Version Control – TotalLab

Version Control Guide

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Introduction

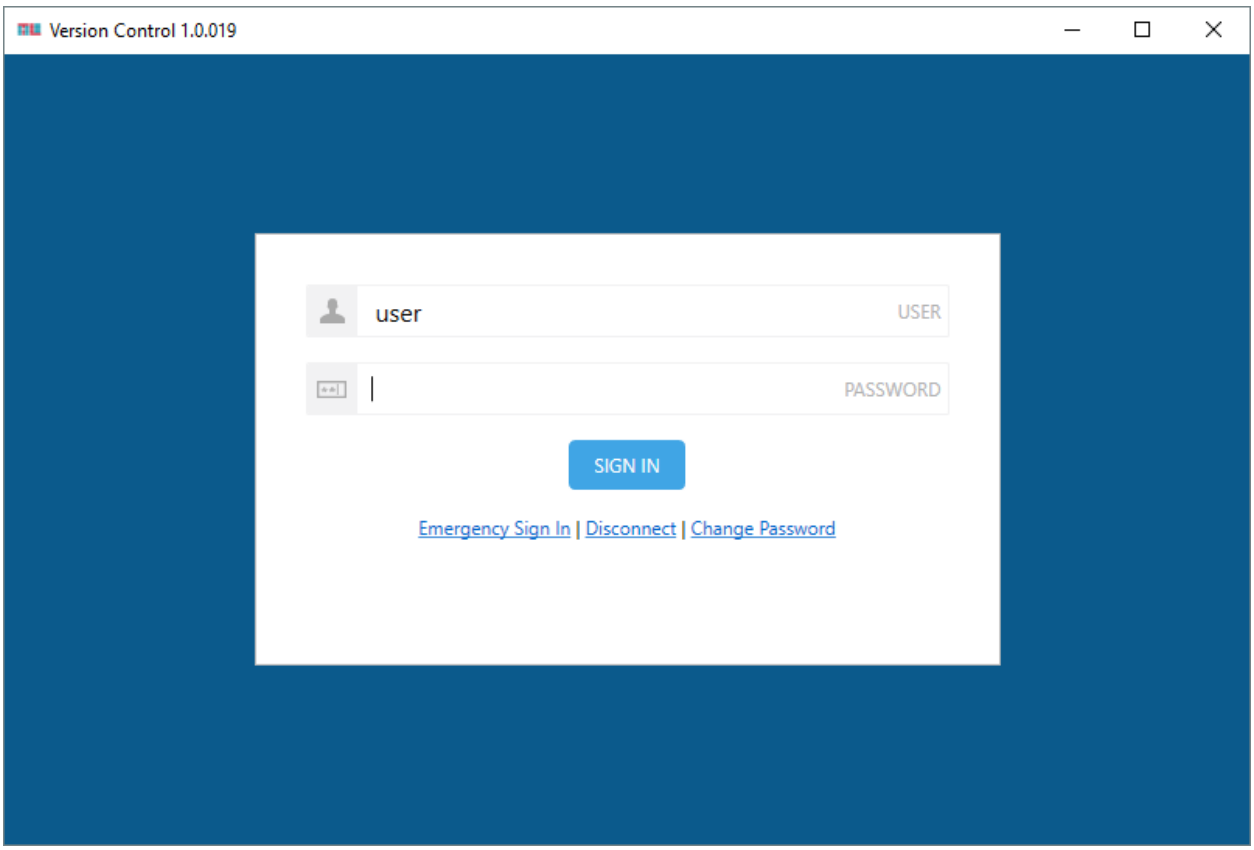
This guide will walk you through the main features of the TOTALLAB VERSION CONTROL workflow. It is assumed that you have completed the Setup Guide to set up your secure folder and user accounts.

General workflow

TOTALLAB VERSION CONTROL uses a check-in / check-out workflow. Users can “check-out“ a project to perform analysis and then “check in” when they’re done. Another user (any user with the appropriate permissions) will then “approve” the checked-in work. Allowances are made for users to approve their own work, but this is of course discouraged and requires special additional permissions. At each step of this workflow, details of activity are recorded and stored in a secure audit trail that can be easily viewed (and exported as PDF).

Login to version ControL

When you launch Version Control (from the desktop shortcut) you will be asked to sign in. The account you use to sign in, and the permissions assigned to the account, define what functions will be available to you. You must provide a valid username and password to use Version Control.



