

SHUTTING DOWN THE SPECTROGRAPH

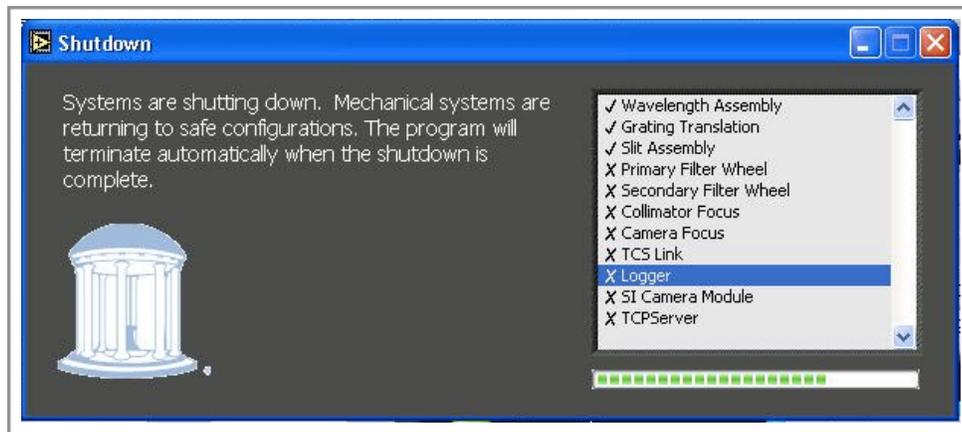
Instructions for shutting down the spectrograph are given below. If you are done observing for the night, refer to the document "[AFTER YOUR RUN](#)" for instructions on submitting and end of night report.

1. Log off of the Goodman control software

Log off of the GSCS by going to *Main* --> *Logoff* on the menu bar

2. Shutdown spectrograph

Once you are logged off, go to *Main* --> *Shutdown* to move all subsystems to their storage positions and shut down the spectrograph. The following window will appear to keep you up-to-date on the shutdown progress:



The X's will change to checkmarks as each subsystem is stored. Please wait for all systems to shutdown before proceeding. Once this occurs, the *Shutdown* window will disappear, and the GSCS *Labview* program will stop running. The operators may now shut power off to the spectrograph without harming any motors.

3. Move data on soaric4

Create a directory on soaric4 (the Goodman computer) in *C:\Data* for the night of your observations using the format "YYYY-MM-DD" for the directory name. Move all FITS files from *C:/Data* to this new directory. Do not move the **DO_NOT_DELETE_FROM_THIS_DIRECTORY** file! As soon as the data are moved, a *Labview* error message(s) may appear (if the "Transfer to SOARIC7" *Labview* utility is running). If so, simply click the *Continue* button to make these messages go away.

4. Move data on soaric7

Create a directory on soaric7.ctio.noao.edu in */home3/observer/GOODMAN_DATA/<PROGRAM>/YYYY-MM-DD*, where *<PROGRAM>* is one of [BRAZIL, CHILE, MSU, NOAO, OTHER, or UNC]. This can be done using a VNC connection to soaric7.ctio.noao.edu, or from the Goodman control computer (soaric7.ctio.noao.edu:/home3/observer/today is cross-mounted on the Goodman computer).

Move the FITS files from */home3/observer/today* to */home3/observer/GOODMAN_DATA/<PROGRAM>/YYYY-MM-DD*. For example, to move data taken by UNC on 26 July 2061, you would move data from */home3/observer/today/* to */home3/observer/GOODMAN_DATA/UNC/2061-07-26/*.