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FORSCHUNG

# GREGOR:

## How to write GREGOR documents

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### Signatures & Approval

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|             | Name  | Signature | Date       |
|-------------|---|-----------|------------|
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| 1             | New document  |           |       |
| 2             | Added CL in list of abbreviations, Updated #digits in version number, clarified versioning. | Sect. 2   | 3     |
| 2             | Updated screenshot of CIDL  | Sect. 2   | 4     |

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## 1 Scope

This document explains how to write version-controlled documents about GREGOR. Please follow the predefined format to make document sorting and version control easier.

## 2 Instructions

- Use the GREGOR template (gregor\_template.dotx). In Word, that means using File->New from Template...

- GREGOR documents are named **GRE-III-XXX-0000\_vYYY\_doctitle.docx** where
  - o III is your institute: KIS/AIP/MPS/IAC (choose one)
  - o XXX is one of the allowed abbreviations/categories, which are

|     |  |
|-----|--|
| TN  | Technical note (this is the most common)         |
| CL  | Checklist  |
| DRW | Drawings   |
| ICD | Interface Control Document                       |
| LI  | List   |
| MAN | Manual   |
| MOM | Minutes of Meeting                               |
| RS  | Requirements Specification                       |
| OTH | Other (if it does not fit any of the categories) |

Table 1: Allowed abbreviations for documents

- o 0000 (4 digits) is the next available number (see below on how to determine it). This means that each category (e.g. TN) can have 9999 documents.
  - o YYY is the version, which is an integer number and is increased by +1 for each change. There is no distinction between “issue” or “revision” in our documents. This means that each document can have a maximum of 999 versions. This version number is the only thing that changes when a document is reissued after changes. For example: GRE-KIS-MAN-0001-v001\_howtowritedocs.docx becomes GRE-KIS-MAN-0001-v002\_howtowritedocs.docx after being edited.
  - o For documents about a specific instrument, it is possible to add it as a subcategory: E.g. the GRIS manual: GRE-GRIS-IAC-MAN-0001 or a technical note about the BBI: GRE-BBI-KIS-TN-0005.
  - o The filename should include the identifier, the version, and the title, which can be abbreviated if desired and shall not have any whitespaces (e.g. GRE-KIS-MAN-0001\_v001\_howtowritedocuments.docx).
- To find the next available number and to register your document, we keep a CIDL (configuration item data list) online:  
<https://docs.google.com/spreadsheets/d/1Ile3C2V1-wGGITQsWUadAHtiS9h00iQx-knxjXqKSk/edit?usp=sharing>

|   | A           | B                    | C   | D                  | E         | F       | G          | H        | I          |
|---|-------------|----------------------|---|--------------------|-----------|---------|------------|----------|------------|
| 1 | GREGOR CIDL |                      |   |                    |           |         |            |          |            |
| 2 | Filter Code | Document Number      | Document Name                                       | Responsible Author | Institute | Version | Date       | Comments | CDM upload |
| 3 | TN          | GRE-KIS-TN-0001      | (reserved)  | L. Kleint          | KIS       | 1.00    | 10/24/2017 |          |            |
| 4 | TN          | GRE-GFPI-KIS-TN-0001 | GFPI: Analysis of options for improving polarimetry | L. Kleint          | KIS       | 1.00    | 10/23/2017 |          |            |
| 5 | MAN         | GRE-KIS-MAN-0001     | How to write GREGOR documents                       | L. Kleint          | KIS       | 1.00    | 10/24/2017 |          |            |
| 6 | MAN         | GRE-OBS-KIS-MAN-0001 | Quick_Help_Observation_M anual                      | O. Grassin         | KIS       | 001     | 11/21/2017 |          |            |
| 7 | OTH         | GRE-KIS-OTH-0001     | GREGOR visitor policy                               | L. Kleint          | KIS       | 0.00    | 10/24/2017 |          |            |

Figure 1: Screenshot of the Google doc CIDL

there you fill out columns A-G. I.e. in this case, the next available number would be 0002 (for TN), or 0001 (for ICD because there is no ICD-0001 yet). Do not fill out the CDM column, this is done (by me) when the document is put online. Each institute can start at 0001 or also continue numbers of other institutes – as long as the document name is unique, both options are fine. Pay attention when inserting the number in Word, if you use backspace to delete 0000, the new digits may not be properly reported in the document header.

- In the GREGOR template, fill in the title (can be chosen freely), the date, your name, institute and job title. The header and footer are automatic and should not be changed. By default, there is no IAC Logo, IAC documents can simply delete the other logos and put their own.
- If you update an existing document, fill out the change log and change record (please be specific on what changed in the document including Section numbers). Increase the version number by +1.
- To create a list of tables and figures go to Insert->Index and Tables where you can choose Table or Figure on the top left and click on ok. To update it, right click on the existing list and select “Update field”

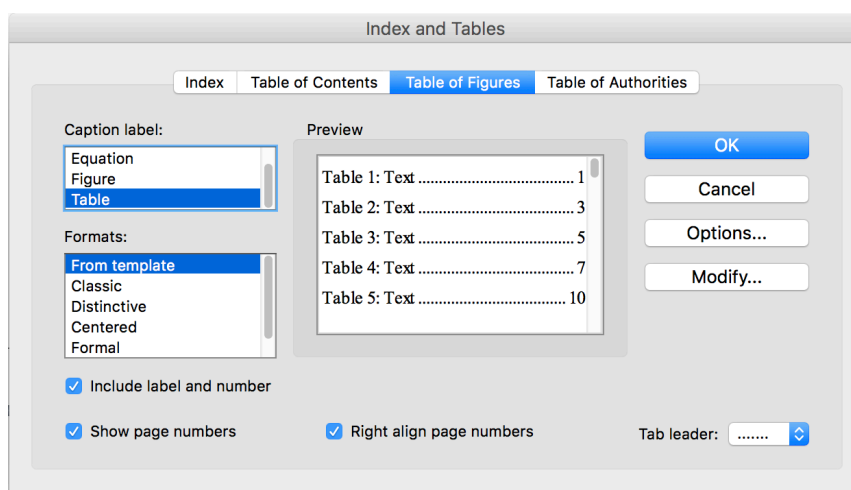


Figure 2: Index and Tables window in Word

- When you finish a document, please have somebody review it whose name shall then be listed under “reviewed by”. To update all reference fields (e.g. header, footer) go to the print dialog and then close it again and Word should have updated everything. “Approved by” may not be necessary, unless the document requires approval.
- All documents will then be collected on our document server and will be under version control. The person who uploads the document will fill out “released by” and the CDM column in the google doc. CDM stands for configuration data management, i.e. there shall be always only one applicable version of a document.