

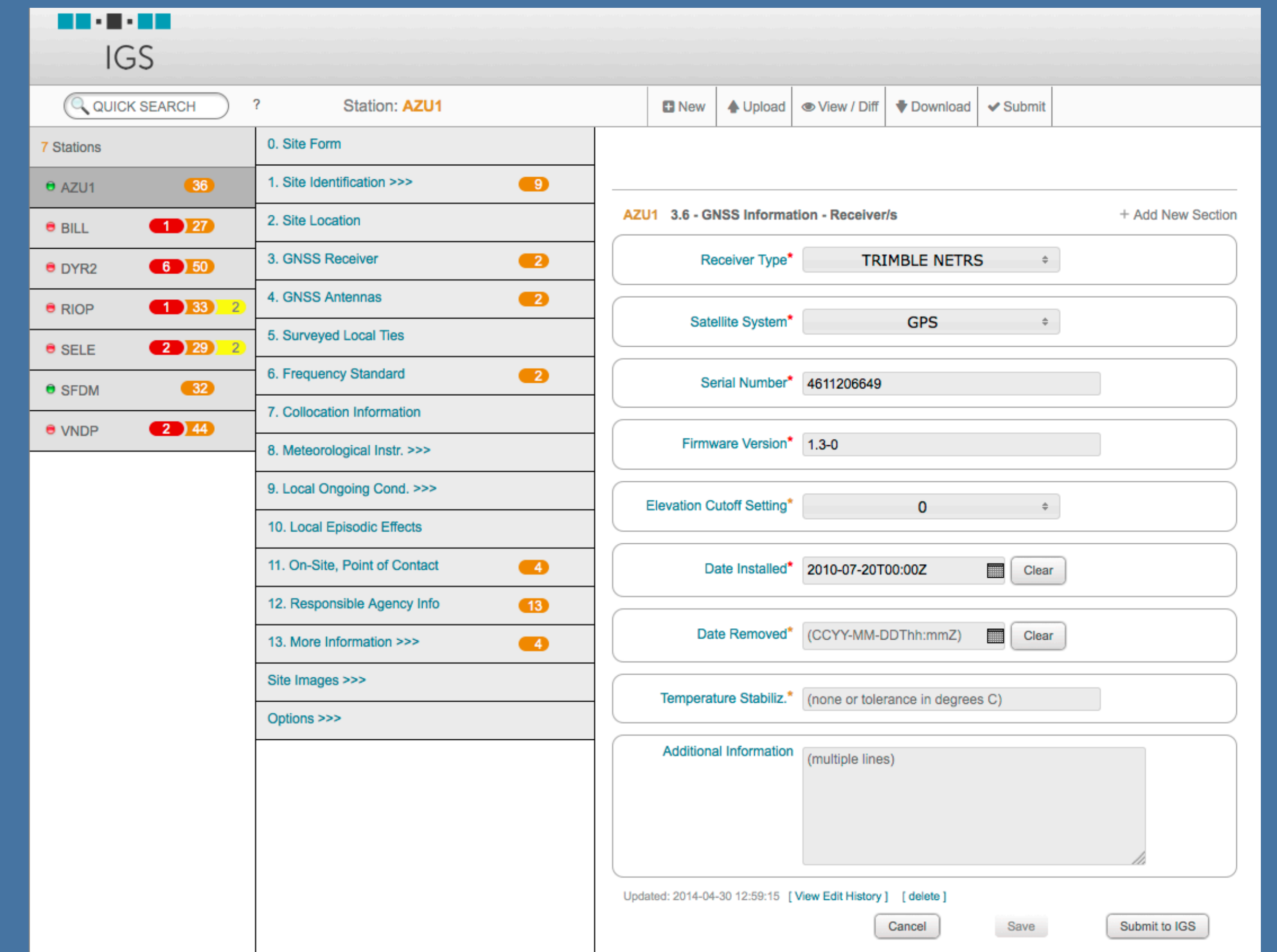
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## Introduction

The IGS Central Bureau, with technical and software support from UNAVCO, has been developing a new on-line browser-based user interface tool for managing station metadata called the Site Log Manager. The Site Log Manager has an underlying database running on a MySQL database management system. This database provides many benefits over storing the station metadata in text files. The tool will enable station operators to submit IGS site log changes to the Central Bureau in a more efficient manner. The system has been in beta test release for several months and contains all IGS and MGEX stations. The Central Bureau anticipates transitioning to this new system for IGS station metadata management over the next few months.

