

Welcome To Pansophy

Pansophy Team

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David Parham

Contact us at Pansophy@jlab.org



Reference Material

- Sign in to Pansophy and DocuShare
 - [DocuShare link](#)
 - [Pansophy link](#)
- DocuShare Directory of Training Slides and Referenced Material
 - SRF Institute > 01 - SRF Projects > [06- For Reference, Additional Template and Processes](#)
- Training Slides:
 - SRF Institute > 01 - SRF Projects > 06- For Reference, Additional Template and Processes > [Pansophy Related Training](#)
- Pansophy Help
 - Pansophy Home > Main Menu dropdown > Help
- [QMS Documents Users](#)



What is a Traveler?

- Jefferson Lab Work Control Document (WCD)
- Used to document work on parts and assemblies.
- Outlines steps and collects data from the users
 - Allows for later reference, data mining, reports and quality control

Homepage Rundown

file Edit View History Bookmarks Tools Help

Pansophy

https://pansophy.jlab.org/pansophy/index.cfm

you have not been authenticated click here to login

Pansophy A System of Universal Knowledge

SERVICE request

USER MUST LOG-IN FIRST

Pansophy

Welcome to Pansophy

Travelers | PRIMeS | Quality

ATTENTION TRAVELER AUTHORS

Here are some useful links to help with the traveler authoring process.

- [Traveler Authorship 2022](#)
- [Traveler Author Checklist](#)
- [Common Traveler Mistakes](#)
- [Traveler/Procedure Acronyms](#)
- [Installing DocuShare Drive](#)

WHAT IS PANSOPHY?

Pansophy is a Data and Knowledge Management (DKM) system that collects, manages, and provides controlled access for data and knowledge resources. We offer critical analysis and visualization capabilities in support of SRFOPS for researching, processing, testing, and producing Cryomodules and other related developments.

For more information, visit our [Help](#) page.

NEW SLIDE SHOW FEATURE

SEND US YOUR LATEST TEST RESULTS OR SRF IMAGES!

Click the thumbnail for a full-size image

Contact: [PansophyTeam](#) | [InventoryTeam](#)

PANSOPHY ANNOUNCEMENTS

Pansophy now offers a service request form for submitting requests for assistance. This is the new preferred method for requesting assistance or changes. You can access it with the Service Request icon at the top of the page.

[Old Announcements](#)

PANSOPHY TEAM

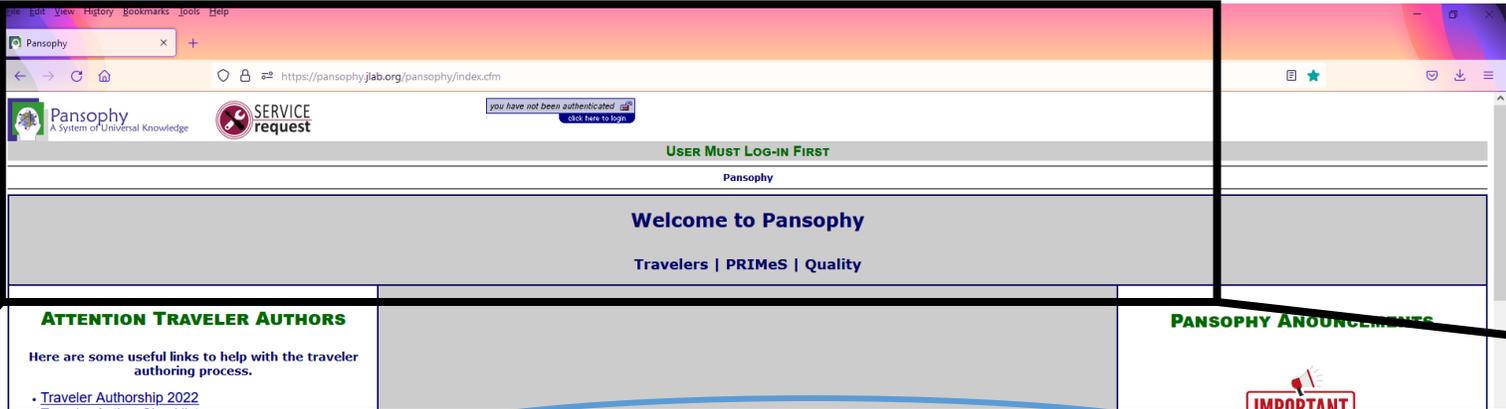
Valerie Bookwalter
Megan McDonald
Mike Dickey
Allen Samuels
Matt Menia

