

## Instructions for upload LCLS QA records into the APS ICMS System 4/9/08

1. If the QA records to be uploaded consist of multiple files, use Winzip to create a single file from the multiple files.
2. If uploading a Winzip file, save the QA Records Checklist as a separate file so it can be used as a file listing for step 8.
3. Log into ICMS
4. Select New Check In
5. Select Document Type as Data-Raw Data
6. Enter Title: See Recommended Titles information in the table below
7. Select the Browse button in the Primary file to be upload the QA Records
8. If uploading a Winzip file, Select the Browse button in the Alternate file upload the QA Records Checklist file list.
9. Enter the date in the Current Document Date field
10. Select the Security Group as LCLS
11. Enter a brief description in the Comments and Keywords field
12. Select Document Classification Button
13. Select Add New button
14. Select Topic Level I as LCLS
15. Select Topic Level II as Magnets and Support, Controls, Vacuum, or Diagnostics as applicable
16. Select Topic Level III as appropriate
17. Select Topic Level IV as appropriate
18. Select the Add Button to paste Content Topic Values to be used to Folder
19. Select Check In Button
20. To continuing checking in similar records without having to repeat the above steps, select the Check In Similar Button, revise the Title to reflect the applicable serial number, Browse to correct file, select the Check In button.

<b>Recommended Titles to be entered into the ICMS (based upon the ANL LCLS ASK structure)</b>
QA Records for LCLS Undulator Assembly serial no _
QA Records for LCLS Support Motion System Assembly serial no _
QA Records for LCLS Quadrupole Assembly serial no _
QA Records for LCLS Beam-line Bellows Module Assembly serial no _
QA Records for LCLS Flange and Bellows Assembly serial no _
QA Records for LCLS Internal Beam Pipe serial no _
QA Records for LCLS Tubing Support Assembly serial no _
QA Records for LCLS Vacuum Chamber weldment serial no _
QA Records for LCLS Vacuum Chamber Adjustment Assembly serial no _
QA Records for LCLS Quadrupole Spool serial no _
QA Records for LCLS Ion Pump Support serial no _
QA Records for LCLS Long Break Assembly serial no _
QA Records for Long Break Assembly with Gate Valve serial no _
QA Records for BPM Girder Extension serial no _
QA Records for LCLS RFBPM Cavity Subassembly serial no _
QA Records for LCLS RFBPM Cavity Support Subassembly serial no _
QA Records for LCLS RFBPM Waveguide Subassembly serial no _
QA Records for LCLS RFBPM Electronics-Support Subassembly serial no _
QA Records for LCLS BFW Frame Subassembly-Vacuum Chamber serial no _
QA Records for LCLS BFW Support Subassembly serial no _
QA Records for LCLS Undulator Cabling serial no _
QA Records for LCLS Undulator Control Rack and Components serial no _
QA Records for LCLS Electronic Interface Assembly serial no _
Cherankov Monitor serial no _
Cherankov Monitor Electronics Serial no _

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