

TWP PROCEDURE:  Author: L. Sanchez	ENTERING DAILY ROUNDS  <b>DRAFT (1/7/00)</b>	PRO(TWPPO)-044.000  April 13, 2000 Page 1 of 3
--	--	---

## Entering Daily Rounds

### I. Purpose:

The purpose of this procedure is to describe the steps to enter incoming Daily Rounds form Manus and Nauru.

### II. Cautions and Hazards:

- None.

### III. Requirements:

- None.

### IV. Procedure:

#### A. Procedure for entering Daily Rounds:

1. Fax Daily Rounds to AIS.
2. Click on desired site to enter Daily Rounds in SDL.
  - Click on Apple icon at the top left hand corner of the screen to pick desired site.
3. The screen will have a new box, highlight the name of the observer who recorded the Daily Rounds and enter the password.
  - The password is simply **sdl**.
  - If two names appear on the hard copy of the Daily Rounds, highlight the first observers name that is listed.
4. A new screen should appear and you need to click on the "Daily Rounds" button at the top left-hand corner of the screen.
5. Change the date if necessary to match the date on the hard copy of the Daily Rounds by clicking the "Change Date" button at the top left-hand corner of the screen.
  - It is possible to enter the rounds in advance. When attempting to enter the rounds for a future date a message will appear informing you that this is happening. If what you want to do is correct, click ok.

<b>TWP PROCEDURE:</b>  <b>Author: L. Sanchez</b>	<b>ENTERING DAILY ROUNDS</b>  <b>DRAFT (1/7/00)</b>	<b>PRO(TWPPO)-044.000</b>  <b>April 13, 2000</b> <b>Page 2 of 3</b>
--	---	--

6. Click on the “Insert ‘Entered at Note” button located in the Comments field and hit return.
  - Adjust the “Entered at Note” if the rounds are for the weekly rounds sheets or the monthly rounds sheets to read “weekly” or “monthly”
  - Weekly and Monthly Rounds sheets can be entered in the same message as the Daily Rounds message.
7. Refer to hard copy Daily Rounds and where there are comments use the pull-down menu, which reads “Instrument or System,” to select desired instrument. After it has been highlighted, click the “Insert Inst. Ref.” Button and it will appear in the comment box.
  - If a box next to an instrument contains a checkmark inserted by the observer, double click to toggle Yes/No in the Questions field that corresponds to the number checked by the observer.
8. Place the cursor in the comment box and enter the comments recorded by the observer.
9. After you have completed entering instruments and comments using the pull-down menu, pull-down Utility Van-Generator and record the recorded fuel levels for the External Fuel and the Internal Oil.
  - The fuel levels are found on the last page of the Daily Rounds.
10. Return twice and type in “RAD domes cleaned at \_\_\_\_\_.” In the blank space record the GMT time the observers recorded for the time the PSP, PIR, NIP, and UVB domes were cleaned.
  - This is # 7 on the hard copy Daily Rounds sheets.
11. Next, if the observer has any additional comments or questions hit return and enter each comment.
12. Enter the “GENSET” Run Time” hours in the lower right-hand corner recorded on the last page on the Daily Rounds.
  - This is number 6 on the hard copy of the Daily Rounds sheet.

<b>TWP PROCEDURE:</b>  Author: L. Sanchez	<b>ENTERING DAILY ROUNDS</b>  <b>DRAFT (1/7/00)</b>	<b>PRO(TWPPO)-044.000</b>  April 13, 2000 Page 3 of 3
---	---	--

13. Proofread comment box for any possible mistakes and if all the information is correct press the "Transmit" button and the application will be launched.
14. To quit SDL click on File and then Quit.
15. Post hard copies of Daily Rounds on their site designated clipboards that are hanging on the wall in the OPS room.

**V. References:**

None.

**VI. Attachments:**

None.