Satellite Products and Services Review Board

**Internal Users Manual**

**Template**

***Compiled by the***

**SPSRB Common Standards Working Group**

**Version 2.1**

**May, 2011**

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Title: inTERNAL USERS manual template VERSION 2.1

AUTHORS:

Ken Jensen (Raytheon MOS)

Donna McNamara (OSPO)

**DOCUMENT HISTORY**

**DOCUMENT REVISION LOG**

The Document Revision Log identifies the series of revisions to this document since the baseline release. Please refer to the above page for version number information.

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| **DOCUMENT TITLE: Internal Users Manual Template** |
| **DOCUMENT CHANGE HISTORY** |
| **Revision No.** | **Date** | **Revision Originator Project Group** | **CCR Approval # and Date** |
| 1.0 | N/A | No version 1 | N/A |
| 2.0 | July 2010 | Initial Release by CSWG. named version 2 to align it with the version 2 SPSRB Document Guidelines | August 2010 |
| 2.1 | May 2011 | Minor revisions to v2.0 | May 2011 |
| 2.2 | September 2012 | Minor editing and added writers for all sections |  |
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**LIST OF CHANGES**

Significant alterations made to this document are annotated in the List of Changes table.

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| **DOCUMENT TITLE: Internal Users Manual Template** |
| **LIST OF CHANGE-AFFECTED PAGES/SECTIONS/APPENDICES** |
| **Version Number** | **Date** | **Changed By** | **Page** | **Section** | **Description of Change(s)** |
| 2.1 | 04/28/11 | Jensen | 10 | 3.3 | “for internal SAB tool” changed to “including those for internal SAB tools” |
| 2.1 | 04/28/11 | Jensen | 10 | 3.4 | “and use a GUI” changed to “or used by a GUI” |
| 2.1 | 04/21/11 | Jensen | 10 | 3.5 | “operator” changed to “operator or user” |
| 2.1 | 04/28/11 | Jensen | 12 | 4.1.2 | “Data Submission Agreement” changed to “Submission Agreement” |
| 2.1 | 04/28/11 | Jensen | 13 | 5.1 | DO 11 content revised |
| 2.1 | 04/28/11 | Jensen | 13 | 5.2 | “restart” changed to “restart procedures” |
| 2.1 | 5/12/11 | Shontz | 13 | 4.1.1 | DO 34 content revised |
| 2.1 | 5/12/11 | Shontz | 15 | 4.2.2 | Changed Section 2.2 heading from “Input Satellite Data” to “Satellite Instrument Overview” |
| 2.1 | 5/12/11 | Shontz | 15 | 4.2.3 | Changed Section 2.3 heading from “Input Ancillary Data” to “Ancillary Data Overview” |
| 2.1 | 5/12/11 | Shontz | 15 | 4.2.4 | Changed Section 2.4 heading from “Data Preprocessing” to “Satellite Data Preprocessing Overview” |
| 2.1 | 5/12/11 | Shontz | 16 | 4.3.3 | Changed Section 3.3 heading from “Procedures” to “Procedures for Normal Operations” |
| 2.1 | 5/12/11 | Shontz | 17 | 4.3.5 | Changed Section 3.5 heading from “Output Data” to “Output Data Set Description” |
| 2.1 | 5/12/11 | Shontz | 17 | 4.3.6 | Changed Section 3.6 heading from “Product Maintenance” to “Maintenance History” |
| 2.1 | 5/12/11 | Shontz | 19 | 4.4.2 | Changed Section 4.2 heading from “Access Procedures” to “Product Access Procedures” |
| 2.1 | 5/12/11 | Shontz | 19 | 4.5.1 | Changed Section 5.1 heading from “Training Needs” to “Required SAB Training” |
| 2.2 | 09/25/12 | Roy | 8-14 | All Sections | Added writers for all sections |
| 2.2 | 09/25/12 | Roy | 12 | 4.2 | Deleted “Contents” from section text. |

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Figure X – Figure Caption

Table X – Table Title

Note that these figure captions and table titles are generic placeholders. When actual figures and tables are inserted into the IUM, they should be numbered according to this convention:

The first figure for a given main section (e.g. Section 3) should be numbered Figure 3-1, etc.

The first table for a given main section (e.g. Section 4) should be numbered Table 4-1, etc.

#  PRODUCT OVERVIEW

Figures used in Section 1 should be numbered Figure 1-1, Figure 1-2, etc.

Tables used in Section 1 should be numbered Table 1-1, Table 1-2, etc.

##  Product Description

**Writers:** Algorithm Scientists.

Product description with sufficient detail so that the user understands how to use the product files. *(Document Object 34)*

##  Product Team

**Writers:** Development Lead and PAL should collaborate.

State the product team members (development, help desk and operations), roles, and contact information. Generic contacts - PAL, development lead, help desk. *(Document Object 2)*

##  Product Development History

**Writers:** Development Lead.

State the major product development steps and milestones, with links to relevant project artifacts. *(Document Object 3da website) this is on the S in the System Maintenance Manual Guideliness)*

#  ALGORITHM OVERVIEW

Figures used in Section 2 should be numbered Figure 2-1, Figure 2-2, etc.

Tables used in Section 2 should be numbered Table 2-1, Table 2-2, etc.

##  Algorithm Overview

**Writers:** Algorithm Scientists.

Provide a high-level description of the algorithm, including a reference to the ATBD, if available. *(Document Object 27da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Satellite Instrument Overview

**Writers:** Development Lead and PAL should collaborate.

High-level description of the satellite and instrument that provides the input data, including spectral (range, channels/bands), spatial (scan pattern, footprint), and other features (e.g., instrument noise). *(Document Object 29da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Ancillary Data Overview

**Writers:** Algorithm Scientists andDevelopment Programmers should collaborate.

List of ancillary data sets needed for processing, with access information. *(Document Object 33da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Satellite Data Preprocessing Overview

**Writers:** Development Lead and PAL should collaborate.

High-level description of the steps performed to produce input sensor data (e.g., L1, SDR). *(Document Object 30da website) this is on the S in the System Maintenance Manual Guideliness)*

#  PRODUCTION

Figures used in Section 3 should be numbered Figure 3-1, Figure 3-2, etc.

Tables used in Section 3 should be numbered Table 3-1, Table 3-2, etc.

##  Operational Scenario

**Writers:** Integration Programmers

Frequency of job runs (i.e. orbital basis, daily, hourly). How runs are initiated (e.g. cron job, OPUS). Production rules. Detailed operational sequences. *(Document Object 56da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Data Flow

**Writers:** Algorithm Scientists and Development Programmers should collaborate.

Describe the system flow and program flow. A full data flow description may be in the developer's Software Architecture Document (SWA) and/or ATBD. If so, data flow diagrams may be copied from the SWA or ATBD. Refer to the SWA and ATBD in the developer’s project artifact repository, if available. *(Document Object 41da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Procedures for Normal Operations

**Writers:** PAL and Integration Programmers should collaborate

Describe the standard procedures for producing the operational products, including those for internal SAB tools. *(Document Object 10da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Output Data Preparation

**Writers:** Development Programmers.

Any formatting performed on data to allow it to be used by an internal tool or used by a GUI for an internal tool. *(Document Object 40da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Output Data Set Description

**Writers:** Development Programmers.

List each output file that is produced during a processing run. For each output data file, provide details on data format/type, range of values and special error values at a level of detail that is sufficient for the operator or user to verify that the required output data files are produced correctly. Include data volume and file size. Include all information needed to verify that the required output data is created by a run; i.e. to verify that all expected datasets are produced in the expected format. This information may be in the developer’s Detailed Design Document (DDD). Refer to the DDD in the developer’s project artifact repository, if available. *(Document Object 51da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Maintenance History

**Writers:** PAL

Excerpts and/or references to maintenance documentation deemed of value to product users (e.g., relevant sections of maintenance reports). *(Document Object 58da website) this is on the S in the System Maintenance Manual Guideliness)*

#  PRODUCT ACCESS

Figures used in Section 4 should be numbered Figure 4-1, Figure 4-2, etc.

Tables used in Section 4 should be numbered Table 4-1, Table 4-2, etc.

##  Data Archives

###  Archives

**Writers:** PAL

Provide information that each user needs to obtain the data products intended for them. This includes the location of the data products and procedures for obtaining them. State the organizations and personnel who ensure maintenance and access. *(Document Object 36da website) this is on the S in the System Maintenance Manual Guideliness)*

###  Archive Data Formats

**Writers:** PALs and Development Programmers should collaborate.

List each output file that will be sent to the archive. Provide details on data format/type at a level of detail that is sufficient for the operator to verify that the archive files are produced correctly. This information will be in the Submission Agreement (SA) and may be in the developer’s Detailed Design Document (DDD). Refer to the SA. Refer to the DDD in the developer’s project artifact repository, if available. *(Document Object 37da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Product Access Procedures

**Writers:** PAL

State the procedures that should be followed for obtaining near real time (NRT) and archived product data files. This information may be in the developer’s Operations Concept Document (OCD). Refer to the OCD in the developer’s project artifact repository, if available. *(Document Object 46da website) this is on the S in the System Maintenance Manual Guideliness)*

#  PRODUCT ANALYSIS

Figures used in Section 5 should be numbered Figure 5-1, Figure 5-2, etc.

Tables used in Section 5 should be numbered Table 5-1, Table 5-2, etc.

##  Required SAB Training

**Writers:** PAL, in consultation with SAB team lead

Training needs for SAB analysts - references to the COMMIT module, examples using QA tools complete with reportable incidents, bad data examples in QA tools, etc. *(Document Object 11da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Analysis Tools

**Writers:** Development Programmers.

Describe each program and/or application that is supplied to internal users for display and analysis of the product output files, including the purpose and function of the tool and how to operate them. *(Document Object 52da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Programmers.

GUI or tool description and how to use it *(Document Object 9da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Programmers.

Instructions to use any GUIs designed for internal users including shutdown and restart procedures. *(Document Object 91da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Programmers.

Any known modes of operation that the internal (e.g. SAB or QA) tool does not support. *(Document Object 12da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Menus and Navigation

**Writers:** Integration Programmers

Criteria for interactive operation and a description of all interactive menus and steps. *(Document Object 45da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Quality Diagnostics

###  Quality Control Output

**Writers:** Development Programmers.

Describe the quality flags that are included in the output product files. *(Document Object 38da website) this is on the S in the System Maintenance Manual Guideliness)*

###  Warnings and Messages

**Writers:** Integration Programmers

List and describe warnings that operators of the tool could encounter. Include criteria for when operators should call maintenance personnel. *(Document Object 43da website) this is on the S in the System Maintenance Manual Guideliness)*

##  Product Accuracy

**Writers:** Algorithm Scientists and Development Testers should collaborate

Accuracy of products, as measured by V&V testing, and compared to accuracy requirements. Refer to relevant test reports. *(Document Object 39da website) this is on the S in the System Maintenance Manual Guideliness)*

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