

# Welcome To Pansophy

Pansophy Team

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Matthew Menia

Contact us at [Pansophy@jlab.org](mailto: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 x +

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](#)

### 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](mailto:pansophy@jlab.org)

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

# Homepage Rundown- URL and Login

The image shows a screenshot of the Pansophy homepage with several annotations. A blue box labeled "Pansophy Homepage URL" points to the address bar, which contains the URL <https://pansophy.jlab.org/pansophy/index.cfm>. Another blue box labeled "Users must log in to access Pansophy using their Jlab username and password" points to a login prompt that says "you have not been authenticated" and "click here to login". The homepage itself features a header with the Pansophy logo, a "SERVICE request" button, and a "USER MUST LOG-IN FIRST" message. Below the header, there is a "Welcome to Pansophy" section with links for "Travelers | PRIMeS | Quality". The main content area is divided into three columns: "ATTENTION TRAVELER AUTHORS" with links to "Traveler Authorship 2022", "PANSOPHY ANNOUNCEMENTS" with an "IMPORTANT" notice, and a central section for "Pansophy".

**Pansophy Homepage URL**

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

**Attention Traveler Authors**  
Here are some useful links to help with the traveler authoring process.  
• [Traveler Authorship 2022](#)

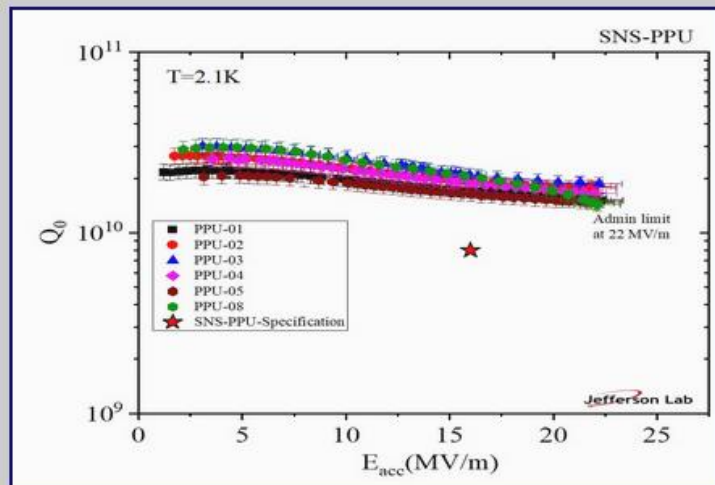
**PANSOPHY ANNOUNCEMENTS**  
**IMPORTANT**