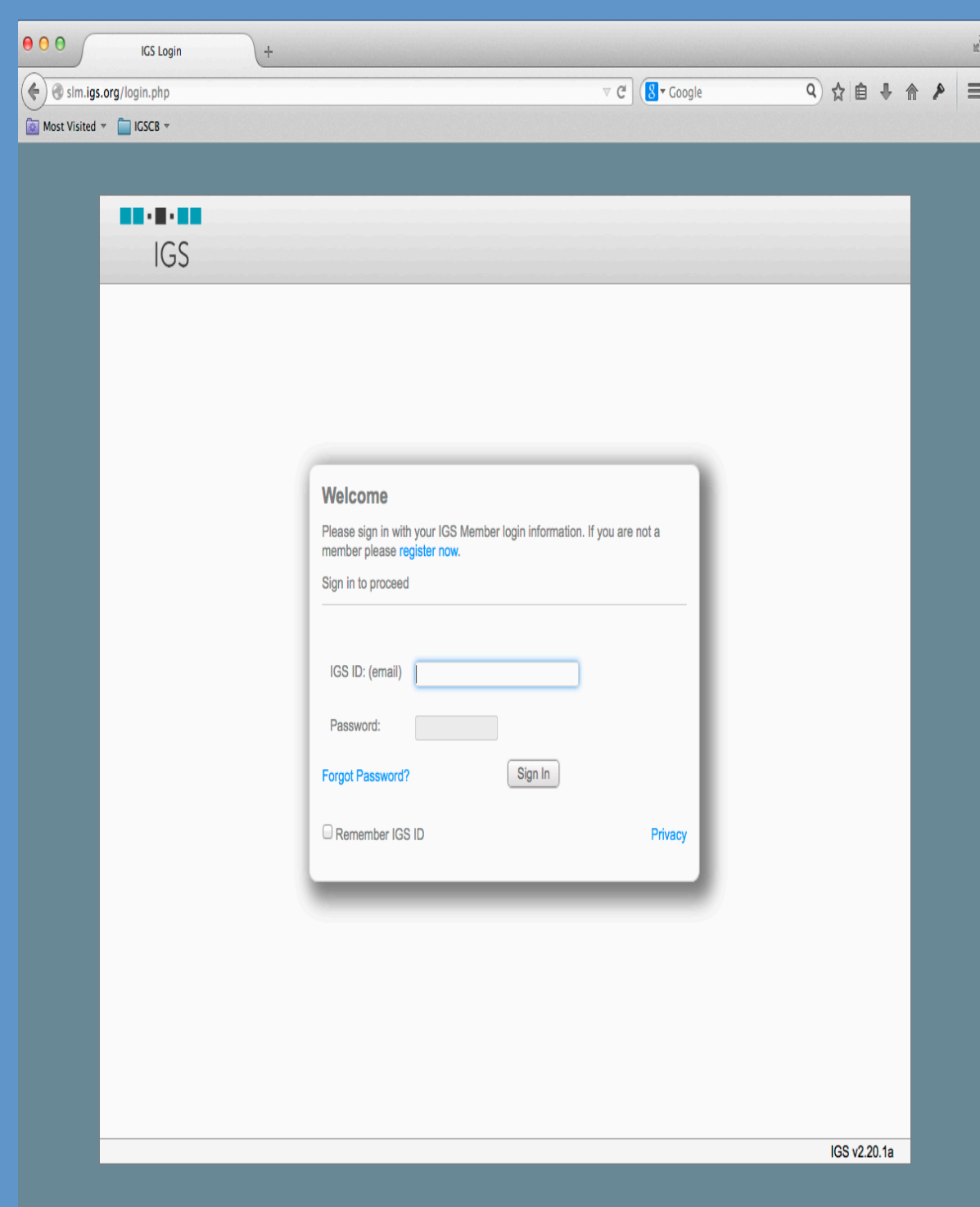
## Updating Station Logs

From the station menu, select the station of interest and then a second menu will appear showing the different titled sections of the site log. Then select a section of the site log you wish to view or edit. A third panel will then appear showing the current information for that section. If a new record needs to be added, click the plus sign in the upper right corner for adding a new record. The user also has the option to upload an ASCII site file into the site log manager database. Click the upload button in the menu bar to upload an updated site log.

