# Document management for LCGT
# using a document database server

## Objective

A document database server JGWDoc will be used as an official document database for LCGT project in order to proceed the LCGT project smoothly. The document database can be used as a very important and useful tool to widely collect related documents and share our knowledge and technologies related to the project.

## Rules:

1. As a general rule, all the documents related to LCGT should be uploaded to a document data base, JGWDoc. However, this rule is not applied for the documents that should not be open for all the LCGT collaborators.

2. Basically, all uploaded documents should be in public. But documents related to the project management such as budget or schedule, or to the duty to protect privileged information to company and do forth can be in private by the discretion of the authors.

3. JGWDoc number should be put somewhere at the first page in the document. First you reserve a JGWDoc number, then upload the document with the number.

## Address:

Public: http://gw.icrr.u-tokyo.ac.jp/cgi-bin/DocDB/DocumentDatabase
Private: http://gw.icrr.u-tokyo.ac.jp/cgi-bin/private/DocDB/DocumentDatabase

## Functions:

(a) Document storage: Any documents can be uploaded from anywhere on web browser.

(b) Numbering: JGWdoc automatically provides an individual number when the JGW number is reserved. A unique JGW number can manage multiple documents (currently up to 6).

(c) Version control: Last digit of document number shows a version number.

(d) Categorizing: Character on the head of document number represents its category as explained later.

(e) Meta data control: Title, abstract, keywords, notes and changes, file name and description, submitters, authors, topics, related documents, journal references, other public information.

(f) List and search: Making a documents list by date, author, topic etc. Strong search engine is available including contents search inside the documents.

## JGWDoc number:

```
Category, Year, ID, versiton
   Ex. 1:JGW-T0900123-v2
       Techical notes, year of 2009, 123th document, version2

   Ex. 2:JGW-G1100456-v1
       Presentation file, year of 2011, 456th document, version1
```

## Category:

```
T - Technical notes
M - Management or Policy, saftym SEMP, ICD
P — Publications,
D — Drawings,
G - Presentations (eg. Graphics)
```

## Toics:

```
Activity
      • CLIO
      • DECIGO
              • DPF
      • Data Analysis
      • LCGT
      • Other Groups
      • R&D
      • TAMA
      • Theory
Detector
      • Auxiliary IFO
      • Circuits
      • Cryogenic
      • Data Acquisition
      • Data Analysis
      • Infrastructure
      • Interferometer
      • Interferometer Sensing and Control
              • Alignment Sensing and control
              • Digital Control
              • Length Sensing and Control
      • Laser
      • MC
      • Modulation
      • Optics
      • Others
      • Seismic Isolation
      • Suspensions
      • System Engineering
      • Vacuum
Management
      • Conference
```

- GWADW
- JPS
- LCGT f2f
- LSC
- LVC
- Executive Committee
- JGWC
- MOU
- Meeting
  - CLIO meeting
  - LCGT meeting
- Others
- Paper
- Policies
- Quality Assurance
  - ICD
- Reviews
- Safety
- Scheduling
- Seminar
- Thesis
- WG