**Welcome to Pansophy**  
Travelers | PRIMeS | Quality

# Pansophy Slideshow

**NEW SLIDE SHOW FEATURE**

**SEND US YOUR LATEST TEST RESULTS OR SRF IMAGES!**

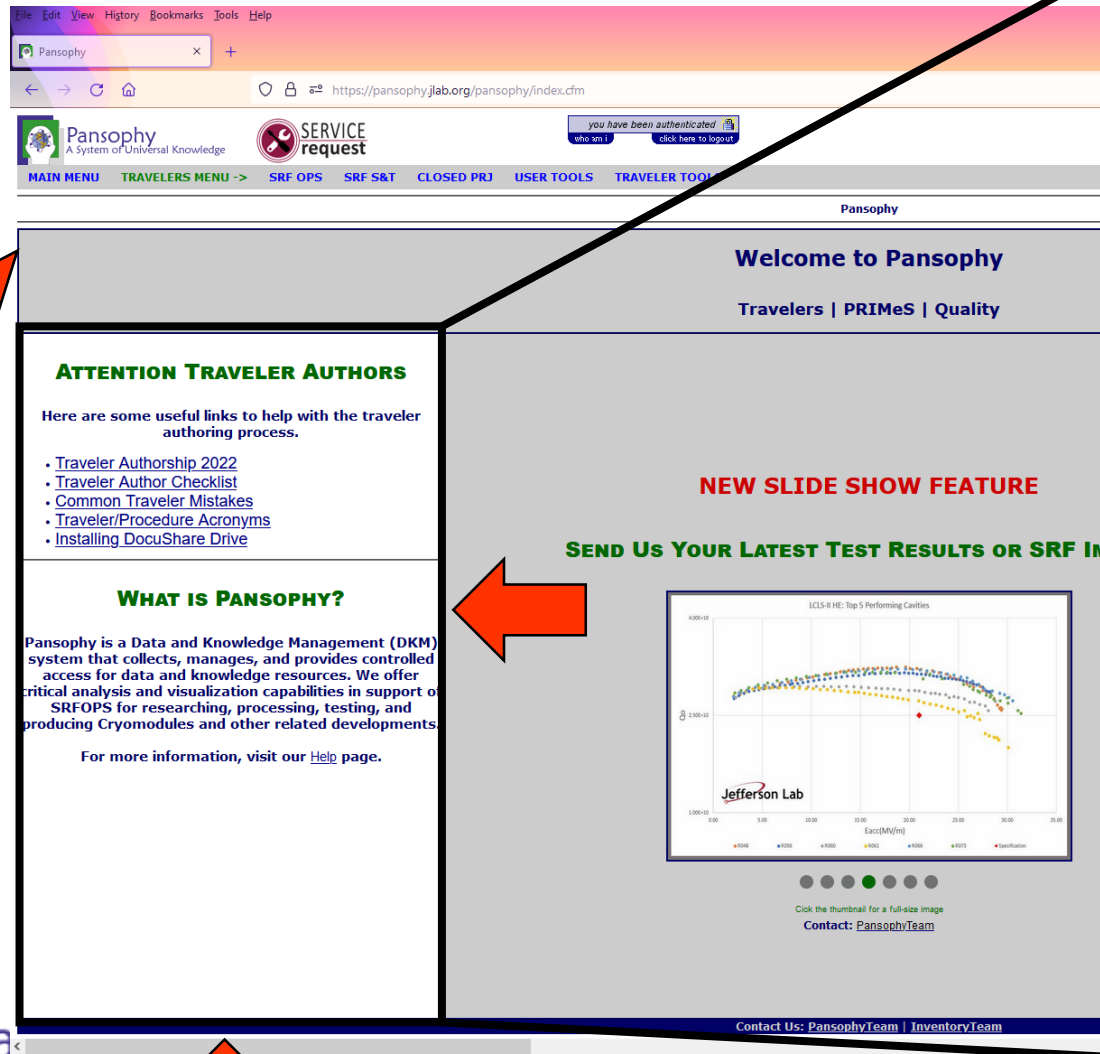


Click the thumbnail for a full-size image

Contact: [PansophyTeam](#)



# Homepage Rundown- Traveler Guides



The screenshot shows the Pansophy homepage with a navigation bar at the top containing links like MAIN MENU, TRAVELERS MENU, SRF OPS, SRF S&T, CLOSED PRJ, USER TOOLS, and TRAVELER TOOL. The main content area is divided into several sections. A red arrow points to the 'ATTENTION TRAVELER AUTHORS' section on the left. Another red arrow points to the 'WHAT IS PANSOPHY?' section below it. A third red arrow points to the 'NEW SLIDE SHOW FEATURE' section in the center, which includes a graph titled 'LCLS-II HE: Top 5 Performing Cavities' and a 'Contact: PansophyTeam' link. A fourth red arrow points to the 'SEND US YOUR LATEST TEST RESULTS OR SRF INFO' section below the slide show. The footer contains the text 'Contact Us: PansophyTeam | InventoryTeam'.

**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?**

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

**NEW SLIDE SHOW FEATURE**

**SEND US YOUR LATEST TEST RESULTS OR SRF INFO**

**Jefferson Lab**

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

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

## 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?

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

# Homepage Rundown- Main Menu

Hovering over the different options creates new drop downs

The screenshot shows the Pansophy homepage. The header includes the Pansophy logo, the tagline 'A System of Universal Knowledge', and a 'request' button. A navigation bar contains links: MAIN MENU, TRAVELERS MENU ->, SRF OPS, SRF S&T, CLOSED PRJ, USER TOOLS, and TRAVELER TOOLS. A blue oval highlights the MAIN MENU, which has a dropdown list containing: TRAVELERS, PRODUCTION, PROJECTS, DATAMINE, QCREPORTS, PRIMeS, FACILITIES, DOCUSHARE, LOGBOOKS, HELP, ADMIN, and SAMTRAXSII. A blue callout box points to the navigation bar with the text 'Hovering over the different options creates new drop downs'. In the top right corner, a status bar indicates 'you have been authenticated' with links for 'who am i' and 'click here to logout'. The main content area features a large section titled 'NTION TRAVELER AUTHORS' with the text 'some useful links to help with the traveler authoring process.' and links for 'Authorship 2022' and 'Traveler Author Checklist'. The NFW logo is visible in the bottom right corner.