EMAIL Us

pansophy@jlab.org

Contact Us: [PansophyTeam](#) | [InventoryTeam](#)

Homepage Rundown- URL and Login



https://pansophy.jlab.org/pansophy/index.cfm

you have not been authenticated
click here to login

Users must log in to access Pansophy using their Jlab username and password

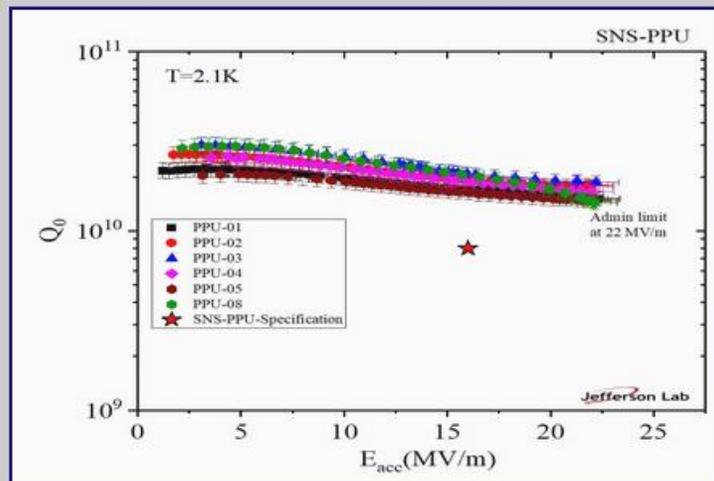
Pansophy Homepage URL

Welcome to Pansophy
Travelers | PRIMeS | Quality

Pansophy Slideshow

NEW SLIDE SHOW FEATURE

SEND US YOUR LATEST TEST RESULTS OR SRF IMAGES!

