Quick lists for archiving and cleaning

This section contains summarised lists for what is needed to be done for archiving and cleaning after a project has been finished.

Spectral line observations

- Archive the raw data on VELA
  - Get the monthly DAT-tape and the log sheet.
  - Use the console on VELA and login as any Pegasus user.
  - Left click on the screen background and select `For Staff Only`↘`Archive` and follow the instructions.
  - Fill out the log sheet.
- Clean the account on VELA
  - Use the console on VELA and login as any Pegasus user.
  - Left click on the screen background and select `For Staff Only`↘`Clean Account` and follow the instructions.
- Clean the account on PUPPIS
  - Login to PUPPIS as user `sest`.
  - Go to the cleaning directory by typing:
    `cd guest_setup`
  - Clean the account with:
    `clean` *account* `'`*guest-password*`'`
  - Check that the clean script did not produce any error messages. If it did, you should rerun the cleaning command a second time. If you still get error messages, you will have to ask the system administrator to fix the problem with that account.
  - Verify that the account really has been cleaned by typing
    ls account
    and check that the account only contains the two directories `Mail` and `tmp`.
- Clean the account on DORADO
  - Telnet in to DORADO as the account you are going to clean. If you want to use the console, do NOT login directly to the account you are going to clean. Instead use your own account or the `sest` account and from there open a terminal window and type:
    `telnet dorado`
    and login on the account you are going to clean.

- Clean the account by typing:
  `clean_guest`
- Check that the clean script did not produce any error messages.
- Verify that the account really has been cleaned by typing
  ls account
  and check that the account only contains the five directories `Data`, `Desktop`, `gag`, `nsmail` and `Work`. Also check that the `Data` and `Work` directories are empty by typing:
  ls account/Data
  and
  ls account/Work

• Clean the account on ERIDANUS

  - Follow the same procedure as when you clean DORADO. You can still be logged on to DORADO and from there telnet to ERIDANUS.

• Clean the account on SEXTANS

  - Follow the same procedure as when you clean DORADO. You can still be logged on to DORADO and from there telnet to SEXTANS.