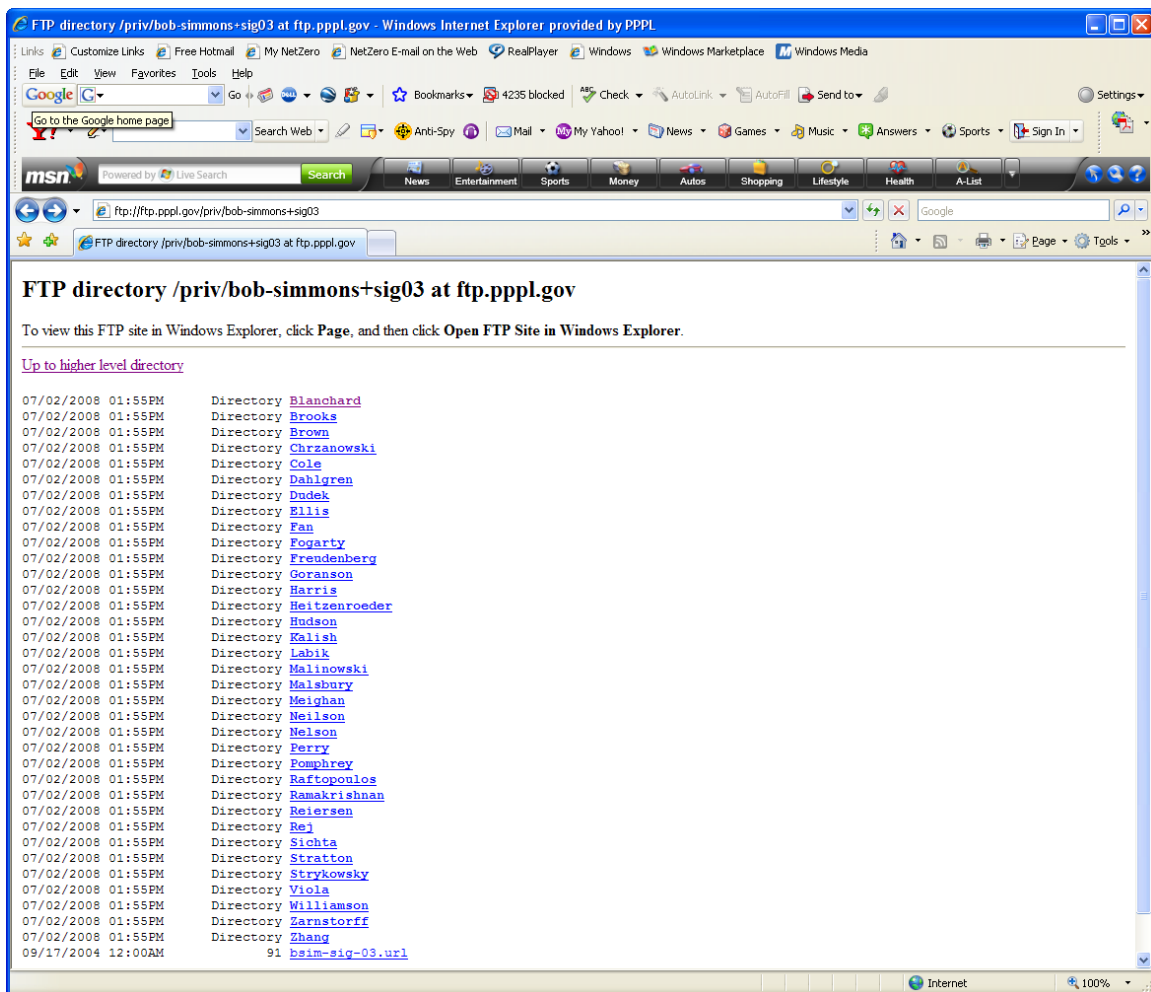


Guidelines for Posting/Archiving Information

The NCSX Engineering Web page will be the final repository for posting/archiving pertinent NCSX design information. ***The goal is to have all files that are currently archived in other sites (e.g., department or ftp sites) be copied over to the NCSX Engineering Web.*** To facilitate this, a special ftp folder has been established on the PPPL anonymous ftp private site to permit ease in transferring information from your computer to the NCSX Engineering Web. This site can be accessed by opening your web browser and typing in:

<ftp://ftp.pppl.gov/priv/bob-simmons+sig03>

I have tentatively set up folders in your name with and also included subfolders listing all the potential jobs that you may desire to archive files to. If the subfolder is not applicable, just let me know. Below are is the top screen shot of this site:



As discussed when the “Checklist for NCSX Documentation and Records Archiving”, information already approved and posted, need not be duplicated. However, any appropriate backup information and analyses (and any backup ANYSY and/or NASTRAN models) that may prove useful in understanding the information posted, should be gathered and archived (even if in its native format). ***It is the responsibility of***

Guidelines for Posting/Archiving Information

each Job Manager to identify what information should be archived. This should not be just a “data dump” or your computer! For example, if a final design is posted, while the intermediate evolution of the design may be interesting, unless the Job Manager determines that this evolution is vital to understanding the final design selected, that information would not be a candidate for archiving.

Please archive the data that you believe should be retained in this ftp site folder and proceed to post that information in appropriate job subfolders (or other descriptive name). Please send me an e-mail when you have posted the info with a brief description to assist me in posting to the correct site. In addition to assist future readers to understand what is being archived, it is very important that each of you prepare a brief “read me” file that describes in general what is being archived in each folder you post. I will include this “read me” file in each folder that I post on the NCSX Engineering Web. All your archiving should be completed not later than September 30, 2008. Also, please do not forget your closeout notes.

Please note that since the ftp site has only limited security (in that you need to know the specific site name), once you have posted the information and I have reviewed it, I will then remove it from the ftp site and post it in the appropriate folder on the NCSX Engineering Web.

For those ORNL or PPPL personnel not having PPPL computer accounts (e.g., Goranson, etc.), you can post the information on an ftp outgoing site and then e-mail me the appropriate URL.