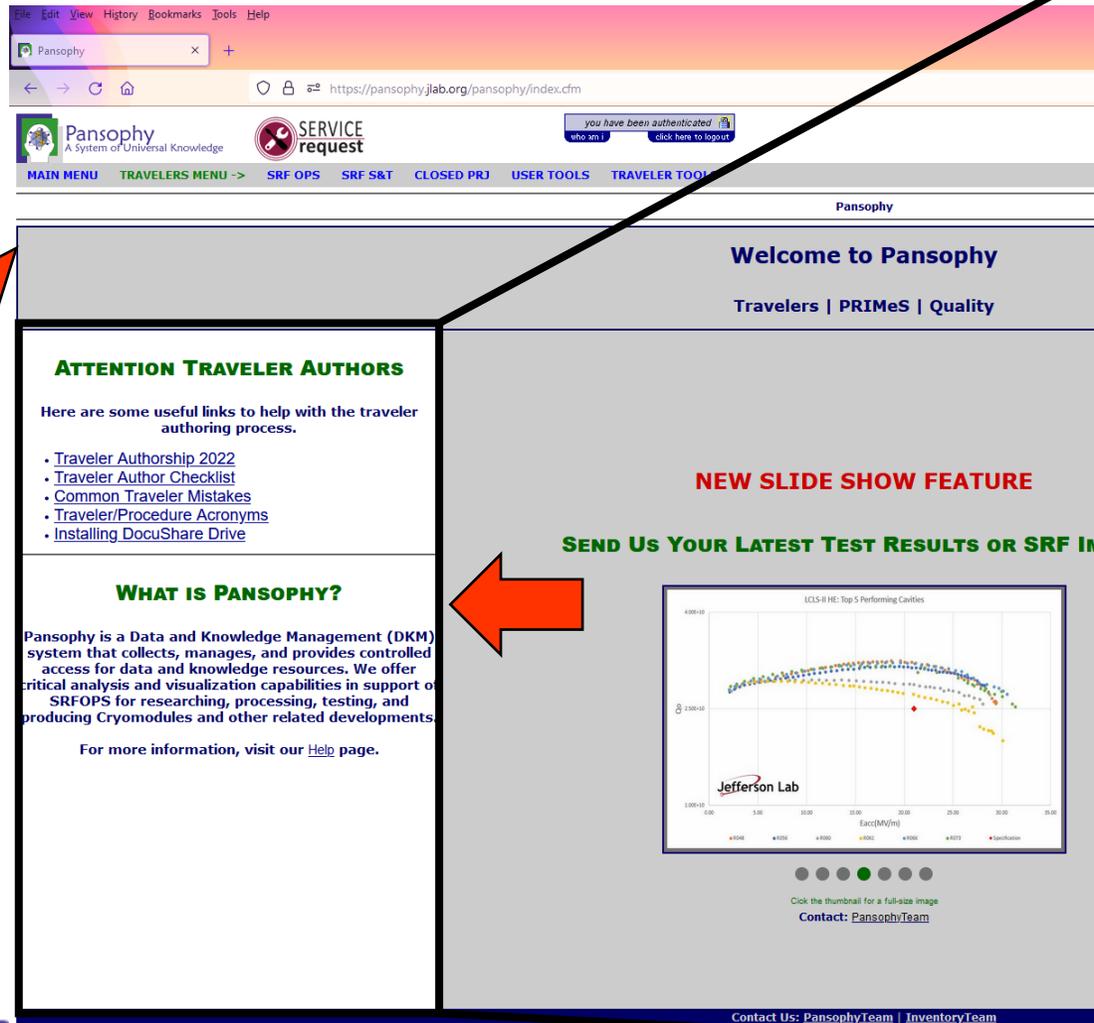


Click the thumbnail for a full-size image

Contact: [PansophyTeam](#)



Homepage Rundown- Traveler Guides



The screenshot shows the Pansophy homepage with several callout boxes and arrows. A large black arrow points from the top right of the page to the right-hand callout boxes. Three red arrows point from the left side of the page to the left-hand callout boxes. The homepage content includes a navigation menu, a welcome message, a list of links for traveler authors, a 'NEW SLIDE SHOW FEATURE' section with a graph, and a 'WHAT IS PANSOPHY?' section.

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- [Installing DocuShare Drive](#)

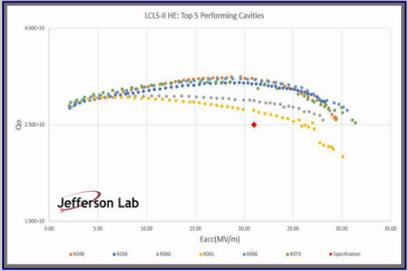
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For more information, visit our [Help](#) page.

NEW SLIDE SHOW FEATURE

SEND US YOUR LATEST TEST RESULTS OR SRF IN



JEFFERSON LAB

Click the thumbnail for a full-size image
Contact: [PansophyTeam](#)

Contact Us: [PansophyTeam](#) | [InventoryTeam](#)

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Homepage Rundown- Main Menu

Hovering over the different options creates new drop downs

you have been authenticated
who am i click here to logout

MAIN MENU

TRAVELERS MENU ->

SRF OPS

SRF S&T

CLOSED PRJ

USER TOOLS

TRAVELER TOOLS

TRAVELERS

PRODUCTION

PROJECTS

DATAMINE

QCREPORTS

PRIMeS

FACILITIES

DOCUSHARE

LOGBOOKS

HELP

ADMIN

SAMTRXSII

NTION TRAVELER AUTHORS

some useful links to help with the traveler authoring process.

[Authorship 2022](#)

[Traveler Author Checklist](#)

NFW

TRAVELER Main SUB-Menus

SRF OPS:

Operations

SRF S&T: Science and Technology (formerly R&D)

CLOSED PRJ: Closed Projects

User TOOLS: Batch edits and file retrieval

Traveler TOOLS: Useful utilities for users



Main Menu Options

- **Travelers:** Links to Travelers for Active and Closed Projects, User Tools
- **Production:** Serial Number search, statuses, drilldowns, and SRFOPS Work Control Documents (WCD)
- **Projects:** Project Report area for Multi-Lab Projects (MLP) like SNSPPU and LCLS-II HE
- **Datamine:** Menu for accessing the datamining
- **QC Reports:** Quality Control Reports board
- **PRIMeS:** The SRF Project Inventory Management System home page
- **Facilities:** Map of the SRFOPS production floor and Calibration system (still under development)
- **DocuShare:** Links to Project Areas and useful SRFOPS areas
- **Logbooks:** Menu for accessing the pansophy logbook and link to e-logbook (Accelerator)
- **Help:** Menu for additional help and guides
- **Admin:** Pansophy administrative menu (restricted access)
- **SamTraxsII:** Menu for editing and viewing the Sample Tracking II thin films and particulate research data

MAIN MENU

TRAVELERS
PRODUCTION
PROJECTS
DATAMINE
QCREPORTS
PRIMeS
FACILITIES
DOCUSHARE
LOGBOOKS
HELP
ADMIN
SAMTRAXSII



Pansophy Help

Found under the Main Menu drop-down

Links to User Guides, Pansophy Training, and Traveler Authorship.