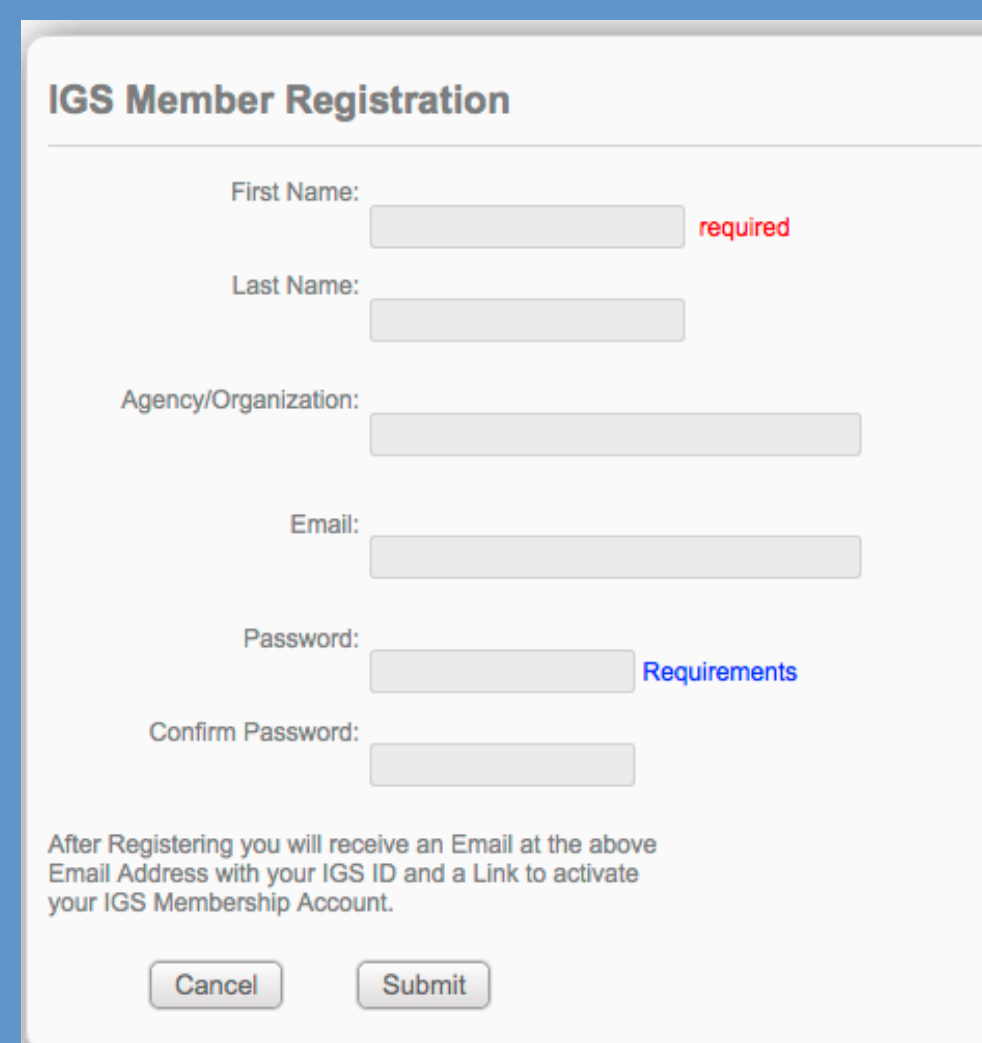


## Getting Started

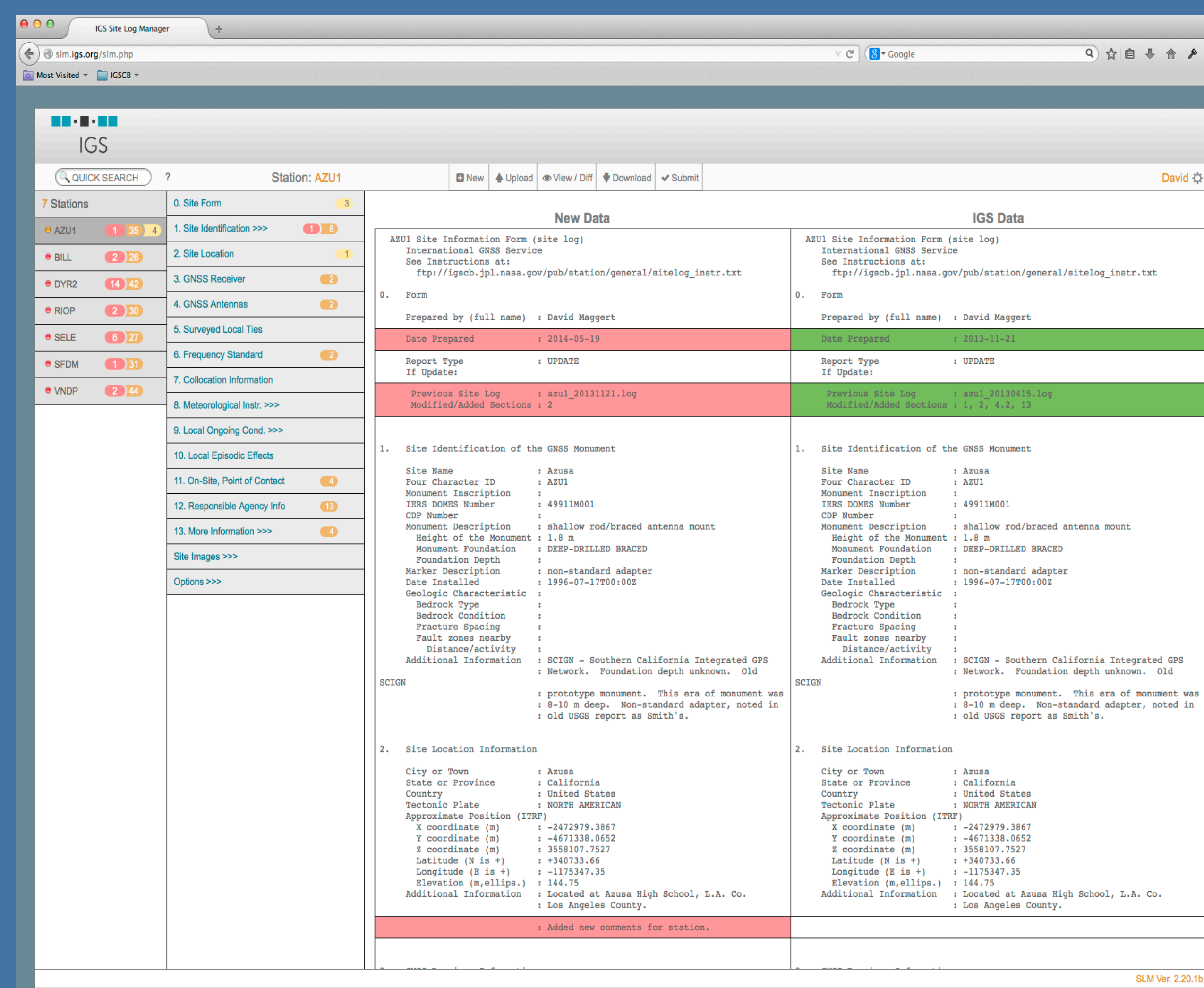
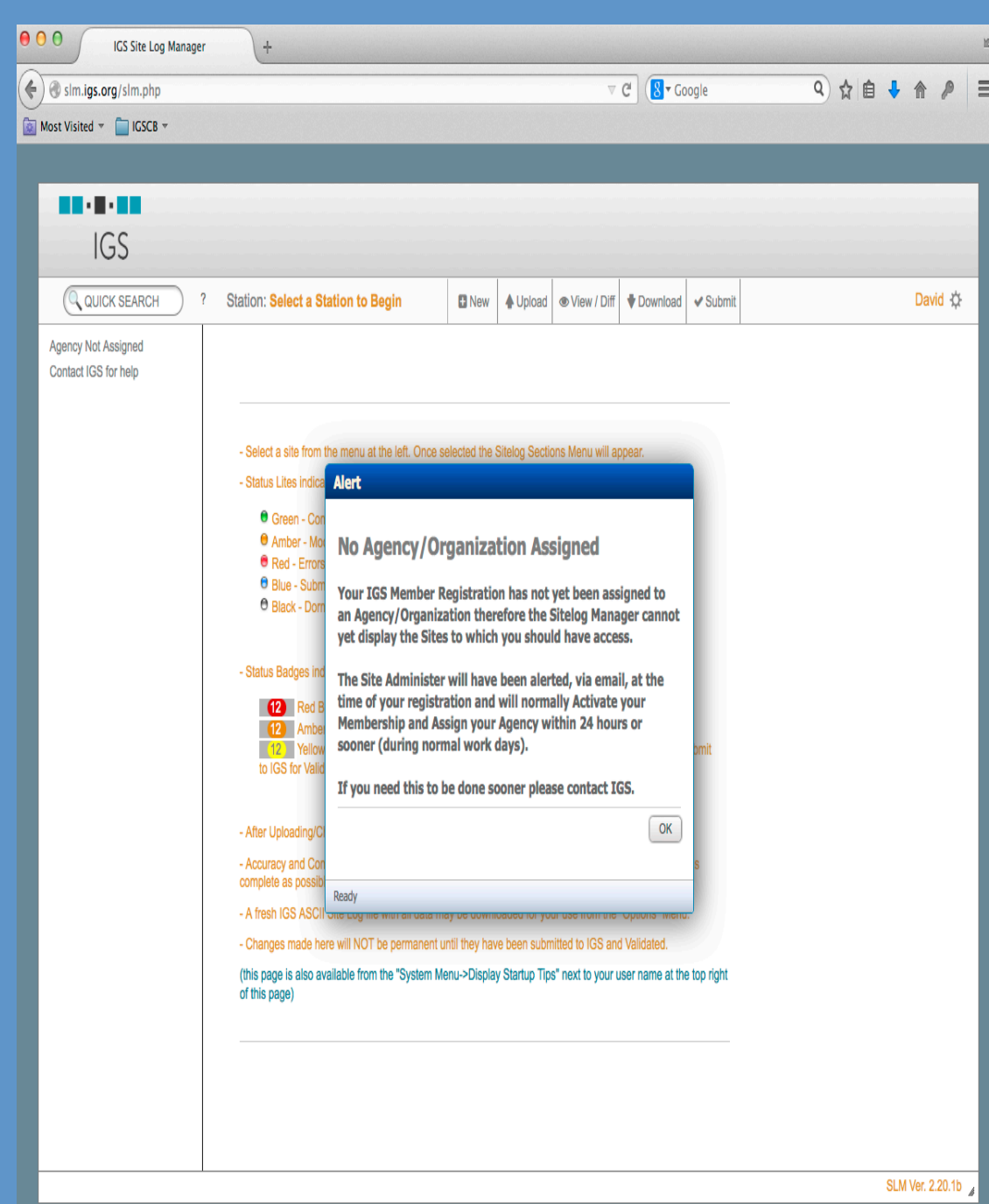
This is the main portal web page for the IGS Central Bureau Site Log Manager Tool. Click the register now link to sign up for a new account. The main login page also provides a link to reset your password using your email account.



