AC Lab System

Edit Usage Log Guide 2015

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Through ACLS tracker implementation, you are able to track down the usage time of the instrument operation by users. However, as you may be aware, tracker may not record the logout time due to the following operations:

- Without clicking on logout button on tracker, the user logoff computer
- Without clicking on logout button on tracker, the user may reboot computer
- Due to the network breakdown, system fails to record the logout time
- Due to the server breakdown, system fails to record the logout time

The world is not perfect as we know, so admin/staff have to correct the error usage logs if you want to produce a correct usage reports and invoices. The correction shall be carried out in the first week of the month to fix up the error logs of the last month.

A smart feature is implemented to highlight the error logs for correction. Here are the steps taken.

- Go to Data Logbook Manager
- Select month and year, click on Accept
- Select facility and click on Accept
Click on Fix Error Logs

If there are errors, you can see a short list of error logs. If not, you see nothing.

- No error logs:
Have error logs:

Simply click on Click to Fix. Click to fix is trying to add logout time for 0.1 hour usage time. 0.1h usage time is just an initial value for the missing logout time. To estimate the correct usage time, you may take the following recommended steps:

- Contact user who suffers the missing logout time
- Check against the local tracker log file on the instrument computer
- Check against the booking hours made by the user

You may also apply a usage time based on lab policy and your experience for the best estimation.

It is good practice to print out the error logs just in case you wish to compare the results after fixing it.

System highlights those usage hour at 0.1h for your attention to adjust to the correct usage time. You may see a few 0 hour logs which are not mean for errors. Users may login and logout quickly on the instrument computers for simple tasks less than 0.1h (or 6 minutes).
- **Important Notes**

Fixing error tool is not guaranteed to fix all kinds of errors. If the tool does not fix the error, you have the option to delete the error logs and add new one in. However, only system administrator is given the power to carry out the deletion as this is non-recovery action.

- **Feedbacks**

If you encounter any issues and errors when dealing with the usage data, please contact Dong Zheng at dm.zheng@unsw.edu.au.