Words restricted in use for fieldnames in travelers

The screenshot shows the Pansophy Help website interface. At the top, there is a navigation bar with 'MAIN MENU', 'HELP MENU ->', and 'Request Page'. Below this is a date and time stamp: 'HELP Mar 15, 2023 10:07:38 AM'. The main content area is divided into three columns: 'USER GUIDES', 'PANSOPHY TRAINING', and 'TRAVELER AUTHORSHIP'. The 'USER GUIDES' column contains links to 'Pansophy Help', 'Reports Cheatsheet', 'Traveler Procedure Flow Chart', 'Docushare Training', 'Pansophy Menu Upgrade 2022', 'Installing DocuShare Drive', and 'Pansophy Traveler Requests'. The 'PANSOPHY TRAINING' column contains links to 'Welcome To Pansophy 2022', 'NCR Training (24May2018)', 'D3 Training (24May2018)', 'PRIMeS Training (SRF Inventory)', and 'Pansophy Request Training'. The 'TRAVELER AUTHORSHIP' column contains links to 'Traveler Authorship 2022', 'Oracle Reserved Words', 'PANSOPHY ERRORS', 'Fieldnames', 'Smart Characters', 'Cover Page', 'Subsequent Pages', and 'Other Errors'. A blue circle highlights the 'USER GUIDES' section, a blue circle highlights the 'PANSOPHY TRAINING' section, and a blue circle highlights the 'TRAVELER AUTHORSHIP' section. An orange circle highlights the 'Oracle Reserved Words' link in the 'TRAVELER AUTHORSHIP' section. Below the main content area is a section titled 'WHAT IS PANSOPHY?' with text describing the system and its capabilities.

USER GUIDES

- [Pansophy Help](#)
Help with Travelers, PRIMeS, SamTraxs, Traveler Writing and Docushare
- [Reports Cheatsheet](#)
Links to Pansophy DataMining Reports' Menu (links)
- [Traveler Procedure Flow Chart](#)
How the production of travelers and procedures should flow
- [Docushare Training](#)
Covers the basics of accessing docushare and approving documents.
- [Pansophy Menu Upgrade 2022](#)
How the Pansophy Menu is mapped out as of June 2022
- [Installing DocuShare Drive](#)
How to install and set up Docushare Drive
- [Pansophy Traveler Requests](#)
How to create and fill out a Pansophy Service Request

SRFTERM REMOTE DESKTOP SERVER LOGIN

- [SRFTERM PC](#)
- [SRFTERM MAC](#)

PANSOPHY TRAINING

- [Welcome To Pansophy 2022](#)
A basic guide on using Pansophy and filling out travelers
- [NCR Training \(24May2018\)](#)
- [D3 Training \(24May2018\)](#)
- [PRIMeS Training \(SRF Inventory\)](#)
- [Pansophy Request Training](#)

TRAVELER AUTHORSHIP

- [Traveler Authorship 2022](#)
A user guide for writing travelers and the process to get them into production.
- [Oracle Reserved Words](#)
A list of words that cannot be used in traveler fieldnames
- PANSOPHY ERRORS**
- [Fieldnames](#)
- [Smart Characters](#)
- [Cover Page](#)
- [Subsequent Pages](#)
- [Other Errors](#)

WHAT IS PANSOPHY?

Pansophy is a Data and Knowledge Management (DKM) system that collects, manages, and provides controlled access for data and knowledge resources. We offer critical analysis and visualization capabilities in support of SRFOPS for researching, processing, testing, and producing Cryomodules and other related developments.

Using Travelers, staff members can define processes, record data and store this process data for future use via the Internet (or lab intranet). A Traveler is a document used to define and control a process, and collects and stores data for future use.

