

Up-date on NAOMI Documentation Numbering System

wht-naomi-103

Internal document number AOW/MAN/AJL/13.0/03/97/NAOMI Documentation Numbering
Version Date: 14 Mar 97

Introduction

The numbering system described below was originally set up to cover the UK AO Programme Requirements. NAOMI at that time was the WHT AO system, hence its identifying letters became AOW. This has been preserved rather than start a different system from the time the WHT AO system was first called NAOMI.

The numbering system should be used for all NAOMI documents which have any formal status, even if they have an independent document number in a local system. Thus only communications like internal memos or notes or information for a groups internal purposes only need not have a NAOMI (AOW) number.

The list of documents is kept in an Access database which is up-dated periodically and placed on the BSCW facility. An HP4Si postscript file is also produced of one version of the database output, listing documents sorted by author then sub-heading.

Numbering System

The document will have a number with the format

AOW/xxx/zzz/n.m/month/year

where

xxx is a 3-letter category from the following list.

GEN	for a general paper about or including NAOMI
SYS	for a document mentioning NAOMI system-wide details
SCI	for a document relating specifically to science with NAOMI
MAN	for a document about management of NAOMI
WFS	for a document covering system-wide aspects of the WFS
OCH	for a document covering system-wide aspects of the OMC
SOF	for a document covering NAOMI software
OPT	for a document covering NAOMI optics
MEC	for a document covering NAOMI mechanical design/build
ELE	for a document covering NAOMI electronics
PUB	for a document covering PR about NAOMI
IRC	for a document concerning the IR camera for NAOMI

There is a now-redundant heading SUB which stood for (any) SUB-system before the WFS/OCH categories were brought into use.

New headings can be proposed if really appropriate but the total number should be kept small.

zzz is a 2- or 3-letter category giving the (first) author of the document

n is the number of doc on that topic by that author

m is version number of the document with that title

month two-figure number for the month that version was produced

year two-figure number for the year that version was produced

Use of the system

All NAOMI documents should be put in the appropriate area of BSCW. Key documents which need to be up-dated in a controlled way should be put under version control. Common sense should apply (e.g. it should not be necessary to put meeting notes under BSCW version control, but the versions circulated for comment then revised should have different NAOMI document number versions and date).

‘Living’ documents should be put under BSCW version control.

The BSCW document description facility should be used to describe what are the key changes between a new document version and the previous one.

If there are any doubts as to what document number or version to use, contact AJL.