

Standards and Calibration Laboratory

Image Database Scanning Procedure

Prepared by:

Date

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IMAGE DATABASE SCANNING PROCEDURES

Follow the ENG-9 Image Management System Imaging Procedures for scanning, rescanning, and deleting report packages in the image database.

The following are the types of comments that are accepted in the comment block after entering the file number and calibration date for a particular item (enter highlighted information only):

1. Item Rejected - When an item has been determined to be rejected for whatever reason a grade after of C will be on the history sheet and a "Rejected Report" will be included in the report package.
2. Special Test - When a test and not a calibration is to be performed on an item a category of 300-01 through 300-03 will be on the history sheet and a "Special Test Report" will be included in the report package.
3. No Calibration Required - When an item does not require calibration a category of 300-05 through 300-07 will be on the history sheet and a "No Calibration Required" report will be included in the report package.
4. Audit - When an item was calibrated for audit purposes a category of 300-04 will be on the history sheet.
5. PSL - When an item has been calibrated by PSL a Z-no of 999998 will be on the history sheet.
6. NIST - When an item has been calibrated by NIST a Z-no of 999997 will be on the history sheet.
7. Reclassified to Inactive - When an item has been determined to no longer require calibration (i.e. item salvaged, item contaminated) a "Reclassify Item" will be in the report package and item reclassified to inactive will be checked off.
8. Reclassified to Active - When an item has been brought back in for calibration after having been made reclassified to inactive a "Reclassify Item" will be in the report package and item reclassified to active will be checked off.

The pages will be scanned in the following order:

- history sheet
- certificate
- specification page
- data form/raw data
- any other relevant material
- QA review checklist

The images will be scanned to the D:\ hard drive (1.2 GB) of the system. The D:\ drive will then be backed up to optical disc after every scanning session using either 10000.bat or 20000.bat batch file at the C:\ prompt (depending on where your file numbers fall). If you need to back up files that are greater than these, copy 20000.bat to 30000.bat and change the necessary information in the bat file to reflect the new numbers. There will be three optical discs (each with two sides) that will be used to provide a rotational backup of the images. The three discs will be identified as follows:

side 1 side 2

Optical disc 1: OD01A OD01B

Optical disc 2: OD02A OD02B

Optical disc 3: OD03A OD03B

The order of the optical discs used will be OD01A, OD02A, OD03A, OD01B, OD02B, OD03B. The disc will be dated as to the current date that the backup was performed. The backup should overwrite or replace the current contents of these discs and not append the backup to the previous backup.

NOTE! Every time a new optical disk is used it must be partitioned first. To do this at the C:\ prompt type `cd adaptec.` then `C:\adaptec> afdisk.` Choose to partition Ricoh (make sure to only partition this!). Choose default. After disk is partitioned, exit.

Once the report package has been scanned it will be boxed in numerical order. The older years of report packages will be sent every three months to archive. The report packages for the current year will be filed in the report package file cabinets in numerical order. They will then be sent to archive at the beginning of the following year.

After report packages for an entire year have been scanned they will then be burned to compact disc. Every time a CD is burned it must first be labeled. To do this go to the `cdr.bat` file located under the `coreldr` directory and change the label name (see example below). The `cdcopy.cfg` file must also be edited to include the years that are being backed up and where they are being sent to. A CD needs to be burned when the hard drive is 75% full. To burn a CD at the `C:\Coreldr>` prompt type `CDR.` If more than one year of images fits on a CD as many years as possible will be burned together as a single session on a CD. Three CDs of the same information will be burned (one will be a master copy that will be saved as a backup, the second will be used on the network, and the third will remain in the image database area).

example: `C:\Coreldr\cdr.bat` file contains
`cdcopy @ cdcopy.cfg /NH /L="Test"`
where "Test"=label name

`C:\Coreldr\cdcopy.cfg` file contains
`+d:\93\img*.* \img /s`
`+c:*.* \c_backup /s`
where `93\img*.*` = the year to be burned with all
subdirectories included in the backup

When the hard drive becomes full, images for older years will be deleted from the hard drive in order to scan new images. To delete the hard drive use the following command: `treedel pathname -/sp` (must be in lower case) ex. `treedel d:\93\img\10000`
Be careful when doing this! Call John Foster for help.