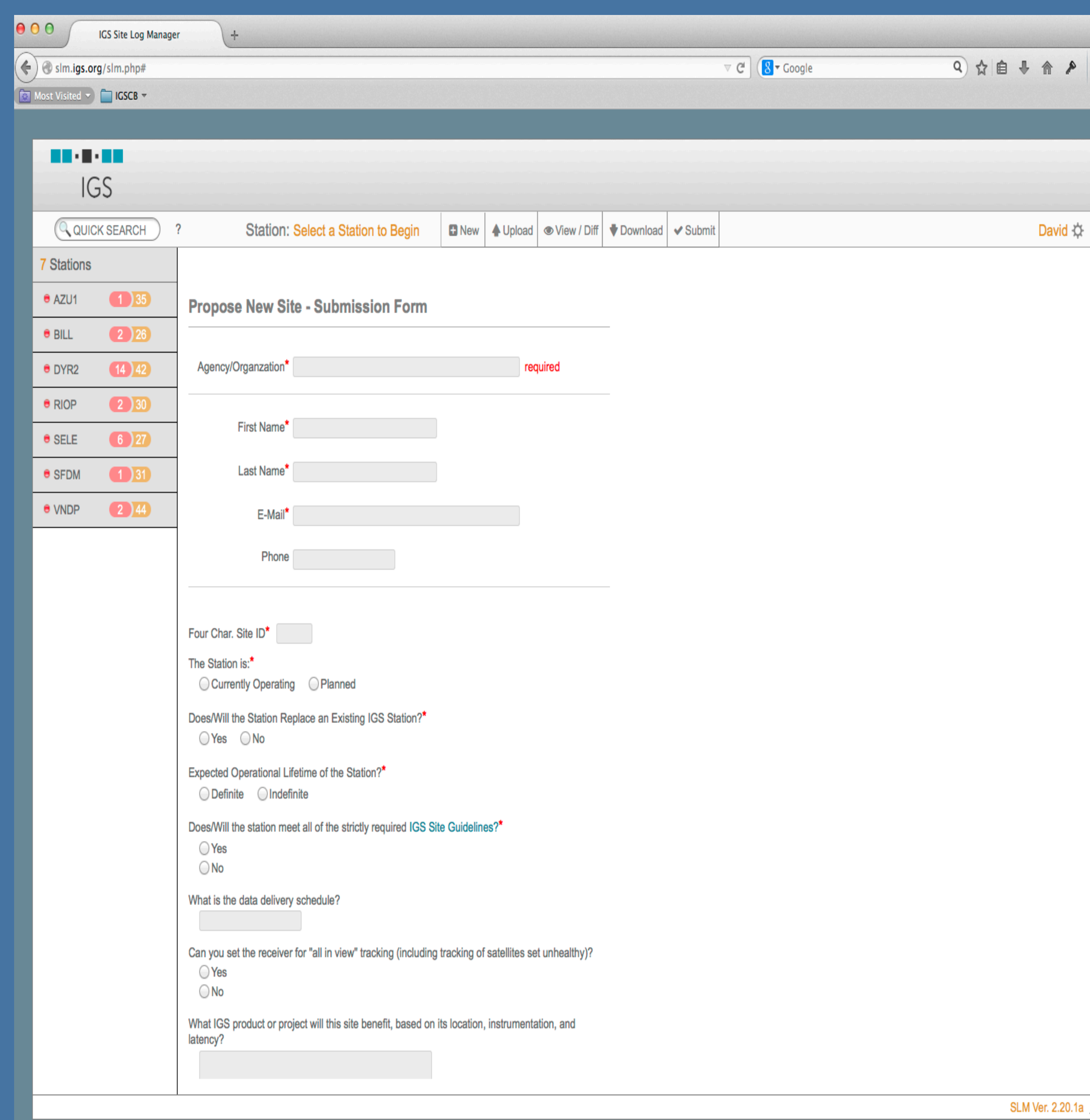
To create an account all that is needed is your First and Last name along with the agency or organization for whom you will be managing station metadata. Your email address is your login ID.