Queries and Reports allows staff members to Data Mine all processed and recorded data.

PRIMeS is an inventory system which monitors the arrival, processing, and checkout of parts.

Pansophy also allows for the recording and recalling of information more informally in a variety of areas. These include Logbooks, Facilities, and a link to DocuShare for document cataloging and storage.

Data In

Putting data into Travelers



Traveler Menu

Select project from drop down menu to display open travelers

Search for Travelers

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MAIN MENU TRAVELERS MENU -> SRF OPS SRF S&T CLOSED PRJ USER TOOLS TRAVELER TOOLS

TRAVELERS
Jun 29, 2022 9:49:05 AM

C75
Traveler Area: [Edit](#) / [View](#) / [Print](#)
SRFOPS WCDs [Master Procedures](#)
[C75 Approved Procedures](#)

Search For: C75-

SRF OPS (INSP) [DO NOT HIT RETURN]

- C75-ACC-CM-COMM-R1 -- C75 Cryomodule
- C75-CAV-CHEM-HEP-R3 -- C75 Cavity Horizontal
- C75-CAV-CHEM-HPR-R1 -- C75 Cavity High Pressure
- C75-CAV-CHEM-THK-R2 -- C75 cavity thickener
- C75-CAV-FAB-R1 -- C75 Cavity fabrication traveler
- C75-CAV-FAB-HCEL-R3 -- Deep Draw Forming of Nb Half-Cells and Tubes for C75 Cavity
- C75-CAV-HEAT-R1 -- C75 cavity heat treatment
- C75-CAV-HEAT-HCEL-R1 -- C75 half-cells heat treatment
- C75-CAV-INSP-R7 -- Cebaf Reworked Cryomodule 5-cell Cavity Dimensional Inspection
- C75-CAV-INSP-DBEL-R1 -- Dumbbell Dimensional Inspection
- C75-CAV-INSP-FPCBT-R1 -- FPC Beamtube Inspection
- C75-CAV-INSP-FPCBG-R1 -- FPC End group Dimensional Inspection
- C75-CAV-INSP-HCEL-R4 -- Half Cell Dimensional Inspection
- C75-CAV-INSP-NB-R1 -- Niobium Disc Dimensional Inspection
- C75-CAV-INSP-NBI-R1 -- Receiving Inspection of C75 Cavity Ingot Niobium
- C75-CAV-INSP-OPTK-R1 -- C75 cavity optical inspection
- C75-CAV-INSP-SRING-R1 -- Stiffening Ring Inspection
- C75-CAV-LAP-DGLG-R1 -- C75 Dog Leg Flange Lapping Traveler
- C75-CAV-LAP-ENDD-R1 -- C75 End Dish Flange Lapping Traveler
- C75-CAV-LAP-FPFT-R1 -- C75 Field Probe Flange Lapping Traveler

Decoding Traveler IDs

- Current Traveler ID naming convention: Project-Work Center Activity (WCA)-Component-Action
- May experience previous naming convention in older projects (e.g. C100, C50, L2PRD)
 - Previous naming convention was Project-Area-Action-Component
- Acronym list for traveler IDs can be found on the Pansophy homepage > User Tools > Traveler Tools > TP Acronyms

Traveler Example - Traveler Cover Page (P0)

Header Page of Travelers
Displays Traveler ID,
Descriptions, and linked
reference material

Traveler Area: [Edit](#) / [View](#)

Search For: SNSPPU- (i.e. CAV-INSP)

SNSPPU

SNSPPU-CAV-ASSY-HELV-R2 -- SNSPPU Helium vessel welding
 SNSPPU-CHEM-CAV-HPR-R1 -- SNS-PPU Traveler for Cavity High Pressure Rinse Processing
 SNSPPU-CLNRM-CAV-TSTD-R1 -- SNSPPU Cavity Transfer to Test Stand