Version Control Window

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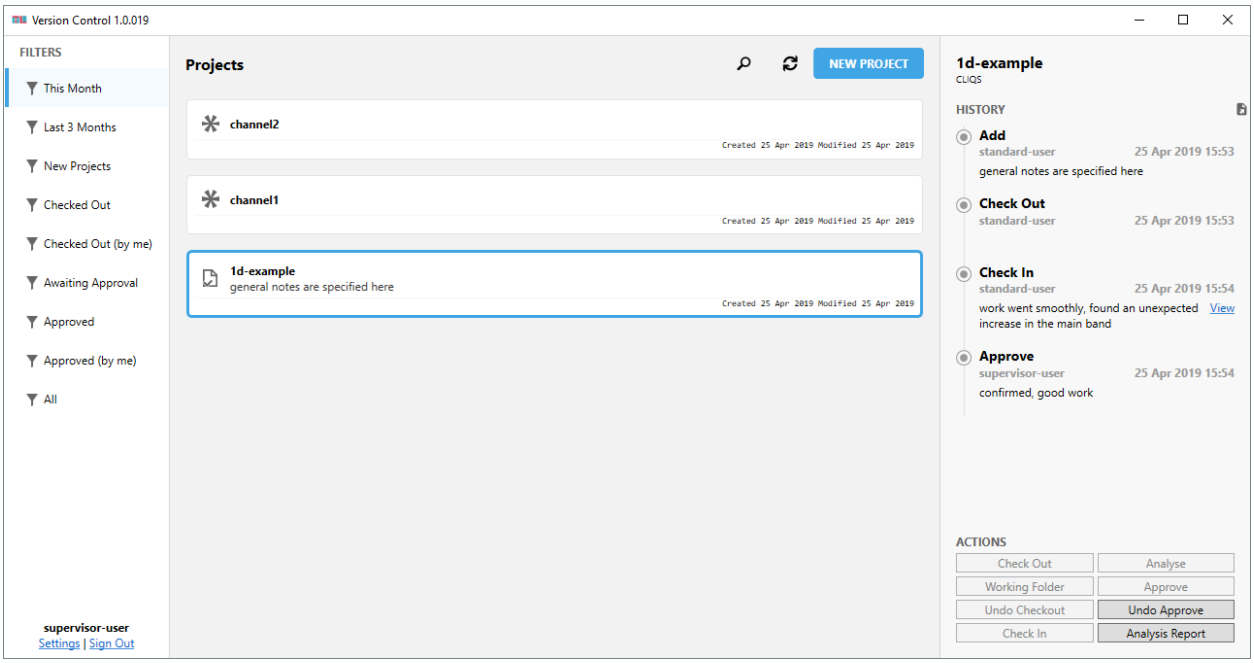
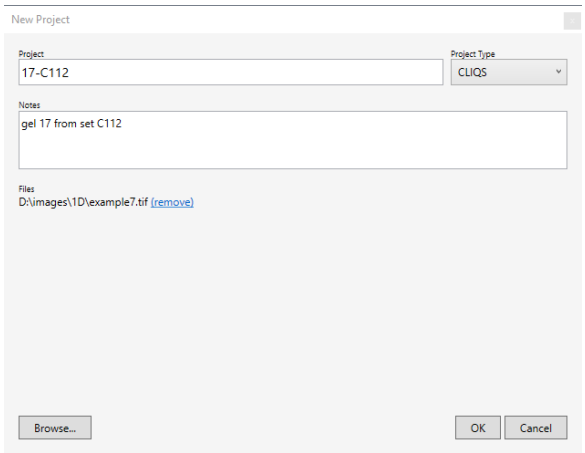


The main version control window lists all the projects in the system, according to a configurable list of filters. On the right-hand side there is a list of tasks which are available for the selected project.

Add Projects to the System

Initially, your Version Control window will be empty, so let's add some projects. Click on the **NEW PROJECT** button to open the New Project window pictured here.



The fundamental unit of work in TOTALLAB VERSION CONTROL is the project. A project can contain any number of images and any other supporting files you care to include. The project files are all stored in a secure payload file in the secure folder and protected from untracked modification by a strong cryptographic hashing function.

It is recommended that an SOP is created to guarantee that images are added to the projects exactly as captured.

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Check Out and Analyse

In order to perform any useful work on a project, you must first perform a “check out”. This takes a project from the server and makes a local editable copy for you to work on.

To check out a project, select it from the main projects list and click **Check Out**. You can only check out projects that are not already checked out and are not yet approved.

Note that a new entry in the “History” display appears logging your action.

Now, depending on the project type you chose when the project was created, certain convenience features will be available to you. For instance, if you created a CLIQS project, and you have a compatible version of CLIQS installed, you can click on the **Analyse** button and the project will automatically be opened in CLIQS ready to begin work.

Alternatively, you can click **Working Folder** to see all the files in the project. Ant changes you make to the files in this folder, including any new files you add, will be included in your eventual checkin.

Commit Work: CHECK IN

When you’re happy with the changes you’ve made to the project in your working folder, it’s time to “Check In”. Checking in a project takes a snapshot of the working folder and pushes it into the secure folder via the server. A distinct, immutable copy of the whole project is maintained for every checkin. NOTE: If you are NOT happy with the changes in the working folder, you can “Undo” a checkout. This discards current changes and clears the working folder.

Analysis Approval

If you have the “Approve” permission, then the approval option will available to you. This option signs off the project as complete and stops anyone from performing further analysis. Once you are completely happy that the data is correct (you can inspect a read-only copy of the analysis using the **View** button) simply press the **Approve** button. After a password check to verify your identity, you will be asked for a closing comment and the approval will be complete.

If this approval is mistaken or further work is required, it’s possible to use the **Undo Approve** option. Click on this button and go through the same process as approving data. Now the project no longer approved, it is possible to perform further analysis and go around the cycle again.

Data Audit Reports

The final step in the workflow is to generate a hard copy of the workflow as a PDF report. There are 2 kinds of report available, Analysis Report and Audit Report. Analysis Report shows a list of actions performed during analysis, while Audit Report shows the checkin/checkout/approval history. Both reports are printer-friendly PDF files.

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