ATCA Portal Beginner's Guide

This document gives a brief guide to the ATCA portal, which is accessed at
https://ca-ops.atnf.csiro.au/PORTAL/login.php
using an observer's CSIRO ident and unix password. These should be requested by
new observers well in advance of their observations: a request may take several
business days to be completed.

The ATCA Portal allows observers to:

- Book in advance as the observer for scheduled observing blocks.
- Communicate with staff and colleagues and arrange handovers between
  observers.
- Register as the current Observer in Charge.
- Monitor current alerts associated with observing.
- View the schedule for any updates or allocations of Director's ("green") time
- Check contact details for the Duty Astronomer (DA) and After Hours on-call
  support.

While the ATCA Portal has a number of similarities with the Parkes Portal, it also has
a number of differences. The ATCA Portal has three tabs: Observing, Book and
Documentation.

When logging in to the Portal, observers by default start on the Observing tab. This
tab:

- Shows the current project and next project (and how long until its starts).
- Shows current AEST, UT and LST.
- Contains the chat window. The Portal will issue a short "pop" when a new
  message is posted on the chat utility. The sound, and its volume, can be
  controlled under "Chat properties". The heart symbol next to the "Chat
  properties" confirms that the portal is connected to the internet.
- Shows the current Observer in Charge, and allows a new Observing in Charge
  to register after completing the details under the "Register as observer in
  charge" button. The phone number entered in this process is automatically
  forwarded to the CISCO phone redirection system, redirecting calls to the
  "observers number" (02 6790 4078, or x4078 from within CSIRO) to this
  number.
- Shows contact details for the current Duty Astronomer and Narrabri on-call
  support person. The DA can also register from this tab.
- Shows all users current logged in to the portal.
- Lists any recent alerts or updates. Storm warnings from the Bureau of
  Meteorology are automatically added.

Observers are required to book for observing blocks via the Portal, under the 'Book' tab. Observers are strongly encouraged to book at least two weeks prior to their observing so that support staff know who is observing from where and can make appropriate arrangements for observer support by staff and the DA. Obviously, ToO, NAPA and green time allocations will not generally be able to register this far in advance, but are still required to do so before registering as Observer in Charge.

In order to book an observing slot, it is first necessary to click on Booking details and enter the required information. Once the information has been entered, click in any "white space" elsewhere in the page to close this window. Slots can then be booked by clicking on the "book" button next to observing slots. By default, these are listed for all scheduled projects in chronological order, but all slots for a given project code can be selected by entering (or selecting) the project number at the bottom and clicking "show filter". After booking, the "book" button changes to a "cancel" button.

Green time requests can be made via this page, but an email to Phil Edwards is an acceptable alternative. On the right of the page is a graphical version of the next few days of the schedule. Slots for which no observer has booked are shown in grey. When an observer has booked for a slot, the slot changes to purple. Observers who have said they will observe from the SOC have their name in italics. A regular font indicates a remote observer. If a green time allocation has recently been made, it may be necessary to click the "reloadSched" button to update the display.

The final tab is for documentation which, as its name suggests, contains links to some of the most important ATCA documentation.

The ATCA portal was developed by Stacy Mader.
In May 2016 the current version of the ATCA portal is v0.4. (This is shown at the top left of the Observing tab.)
This is v.1 of the Beginners Guide. Suggestions for improvement to this guide are most welcome – please email them to philip.edwards[at]csiro.au .