

First of all, **PLEASE RESPECT THE DEADLINE**. It is the responsibility of each institution representative to make sure the SoS is submitted by the deadline.

Here are some pieces of practical advice, to avoid recurring problems:

- Each member, term or full, can edit the SoS sections concerning his/her contributions.

- The interface can be reached by logging in from the following link:

<http://www.jlab.org/Hall-B/secure/sos/>

(or also from the Shifts page, <http://www.jlab.org/Hall-B/shifts/>);

then select "Submit SoS" from the options menu.

- Keep in mind that you have to submit **TWO SoS's**: one for the PAST SW year and one for the SW you plan to do for the upcoming year.

- The first page that will appear once logged into the interface is the list of members of your institution: make sure to check that it is up to date, otherwise have your institutional representative update it, and if there are problems or doubts contact me and/or shiftbot and/or Kevin Giovanetti (the latter if a CLAS membership/database issue is involved).

- If people in your institutions that ARE NOT CLAS members have done or will do service work for the collaboration (such as engineers or technicians involved in detectors construction), their contribution in terms of FTEs can be listed in the SoS, and this won't affect the number of FTEs of SW that your institution is **required** to provide (which is always  **$0.25 \times N_{\text{members}}$** , where  **$N_{\text{members}} = \text{term} + \text{full}$** ).

- Once the list of members is checked and correct, the next step you'll see is the CLAS SW page. By moving the cursor over the page you'll see guidelines for how many FTEs to report for "typical" items, such as reviews and so on. Once filled that page, you'll move to the next one, the CLAS12 SW. If you have any doubts on what counts as SW, check the SWC web page, or, if necessary, ask me.

- Once this is done GO BACK TO THE MAIN OPTIONS MENU, then click again "Submit SoS", then select the option for filling the 2014 SoS. **THIS IS A PART THAT IS OFTEN FORGOTTEN, SO PLEASE KEEP IT IN MIND.**

- Only the institution representative can do the final submission of the SoS. Before she/he does that, you all are free to edit the SoS's as much as you need, and I won't see it

Final recommendation: don't wait until the last minute to do this task, as no matter how clear and easy the interface is, we always found that some people can have troubles with it. Please don't show up after the deadline saying you are late submitting because you didn't understand how the submission process worked.

If you have **any doubts or problems**, contact me and/or shiftbot.

Thank you for your time, and best regards

Silvia (SWC Chair)