Select Traveler Page 0

SerialNum: 0	Traveler ID: SNSPPU-INSP-HEHDF	Rev: R2	Page:0	Traveler Seq Number: 0
Traveler Title	SNS PPU Cavity Helium Vessel FPC End Head Inspection Traveler			
Traveler Abstract	Traveler defines inspection process for the FPC end head, one of three helium vessel components			
Traveler ID	SNSPPU-INSP-HEHDF			
Traveler Revision	R2			
Traveler Author	K. M. Wilson			
Traveler Date	13-Jul-20			
NCR Informative Emails	areilly,fischer			
NCR Dispositioners	kwilson,edaly,macha, huque			
D3 Emails	kwilson,edaly,macha, huque			
Approval Names	K. M. Wilson	A. DeKerlegand	K. Macha	E. Daly
Approval Signatures				
Approval Dates				
Approval Title	Author	Reviewer	Reviewer	Project Manager
References	List and Hyperlink all documents related to this traveler. This includes, but is not limited to: safety (THAs, SOPs, etc), drawings, procedures, and facility related documents.			
	104211700-M8U-8200-A023-A FPC END HEAD WELDMENT	104211700-M8U-8200-A006 FPC END DISHED HEAD	104211700-M8U-8200-A026 HELIUM VESSEL ASSEMBLY	SNSPPU-CAV-ASSY-HELV
Revision Note				
R1	Initial release of this traveler.			
R2	Added some dimensions for inspection.			

Select Traveler Page 0

Traveler Example- P1

Traveler Area: [Edit](#) / [View](#)

SNSPPU

Search For: SNSPPU- (i.e. CAV-INSP)

- SNSPPU-CAV-ASSY-HELV-R2 -- SNSPPU Helium vessel welding
- SNSPPU-CHEM-CAV-HPR-R1 -- SNS-PPU Traveler for Cavity High Pressure Rinse Processing
- SNSPPU-CLNRM-CAV-TSTD-R1 -- SNSPPU Cavity Transfer to Test Stand

Select Traveler VIEW all SAVE PDF Page 1 FIRST PREV NEXT LAST

SerialNum: 0 Traveler ID: SNSPPU-INSP-HEHDF Rev: R2 Page:1 Traveler Seq Number: 0

Step No.	Instructions	Data Input
1	<p>Initial Inspection</p> <p>Technician Name Date of Inspection Serial Number of part</p> <p>Is head generally free from excessive dirt or other contaminants? (Head is not expected to be clean to UHV standards.)</p> <p>Visually inspect the rest of the head. There should be no dents (minor surface dings can be disregarded), or gouges (other than minor surface defects), or other damage.</p> <p>Look at all welds and verify they are smooth and flush, with no crevices, cracks or protrusions. This is not intended to be a formal weld inspection, but to verify that welds generally appear as expected and no damage has occurred in transit.</p> <p>There should be no unusual discoloration to the titanium, especially around the welds.</p> <p>Verify weld chamfer as shown on Section A-A of 104211700-M8U-8200-A006. Exact dimensions are not critical but should be approximately 0.25 x 45 degrees.</p> <p>Comments Upload photos of any damage.</p>	<p>InspTechName <input type="text"/> -0-</p> <p>InspectionDate <input type="text"/> NOW (ex format 18-Jun-2005 16:30)</p> <p>HEHDFSN <input type="text"/> -0-</p> <p>PartCleanOk <input type="radio"/> Yes <input type="radio"/> No</p> <p>VisualOk <input type="radio"/> Yes <input type="radio"/> No</p> <p>WeldsOk <input type="radio"/> Yes <input type="radio"/> No</p> <p>ColorationOk <input type="radio"/> Yes <input type="radio"/> No</p> <p>ProperWeldChamfer <input type="radio"/> Yes <input type="radio"/> No</p> <p>VisualInspComment <input type="text"/></p> <p>Must submit traveler before attaching files.</p>

Select Traveler VIEW all SAVE PDF Page 1 FIRST PREV NEXT LAST

Contact Us: [PansophyTeam](#)



Instantiating Travelers

1. Select Traveler

2. Select New

3. Instantiate The New Traveler

4. Traveler Receives a Sequence Number after instantiation

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you have been auto-logged out who am i

MAIN MENU TRAVELERS MENU -> SRF CEBAF W.F.O. USER TOOLS CLOSED PRJ 12 Ge

TRAVELERS
Dec 14, 2020 4:17:20 PM

Traveler Area: Edit / View

Search For: SNSPPU- (i.e. CAV-INSP)

SNSPPU-CAV-ASSY-HELV-R2 -- SNSPPU Helium vessel welding
SNSPPU-CAV-HES-R1 -- SNS PPU Cavity Helium Vessel Shell Inspection Traveler
SNSPPU-CAV-VTRF-R1 -- SNS PPU Vertical cavity Testing