## 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

MAIN MENU   **HELP MENU ->**   Request Page

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HELP  
Mar 15, 2023 10:07:38 AM

USER GUIDES	PANSOPHY TRAINING	TRAVELER AUTHORSHIP
<a href="#">Pansophy Help</a> Help with Travelers, PRiMeS, SamTraxs, Traveler Writing and Docushare	<a href="#">Welcome To Pansophy 2022</a> A basic guide on using Pansophy and filling out travelers	<a href="#">Traveler Authorship 2022</a> A user guide for writing travelers and the process to get them into production.
<a href="#">Reports Cheatsheet</a> Links to Pansophy DataMining Reports' Menu (links)	<a href="#">NCR Training.(24May2018)</a>	<a href="#">Oracle Reserved Words</a> A list of words that cannot be used in traveler fieldnames
<a href="#">Traveler Procedure Flow Chart</a> How the production of travelers and procedures should flow	<a href="#">D3 Training.(24May2018)</a>	<b>PANSOPHY ERRORS</b>
<a href="#">Docushare Training</a> Covers the basics of accessing docushare and approving documents.	<a href="#">PRiMeS Training.(SRF Inventory)</a>	<a href="#">Fieldnames</a>
<a href="#">Pansophy Menu Upgrade 2022</a> How the Pansophy Menu is mapped out as of June 2022	<a href="#">Pansophy Request Training</a>	<a href="#">Smart Characters</a>
<a href="#">Installing DocuShare Drive</a> How to install and set up Docushare Drive		<a href="#">Cover Page</a>
<a href="#">Pansophy Traveler Requests</a> How to create and fill out a Pansophy Service Request		<a href="#">Subsequent Pages</a>
		<a href="#">Other Errors</a>

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**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 Cryomolecules 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.

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



# Data In

Putting data into Travelers



# Traveler Menu

Select project from  
drop down menu to  
display open  
travelers

Search  
for  
Travelers

**Pansophy**  
A System of Universal Knowledge

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**  
Jun 29, 2022 9:49:05 AM

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

**Search For: C75-**

**INSPECTION (DO NOT HIT RETURN)**

- C75-ACC-CM-COMM-R1 -- C75 Cryomodule
- C75-CAV-CHEM-HEP-R3 -- C75 Cavity Horizontal End Plate
- 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-FPCEG-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

**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 Page 0 NEXT LAST NEW

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 NEXT LAST NEW



# 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	<b>Initial Inspection</b> Technician Name Date of Inspection Serial Number of part  Is head generally free from excessive dirt or other contaminants? (Head is not expected to be clean to UHV standards.) 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. 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. There should be no unusual discoloration to the titanium, especially around the welds. 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. Comments Upload photos of any damage.	InspTechName -0- InspectionDate NOW (ex format 18-Jun-2005 16:30) HEHDFSN -0- PartCleanOk <input type="radio"/> Yes <input type="radio"/> No VisualOk <input type="radio"/> Yes <input type="radio"/> No WeldsOk <input type="radio"/> Yes <input type="radio"/> No ColorationOk <input type="radio"/> Yes <input type="radio"/> No ProperWeldChamfer <input type="radio"/> Yes <input type="radio"/> No VisualInspComment  Must submit traveler before attaching files.

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



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

TRAVELERS  
Dec 14, 2020 4:17:20 PM

SNSPPU  
Traveler Area: Edit / View / Pri  
SNSPPU Approved Procedures

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-CHEM-CAV-HPR-R1 -- SNS-PPU Traveler for Cavity High Pressure Rinse Processing  
SNSPPU-CLNRM-CAV-TSTD-R1 -- SNSPPU Cavity Transfer to Test Stand  
SNSPPU-CM-INSP-PRPA-R1 -- SNS PPU Vac Vessel Parallel Plate PRPA Inspection Traveler  
SNSPPU-CM-INSP-TPHT-R1 -- SNS PPU Tophat Inspection Traveler  
SNSPPU-CM-INSP-TPHTB-R1 -- SNS PPU Tophat Bellows Inspection Traveler  
SNSPPU-CM-INSP-TUNC-R1 -- SNS-PPU Cavity Tuner Assembly Inspection Traveler  
SNSPPU-CM-LEAK-INFF-R1 -- SNS PPU Feed Through Flange Weldment Leak Testing Traveler  
SNSPPU-CM-LEAK-PRPA-R1 -- SNS PPU Vac Vessel Parallel Plate PRPA Leak Test Traveler  
SNSPPU-CM-LEAK-THRM-R1 -- SNS PPU Thermal Shield Leak Test Traveler  
SNSPPU-CM-LEAK-THRMST-R1 -- SNS PPU Thermal Station Leak Testing Traveler  
SNSPPU-CM-LEAK-TPHT-R1 -- SNS PPU Tophat Leak Testing Traveler  
SNSPPU-CM-LEAK-TPHTB-R1 -- SNS PPU Tophat Bellows Leak Testing Traveler  
SNSPPU-CMA-AMGV-LEAK-R1 -- SNS PPU Gate Valve Leak Check Traveler  
SNSPPU-CMA-FT08P-LEAK-R1 -- SNSPPU 8 pin Cryogenic Feedthru Leak Check  
SNSPPU-CMA-SEC-INSP-R1 -- SNS PPU Cryomodule Supply End Can CMA Receiving Inspection Traveler  
SNSPPU-CWI-BLDR-R1 -- SNS PPU Beamline Bellows Weld Inspection Traveler  
SNSPPU-CWI-EQFH-R2 -- SNS PPU Cold Mass Assembly Corrugated Hose Weld Inspection Traveler

