SGS Procedure Database Feedback and Approval
P Doc Number: **P0318 REV -**

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Description:
This procedure describes how to modify the Gravity Probe B Mission Timeline WWW Database, using FEEDBACK and APPROVAL forms.

Authority:
The security of the database is maintained by two different passwords for feedback and approval.

All GPB personnel have full authority to fill out and mail the FEEDBACK form as listed at the bottom of the GPB Mission Event Timeline Database Pages.   The changes submitted can be approved by Christie Blach, Jim Grady, or Dave Meriwther.

Each time FEEDBACK to an event is submitted, or a change in an event is APPROVED, an automatic email message is generated to Christie Blach, Jim Grady, and Dave Meriwther, who share the authority to update the FoxPro Database and the GPB Timeline drawing.

Procedures Referenced:
- C:\MSOFFICE\WINWORD\LETTERS\GPB\DOCS\BLANK.DOC

Warnings:
- The GPB Timeline and The Timeline Event Database are still under construction.
- The changes made through FEEDBACK will not update the WWW database unless they APPROVED.
- The changes made through this procedure will not update the FoxPro Database. As long as the FoxPro Database is also in use, all the changes approved should be monitored and reflected to the FoxPro Database file as well.

Step #	Steps to be performed:

1. SUBMIT FEEDBACK

    1.1 Go to the web page "GPB Mission Event Timeline Database" at:
    http://stugyro.stanford.edu/cgi-bin/dbquery.pl
    1.2 Select the event that needs to be updated and go to that event. This can be done by clicking on "Previous/Next Event" or typing the event number into the input box under "Jump to Event:" and choosing "GO" at the bottom of the page.
    1.3 Once you are at the event that you would like to update, go down until you see the "FEEDBACK" button and click on this.
    1.4 Fill in the form
      1.4.1 Type your name into the text area labelled "Name:" at the top of the page.
      1.4.2 Edit the fields that need to be updated.
      1.4.3 Type the password for FEEDBACK at the bottom of the page.
      1.4.4 Choose "Submit Change."
    1.5 The changes you have submitted will be displayed on a separate page. At the same time, an email message with the changes you have submitted will be sent to Christie Blach, Jim Grady and Dave Meriwther.

2. APPROVE CHANGES

    2.1 Go to the web page "GPB Database Changes Approved" at:
    http://stugyro.stanford.edu/cgi-bin/view_changes.pl
    2.2 Find the change you would like to approve and choose the checkbox next to this change.
    2.3 Go down the list and type your name and the password for APPROVAL.
    2.4 Click on "Approve selected choices."