The SLM will notify Central Bureau staff of your request to activate the account and provide access to the stations associated with your designated agency. The screenshot to the right is shown prior to the agency assignment and no stations will appear in the station list. After the agency assignment has been made, the user will see their agency's station list in the left column.



After all necessary changes have been entered, the user can then click View/Diff in the menu bar. This will bring up two panels of data. The left column shows the new proposed site log with all changes. The right column shows the current information on file for the given station. This allows the user to view the old and new site log side by side with all proposed changes. The site log manager automatically checks for and flags routine errors. Red error badges indicate an error or required field is missing. Amber badges indicate a preferred field remains empty. If all the proposed changes are acceptable then the site log is ready to be submitted to the IGSCB. Click the Submit button in the menu bar and a dialog box will ask you to confirm you are ready for submission. Then an email will be sent to CB staff to review and approve the site log submission. After the site log has been accepted by the CB staff, an acknowledgement email will be sent back to the user and the site log will be posted to the CB FTP site.



## Proposing New Stations

The site log manager has a menu option to guide users through the process of proposing new stations to the IGS. When the New menu bar item is selected it brings up the new station questionnaire. Once the questionnaire is complete with all relevant documents like the site log and station photos, the station can be submitted to the CB for review. The SLM will email the Central Bureau Staff all new station proposals for review.