TRAVELERS  
Dec 14, 2020 5:23:36 PM

Traveler Area: Edit / View

SNSPPU

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

SerialNum: 0	Traveler ID: SNSPPU-CM-LEAK-INFF	Rev: R1	Page:0	Traveler Seq Number 0
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				
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.				
104210100-M8U-8200-A002 (FEED-THRU FLANGE WELDMENT)				
Revision Note				
R1 Initial release of this Traveler.				

Select Traveler	Page 0	NEXT	LAST	NEW
SNSPPU				
SNSPPU-CAV-HES-R1 -- SNS PPU Cavity Helium Vessel Shell Inspection Traveler				
SNSPPU-CAV-VTRF-R1 -- SNS PPU Vertical cavity Testing				
Select Traveler	VIEW all	Page 1	FIRST	PREV
SAVE PDF				
Traveler ID: SNSPPU-CM-LEAK-INFF Rev: R1 Page:1				
Traveler Seq Number: -1				
Step No.	Instructions	Data Input		
General handling guidelines: The feed through flange weldment contains delicate feed throughs that shall be covered with protective caps whenever practical. The sealing surface of the flange shall be protected from scratches and gouges. The weldments should be handled according to standard cleaning and handling practices.				
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		
INSTANTIATE				
Select Traveler	VIEW all	Page 1	FIRST	PREV
SAVE PDF				
NEW				

# Entering Data

Select previously created traveler

Page Control Buttons

Add/Update Data

VIEW all SAVE PDF Page 1 FIRST PREV NEXT LAST NCR Select NCR D3 Select D3 NEW

Please submit page before opening Please submit page before opening

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

Select Traveler

1 Op

2 Op

1

Instructions

Initial Inspection

Technician Name

Date of Inspection

Serial Number of part

InspTechName -0-

InspectionDate 09-Dec-2020 15:08 NOW

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

HEHDFSN -0-

PartCleanOk ☐ Yes ☐ No

VisualOk ☒ Yes ☐ No

WeldsOk ☐ Yes ☐ No

ColorationOk ☐ Yes ☐ No

ProperWeldChamfer ☐ Yes ☐ No

VisualInspComment

VisualInspPhoto Attach Files: Attach Files

Have attached no files.

SUBMIT TO DATABASE

VIEW all SAVE PDF Page 1 FIRST PREV NEXT LAST NCR Select NCR D3 Select D3 NEW

Please submit page before opening Please submit page before opening

Contact Us: phyTeam

**SUBMIT  
EACH  
PAGE**



# 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: **Attach Files**

You have attached no files.

TravOpenWho -0- ▾

TravOpenDate  NO

(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:

Browse... Instantiating Traveler 1.PNG **Attach File**

**You have attached no files.**

Reset Form **Post Entry >>**

**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:

Browse... No file selected. **Attach File**

**You have attached no files.**

Reset Form Post Entry >>

Update Files:

Select the file you would like to replace:

Select the file you are replacing it with:

Browse... No file selected. Replace

Delete Files:

Select the file you would like to delete:

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: **Attach Files**

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



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)

The image shows two screenshots of a software interface. The top screenshot displays a form with fields for 'SensorTech' (a dropdown menu showing '-0-'), 'SensorInstall' (a text input field), and 'SensorComment' (a larger text area). A 'NOW' button is next to the 'SensorInstall' field. A red octagonal 'STOP' sign icon is circled in red, with a red arrow pointing to it from the text 'Supervisor sign-off required to continue.' below it. The bottom screenshot shows a confirmation dialog box with the text 'Are you sure you wish to clear this hold point?' and two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red, with a red arrow pointing to it from the text 'Click the Stop Sign, then click your decision in the pop-up' in the blue box on the right. In the background of the bottom screenshot, the same form is visible, but the 'SensorTech' dropdown now shows '19-Jun-2005 16:30'. A green octagonal 'GO' button is circled in red, with a red arrow pointing to it from the text 'This means the hold point is cleared' in the blue box on the right. Below the 'GO' button, the text 'Hold Point has been cleared by: SAMUELS' and 'Date:2020-12-17 08:54:00.0' is displayed.

