

SOP 13: Data Availability Matrix (OC_J Creation)

Version 1

Revision History Log:

Prev. Version #	Revision Date	Author	Changes Made	New Version #
[none]	Oct. 2010	S. Danielson, W. Johnson, L. Sharman, G. Eckert, B. Moynahan	Initial version	1

Summary

Once the OC_D database update has been certified for the year, this must be publicly documented in OC_J. The Data Manager retrieves the most recent OC_J version as an Excel spreadsheet. A database query is executed for the year to show by month by CTD the presence of readings for salinity, PAR, OBS, fluorometry and DO. The spreadsheet is updated to reflect this and saved. A PDF is made of the new spreadsheet. It is installed in the repository for dissemination.

All tasks are performed by the Data Manager.

Detailed steps

- 1. Retrieve the latest Excel spreadsheet version of deliverable OC_J from AUXREP\OC\OC_J\current.xls.**
- 2. Resave it as AUXREP\OC\OC_J\yyyymmdd.xls.**
 - 1. Filename is date of creation, (i.e., today).*
 - 2. yyyy is 4-digit year.*
 - 3. mm is 2-digit month with leading zero if needed.*
 - 4. dd is 2-digit day with leading zero if needed.*
- 3. Query the detailed database for a count of parameters recorded over the scope of deliverable OC_D, grouped by year, month, CTD, and sensor type.**
 - 1. Open a SQL data query tool such as Microsoft SQL Server Management Studio.*
 - 2. Execute the query stored in K:\SEAN_Data\Staging\OC\OC_J\OC_J-basis.sql.*
 - 3. Update yyyymmdd.xls cell icons so they reflect the scope of data found by the query.*
 - 4. If this is the first deliverable reported for the latest survey year, an additional row must be added to the sheet and populated. If it is the result of a resubmission / recertification to the original OC_D, then the original row should be directly altered.*
- 4. Exhaustively compare results against one year prior.**
 - 1. Any changes to the CTD capabilities should be reflected.*
 - 2. If expected changes do not appear, suspend the process until the nature of the fault is determined and remediation steps are identified and performed.*
- 5. Spot check older sheet cells against the comprehensive database query.**
 - 1. Exhaustive comparison is not required because these are not likely to change.*

2. *If the query does not appear consistent with the existing history, investigate cause to determine whether it is the result of normal operations or of an error.*
3. *If the result appears caused by a failure that requires remediation, then launch an ad hoc effort to repair damage.*
6. **If no inconsistencies were detected above, update the sheet to reflect new values.**
7. **Save the new components of OC_J.**
 1. *Resave the updated yyyyymmdd.xls.*
 2. *Also save yyyyymmdd.xls as a PDF file named yyyyymmdd.pdf.*
 3. *Copy yyyyymmdd.xls over file current.xls, which will be the basis for the next deliverable cycle.*
 4. *Copy yyyyymmdd.pdf over file current.pdf, which is the information disseminated by the main web site.*
8. **Verify the new OC_J is being properly served by the web site.**
9. **Update the deliverable tracking spreadsheet with the date of completion for this OC_J.**