Monthly Rounds Fax Sheet at the same time. If today is the first Monday of the month, answer the Monthly Rounds questions on the Weekly/Monthly Rounds Fax Sheet, as well. These questions are found in the "**Instrument or System**" pop-up menu on your screen.

8. Review the Weekly/Monthly Rounds Fax Sheet.

- If you did not find any problems during weekly or monthly rounds, i.e., you did not mark any boxes on the Weekly/Monthly Rounds Fax Sheet, click "**No problems encountered during daily rounds**".

- If you marked any boxes on the Weekly/Monthly Rounds Fax Sheet, select the "**Instrument or System**" pop-up menu on your screen. Select the appropriate monthly or weekly item from the menu. The corresponding question(s) for the instrument or system is shown on the screen. Double-click on the question line to change "**Yes**" to "**No**." Check your answers as you select them. If you need to correct your answer, click again to return to "**Yes**" or "**No**".

9. Enter comments corresponding to the checklist questions by clicking in the "Comments" field at the bottom left of your screen. Type in your comment; be brief and clear.

10. Select in the GENSET field at the right of your screen below the questions list.

11. Enter the GENSET run time reading in the "**GENSET Run Time Hours**" field.

12. When you complete all questions and comments, click the "**Transmit**" button in the lower right hand corner of your screen.

B. Weather Reporting:

1. Get today's completed daily weather observation forms.

2. Sign-on to the Launchim SDL workstation. If the application is already running, change user ID to your name.

3. Access the "**Weather**" entry window by clicking the "**Weather**" button in the access bar.

4. Type today's synoptic weather report information (from the completed daily weather observation forms) onto the **weather** window on your screen. **Note**: if you are entering weather data for an earlier date, change the date before you begin entering data. The instructions for changing the date are in the updated **Site Data Log User Manual, MAN(SDL)-003.**

5. Check your entry against the weather observation form to make sure all entries are correct; make corrections, if needed.

6. Select the "Sonde RS - number" field.

7. Enter the "RS - number" for today's Sonde launch in the Sonde RS - number Field.

8. Click the "**Transmit**" button on your screen. The weather report is automatically sent to TWPPO.

C. General Reporting:

1. Sign onto the Launchim SDL workstation. If the application is already running, change user ID to your name.

2. Click the "**General**" button in the access bar to access the "**General**" window.

3. Type a brief subject in the "**Subject**" field. Press "**tab**" or "**enter**" to move to the message field.

4. Expand on your subject in the "**Message**" field. Check your entry and correct if necessary.

5. If your message is urgent or an emergency, select and click on the "**Send Emergency Message**" button on your screen.

6. Click the "**Transmit**" button in the lower right corner of your screen.

    If you marked "**Send Emergency Message**," the SDL will ask you: "**Really send as an Emergency?**" Click "**Yes**" to send as an emergency; "**No**". The message is automatically transmitted to TWPPO. If "**No**", click the "**Transmit**" button in the lower right corner of your screen.

7. If successfully transmitted, window automatically closes.

8. If there was a problem transmitting the message, close window by clicking "**Cancel**" or "**Window Close**" box. The message is automatically cued for resend.

V. References:

1. **Site Data Log User Manual**, MAN(SDL)-003.

2. **National Weather Service Field Book**

VI. Attachments:

None.