SNSPPU

SerialNum: 0 Traveler ID: SNSPPU-CM-LEAK-INFF Rev: R1 Page:0 Traveler Seq Number 0

NEW

Traveler Title: SNS PPU Feed Through Flange Weldment Leak Testing Traveler
Traveler Abstract: Traveler defines the leak testing process for the SNS PPU Feed Through Flange Weldment.
Traveler ID: SNSPPU-CM-LEAK-INFF
Traveler Revision: R1
Traveler Author: Matt Marchlik
Traveler Date: 21-Apr-20
NCR Informative Emails: edaly
NCR Dispositioners: marchlik,kwilson
D3 Emails: Marchlik,kwilson,edaly
Approval Names: M. Marchlik K. M. Wilson C. Wilcox E.F. Daly
Approval Signatures: [Blank] [Blank] [Blank] [Blank]
Approval Dates: [Blank] [Blank] [Blank] [Blank]
Approval Title: Author Reviewer Reviewer Project Manager

References: List and Hyperlink all documents related to this traveler. This includes, but is not limited to: safety (THAs, SOPs, etc), drawings, procedures, and facility related documents.

104210100-M8U-8200-A002 (FEED-THRU FLANGE WELDMENT)

Revision Note: R1 Initial release of this Traveler.

Select Traveler Page 0 NEXT LAST

SNSPPU-CAV-HES-R1 -- SNS PPU Cavity Helium Vessel Shell Inspection Traveler
SNSPPU-CAV-VTRF-R1 -- SNS PPU Vertical cavity Testing

SNSPPU

Select Traveler Page 1 FIRST PREV

Traveler Seq Number: -1

NEW

Step No.	Instructions	Data Input
1	Leak Check: Leak check the weldment per JLAB spec 11141-S-0033. Only weldments with serial numbers ending in 001, 008, 015, 022, 029 and 035 require leak testing. Use the leak testing chamber provided by the weldment manufacturer.	INFFSN -0- LeakcheckOK <input type="radio"/> Yes <input type="radio"/> No Must submit traveler before attaching files. LeakcheckComment
2	Storage: Replace all feedthrough caps and place the weldments back into their storage containment.	StorageTech -0- StorageDate (example 18-Jun-2005 16:30) NOW

Select Traveler Page 1 FIRST PREV

INSTANTIATE

NEW

Uploading Files

IMPORTANT

Traveler MUST be instantiated before uploading files

Note: Uploading files will refresh the page and remove unsaved data. Submit first or upload files before entering data

1-CAV Rev: R1 Page:1

Data Input

CAVSN -0-

InspSummary Attach Files: **1**

You have attached no files.

TravOpenWho -0-

TravOpenDate (ex format 18-Jun-2005 16:30)

Clicking the Attach Files button will open another tab

Click Attach File, then Post Entry

Upload a new file: **3**

Instantiating Traveler 1.PNG

You have attached no files.

4

NOTE: Spaces and special characters, excluding dashes and underscores, are not allowed in filenames. Also note that using Internet Explorer or Google Chrome on this page will produce unexpected results.

Upload a new file:

No file selected. **2**

You have attached no mes.

Update Files:

Select the file you would like to replace:

Select the file you are replacing it with:

No file selected.

Delete Files:

Select the file you would like to delete:

- Click Browse
- In the pop-up, open the file you wish to upload
- Ensure filenames are UNIX compliant

File will be displayed next to Attach Files button

T1-CAV Rev: R1 Page:1

Data Input

CAVSN -0-

InspSummary Attach Files: **5**

Instantiating Traveler 1.PNG

TravOpenWho -0-



Hold Points (Not Signer)

- Hold Points can only be cleared by the designated person(s)
- Until the hold point is cleared, data cannot be added to subsequent pages (No 'Submit to Database' button)

SensorTech	-0-	
SensorInstall		NOW
(ex format 18-Jun-2005 16:30)		
SensortComment		
<input type="text"/>		
STOP This is a hold point. Supervisor sign-off required to continue. Valid Signers are: rlegg,powen,lking, fischer		
ShipCapTech	-0-	
ShipCapDate		NOW
(ex format 18-Jun-2005 16:30)		
ShipCapSOTRVerify	-0-	
ShipCapComment		
<input type="text"/>		
BackfillTech	-0-	
BackFillDate		NOW
(ex format 18-Jun-2005 16:30)		
BackFillComment		
<input type="text"/>		

STOP There is a hold point in effect. Processing of this traveler can not continue without supervisor approval.

