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Reminder of Some Beams DocDB Features

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Introduction

After three and a half years of use, the Beams Document Database has become integral to the way we share information in the Accelerator Division and beyond. We are approaching Beams-doc-2500, and to mark that milestone, we thought it would be helpful to remind all of our colleagues, especially those who may need to access documents but may have not yet created them, of some of the useful features available to them.

E-Mail Notification

Would you like to know what documents have been newly created? DocDB can accept your request for notification with a flexible menu. A convenient selection might include a weekly notice of all new documents and a daily notice about documents closely related to your work. For the really curious, an immediate notice of each update is available. If you want your own notification, see the [Your Account](#) link in the DocDB lefthand side menu.

Quick Navigation for HELP

Perhaps you have ignored the menu box on the left side of the DocDB Home page. It also appears on the document modification page and individual document pages. The first item and the last two in this menu are links to information about using DocDB. Included in the useful information is a list of real live people (not recently updated) who can help you understand DocDB. The fastest way to get help is likely to be the [Beams Document Database Administrators](#) maillist. Usually we answer your questions promptly.

Events

The DocDB software has been enhanced to allow documents to be linked to events. One can assemble a

complete meeting agenda with links to all the talks using DocDB. This feature is starting to be used by some groups. Note that other groups are using the CERN Indico product at <https://indico.fnal.gov/> so you may wish to consult with colleagues when setting up a meeting using one of these systems. Elliott McCrory has agreed to accept your questions on Events.

Finding Documents: Topics, Subtopics and Searches

We have employed a two level hierarchy of topics to help the user identify useful documents. Originally this was mostly organized by accelerator work group. Some groups have not asked for their own **Topic** but further requests will be gladly accepted. A recent new version of DocDB permits multiple levels of topics. Please send a request ([Beams Document Database Administrators](#)) if you would like additional topics, subtopics, sub-subtopics, etc.

The keywords provide a less structured method of identifying documents. The user can create his own keyword, but the document user may find it helpful if you ask to have your suggested word added to the keyword list.

Don't neglect the database search page (<https://beamdocs.fnal.gov/AD-private/DocDB/SearchForm>) linked at the top and bottom of the home page.

Other groups are now using DocDB software in separate databases, including **LARP** and **SNUMI**. In addition to searches within Beams Document Database, you can search across other linked DocDB instances using the [Cross Search](#) feature.

There are features which can help future readers locate documents. When submitting documents, consider employing the **Related Documents:**, **Journal References:**, or **Other publication information:** fields to describe information such as where related documents can be found or where else this document has been placed. Liberal use of these fields is encouraged.

Watch for These Features

Coming DocDB versions will add new features. An announced new version will add the ability to order the authors on a document however you would like. The default will remain ordered alphabetically. Features to link additional properties to events will follow. It will add moderators and topics to events and sessions in events and allow you to find events by those criteria.