

SW Team Onboarding

Useful Links

[Scrum and Sprints](#)

[Nesi Support + Information](#)

[Leave, Payslips, etc](#)

[UC Staff Intranet](#)

Useful Information

[SW Codebase 2024](#)

[SW Sprint Guidelines](#)

Internet (currently don't need to enable for internet)

<https://www.canterbury.ac.nz/its/internet-and-data/uc-firewall/>

Or

<http://webgate.canterbury.ac.nz/>

Access to sort (as necessary)

Advised to use the same username across services for ease of use.

HPC (Maui / Mahuika) - <http://my.nesi.org.nz> (as necessary) (See below for HPC Dashboard)

Slack - Sung to add user to \@sw handle. Add the user to SW Internal, SW calendar and setup appropriate integrations (for leave requests, /wft /dispatched commands and /pizza commands)

- /wft, /dispatched: https://docs.google.com/spreadsheets/d/1TcJANydrbsvUhisvVcKvV0NtAH2_ITQCQ-x7DlG_bmk/edit?usp=sharing
- Leave request calendar integration: <https://script.google.com/d/10BUN2RISMxzpRTGxjiBTnBRB7H9QhJUSeJChP3sBXQqkVhXd3N0Epou3/edit?usp=sharing>
- /pizza : <https://docs.google.com/spreadsheets/d/1d9CiN9VzLoF0r1A4voN-gmwO1A4jvRnVoNR3dR50lk/edit?usp=sharing>

Wiki - <https://wiki.canterbury.ac.nz>

github - <https://github.com/ucgmsim>

JIRA - <https://quakecore.atlassian.net>

Room Key – Card Ax

UC Staff Account

Computer

email elizabeth.ackermann@canterbury.ac.nz saying that you are a new {job-title} working for Brendon and would like to be added to the Civil mailing lists and a door name plate

email quakecore@canterbury.ac.nz saying you are a new {job-title} working for Brendon and would like to be added to the QuakeCoRE mailing lists.

Slack Viktor to create a account for you on hypocentre (as necessary)

Slack Jason to create an account for you on mantle (as necessary)



Add a user to HPC Dashboard

Once the account is created, inform Sung of the username. Sung needs to update dashboard.

On Mahuika, /home/baes/dashboard/users.py

```
1 USERS = {
2 "ykh22": "Jonney Huang",
3 "cbs51": "Claudio Schill",
4 "melody.zhu": "Melody Zhu",
5 "tdn27": "Andrei Nguyen",
6 "jpa198": "James Paterson",
7 "leer": "Robin Lee",
8 "baes": "Sung Bae",
9 "sjn87": "Sarah Neill",
10 "jmotha": "Jason Motha",
11 "ddempsey": "David Dempsey",
12 "jagdish.vyas": "Jagdish Vyas",
13 "mrd87": "Mike Dupuis",
14 "emt47": "Ethan Thomson",
15 "vlo23": "Vahid Loghman"
16 }
17
18 RETIREES = ["jagdish.vyas", "melody.zhu", "ddempsey"]
```

This change will need to be pushed to git. (ie. git add, commit then push)

If the user has already consumed the HPC allocation, find out the first date of the use (in UTC) and run (assuming today is 2020-11-03),

```
/home/baes/dashboard$ bash data_collect_multiple_days.sh 2020-10-20 2020-11-03
```

This will re-process the usage data and add the new user's usage info to the DB if needed.

Finally, ssh to ucquakecore1p and go to dashboard directory, then git pull to get the latest users.py

```
(py37env) seb56@ucquakecore1p:~/dashboard$ git pull origin master
```

```
remote: Enumerating objects: 9, done.
```

```
...
```

```
7488e0e..abfd179 master -> origin/master
```

```
Updating 7488e0e..abfd179
```

```
Fast-forward
```

```
users.py | 1 +
```

```
1 file changed, 1 insertion(+)
```