SensorTech -0-  
SensorInstall NOW  
(ex format 18-Jun-2005 16:30)  
SensorComment

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

Are you sure you wish to clear this hold point?  
OK Cancel

SensorTech 19-Jun-2005 16:30  
SensorInstall NOW  
(ex format 18-Jun-2005 16:30)  
SensorComment

**GO**  
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

# Hold Points on the Last Page

PREV NCR Select NCR D3 Select D3 NEW

Please submit page before opening Please submit page before opening

IMAG Rev: R1 Pane:4 Traveler Seq Number

Data Input

**STOP** This is a hold point.  
Supervisor sign-off required to continue.  
Valid Signers are: cheng,edaly,areilly

FitUpInspector

FitUpDate (ex format 18-Jun-2005 16:30) NOW

FitUpOK ☐ Yes ☐ No

FitUpComments

FitUpPics Attach Files: Attach Files

You have attached no files.

T mix shields belonging to  
ny other shields. Label the  
003---007.

MAGRepackTech -0-

MAGRepackDate (ex format 18-Jun-2005 16:30) NOW

SUBMIT TO DATABASE

PREV NCR Select NCR D3 Select D3 NEW

Please submit page before opening Please submit page before opening

If Hold Points are on the last page, traveler cannot be closed until Hold Point is cleared

No Close Button



# 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

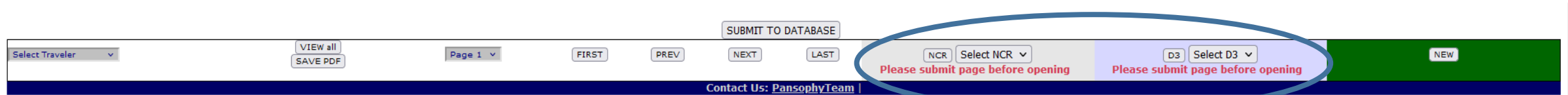
3. Data is never deleted, a history of all changes is kept

The image displays two screenshots of a software interface, likely a data entry system for travelers. The interface includes a header with 'NCR' and 'D3' dropdown menus, and a 'NEW' button. The main section is titled 'Data Input' and contains a 'Traveler Seq Number: 1' field. Below this, there is a text area for 'LeakCheckComment' and a 'LeakCheckOk' checkbox. The 'LeakCheckFile Attach Files' section shows 'You have attached no files.' and an 'Attach Files' button. The 'StorageTech' and 'StorageDate' fields are also visible, with 'StorageDate' showing '18-Jun-2005 16:30'. A 'SUBMIT TO DATABASE' button is circled in blue in the top screenshot, and a 'Close Traveler?' checkbox is also circled in blue. The bottom screenshot shows the same form with a large blue oval around the 'LeakCheckOk', 'LeakCheckFile Attach Files', and 'LeakCheckComment' fields.



# 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



PRODUCTION — Mozilla Firefox

https://pansophy.jlab.org/pansophy/Production/UserRequests.cfm

**Pansophy**  
A System of Universal Knowledge

**SERVICE request**

you have been authenticated  
who am i click here to logout

MAIN MENU PRODUCTION MENU -> SERIAL NUMBER SEARCH OPEN/CLOSE STATUS STATUS BOARDS DRILLDOWN

PRODUCTION  
Mar 15, 2023 9:30:32 AM

Admin Menu

User Request to Pansophy Form

User Requesting: SAMUELS Request Type: General Request

Use CTRL+Left button click to select multiple users

Other users to be notified of request: ACASTILL ACOLON ACOMER

Users to be notified:

Project: -0- Priority Level: ☒ Low ☐ Medium ☐ High

Browse... No file selected.

Comments:

Submit Request

Contact Us: PansophyTeam | InventoryTeam



# Thank You For Listening

Questions?

Additional questions or concerns can be directed to [pansophy@jlab.org](mailto:pansophy@jlab.org)