FIRST

PREV

No Submit Button

NCR

Select NCR ▾



Hold Points (Signer)

SensorTech -0-
SensorInstall [] NOW
(ex format 18-Jun-2005 16:30)
SensortComment []

 **Supervisor sign-off required to continue.**

Are you sure you wish to clear this hold point?

SensorTech -0-
SensorInstall [] NOW
(ex format 18-Jun-2005 16:30)
SensortComment []

 **Hold Point has been cleared by: SAMUELS
Date:2020-12-17 08:54:00.0**

- This means a designated "signer" is logged in
- Click the Stop Sign, then click your decision in the pop-up
- This means the hold point is cleared

Securing Data

1. Until a Traveler is closed, data can be entered and edited

2. Once closed, ALL DATA is locked and cannot be changed

3. Data is never deleted, a history of all changes is kept

The image displays two screenshots of a software interface, likely a data management system, illustrating the process of securing data. The interface is divided into sections for data entry and submission.

Top Screenshot: Shows a form with fields for "StorageTech" (set to "-0-") and "StorageDate" (set to "NOW"). A red "2" is placed next to the "StorageTech" field. A "SUBMIT TO DATABASE" button is circled in blue. A "Close Traveler?" checkbox is set to "Yes" and is also circled in blue, with a red "1" next to it. The interface includes navigation buttons like "NCR", "Select NCR", "D3", "Select D3", and "NEW".

Bottom Screenshot: Shows the same form after submission. The "StorageDate" field now displays "18-Jun-2005 16:30". A red "3" is placed next to the "StorageDate" field. The "SUBMIT TO DATABASE" button is circled in blue. The "Close Traveler?" checkbox is still set to "Yes".



Opening an NCR or D3

- NCR: Non Conformance Report
 - should be issued for any part that does NOT meet the specified requirements
- D3s: Detours Deviations Discrepancies
 - should be issued for any process that cannot be completed as specified in the traveler or supporting documentation.



- After Instantiating a traveler, the buttons to open an NCR or D3, or view a previously opened one, appear
- Submit the page data to the database before opening either

Common Issues

- Be sure to Instantiate a traveler before entering data
- Press "Submit to Database" on every page
- Ensure filenames are UNIX compliant (alphanumeric, underscores, and hyphens are all that's allowed)
- Close travelers when data entry is complete and validated
- Required fields are fields that must have data before submitting. Will result in an error message if left blank
- Floats and Scientific Notation must have data entered in the correct format.
 - Ex: 1.2 for float, 3.21e10 for Scientific Notation



Service Requests

- Used to request assistance and fixes to traveler problems
 - E.G. adding a serial number, opening or obsoleting a traveler sequence, changing employee permissions, etc.
- Priority level is decided by level of production holdup
 - Low=no holdup, medium= no holdup but future holdups predicted, high= currently holding up production.
- Please see the Pansophy Traveler Requests slides on the help page for more information

A screenshot of a web browser displaying the "User Request to Pansophy Form". The browser's address bar shows the URL "https://pansophy.jlab.org/pansophy/Production/UserRequests.cfm". The page header includes the Pansophy logo, the "SERVICE request" logo, and a notification "you have been authenticated" with a "click here to logout" link. Below the header is a navigation menu with "MAIN MENU", "PRODUCTION MENU ->", "SERIAL NUMBER SEARCH", "OPEN/CLOSE STATUS", "STATUS BOARDS", and "DRILLDOWN". The main content area shows the form with the following fields: "User Requesting:" set to "SAMUELS", "Request Type:" set to "General Request", "Project:" set to "-0-", and "Priority Level:" with radio buttons for "Low" (selected), "Medium", and "High". There is a "Users to be notified:" field with a list of names: "ACASTILL", "ACOLON", and "ACOMER". A "Comments:" field is at the bottom, and a green "Submit Request" button is below it. The footer of the form says "Contact Us: PansophyTeam | InventoryTeam".

Thank You For Listening

Questions?

Additional questions or concerns can be directed to pansophy@jlab.org

