Data Archiving and Cleaning Guest Accounts: VELA

Archive files are made at the end of each observing project. They are written on DAT tape and stored on VELA and PUPPIS. There is a DAT tape for each month and a corresponding log sheet. Both are kept in the cupboard near the computer room. The DAT tapes must be initialised before using any of the archive commands on vela. While the files are stored on Vela and Puppis they are backed up every second week on DAT tape with the regular backup procedure. Every 6 months all the archive files are written on two cds. One cd is kept in the cupboard near the computer room and the other is kept off site.

To initialise a DAT tape for use on Vela

- Insert a new tape into the Vela DAT drive and wait until the light on the drive stops blinking.
- Type the following:
  `dat_init`

To archive data

Archiving spectral line data

The following procedure creates a gzipped tar file containing all the observing files from a specified account and copies it to `/archive/MmmYY` on VELA and to `/vela_archive/MmmYY` on PUPPIS. There is an option to specify which account is to be archived. There is also an option to append the file to a DAT tape. This option must be selected and the appropriate monthly DAT tape used. The default file name of the tar file is determined from the project number and observer's name (which are entered at the beginning of every new project). There is an option to change this name if it is not suitable.

- Obtain the monthly DAT tape and log sheet. If it is a new month then a new tape must be initialised first (see above). However, there is no need to create new directories in `/archive` or `/vela_archive`, since they will be created automatically.
- Left or right click on the background of the PEGASUS desktop and select `For Staff Only`↘`Archive`. It is also possible to open a shell and type `archive`. Follow the instructions with the option to write to a DAT tape (default).
- Fill out the log sheet

Note: It is possible to specify any account to be archived. This procedure is not restricted to the current observing session.
Note: The archived files are temporarily stored in
`/archive/incoming/MmmYY` after this script has been run. An automatic archiving program will

then move them to `/archive/MmmYY` and to `/vela_archive/MmmYY`. This program runs every hour and writes a log to the file `/tmp/archive.log` on VELA.

Archiving SIMBA data

The archiving of SIMBA data is not done on VELA, but should instead be done on DORADO. There is thus no reason to run the archiving procedure unless the observer has been doing spectral line observations also. If that is the case, these data should be archived in the normal way described above.

To make a DAT tape for an observer *(Optional)*

The files can be written to an initialised DAT tape directly from VELA using PEGASUS. However it is better if the observer `ftp's` their data to PUPPIS after each day of observing and then makes a backup of all their files on PUPPIS at the end of their observing run. Most observers will also ftp their data to their home institutions.

To use Pegasus:

- Insert the initialised DAT tape into the VELA DAT drive and wait until the light on the drive stops blinking. See section on how to initialize a new tape.
- Click on Files from the PEGASUS tool bar. Select the options *Write FITS files* and *All Files*. Take note of any *Session Override* options (see below) and then click *Accept*.

It is possible to write files from a different observing account by selecting the option *Session Override* and by specifying the account colour (f.ex `blue`) in the entry box. This option can be executed at any time and will not affect the current observing session.
A tar file with the name `ddmmyy-hhmm.tar` will be created in the user's home directory. The filename and the number of observing files will be displayed in the *Feedback* window in Pegasus. The file is automatically appended to the tape. Once the message `Completed successfully` appears in the *Feedback* window the tape will be automatically ejected and can be removed. Note that if a *Session Override* option was selected then the message `Completed successfully but had some problems` will be written to the *Feedback* window and the tar-file will be stored in the **current** user's home directory.

Note: This procedure must not be used to write the files to the monthly archive DAT tape as it uses a different naming scheme.
Note: Data from SIMBA observations should not written to a tape from VELA. Use DORADO instead.

To clean an account

Once the files have been archived the account must be cleaned for the next observer.

Cleaning after spectral line observations

- Left or right click on the background of the Pegasus desktop and select *For Staff Only*↘*Clean Account*. You can also open a shell and type `clean_account`
  . *Note: It is possible to specify any PEGASUS account to be cleaned.*

Cleaning after SIMBA observations

Before starting the cleaning, you must run the general SIMBA clean-up command by left or right clicking on the background of the Pegasus desktop and selecting *For Staff Only*↘*SIMBA clean-up*. Note, however, that this command should not be run during observations, since it checks all accounts at once and may involve file transfers to DORADO that otherwise will interfere with the observations. The cleaning should thus take place during the daily maintenance gap. You should also check if there are any FITS-files on the account from spectral line observations. If there are, you should follow the standard procedure and archive them first. If the clean script refuses to run even after that, you have to delete the file *archive.id* in the account before you can run the standard cleaning program: