#### **Telescope Daily Rounds & Remote Observation Checklist**

## Background

Google form has been used to compile the checklist form; this will eliminate the incident that happened in 1.0m from happening and beneficial to our checklist records. How it works is that once the checks have been performed and the form submitted, it will automatically update spreadsheet responses of the checklist and also put the time stamp. Every telescope is going to have its own QR code which is linked to the checklist form and it can be scanned using QR scanner downloaded on a tablet or smart phone.

#### Aim

> To keep record of daily rounds and remote observation checklist.

### **Apparatus**

> Tablet or Smartphone

NB! Ensure that a QR Scanner is downloaded on your tablet or smart phone.

# Usage of checklist form

The QR code will be on the entrance door of the warm room (1.0m & 1.9m). Scan the relevant QR code using your tablet or Smartphone.



Figure 1: 1.0m Telescope Daily Rounds Checklist



Figure 2: 1.0m Telescope Remote Observation Checklist



Figure 3: 1.9m Telescope Daily Rounds Checklist



Figure 4: 1.9m Telescope Remote observation Checklist

Open the checklist form and perform the checks, ensure that you adhere to the checklist don't leave any stone unturned.

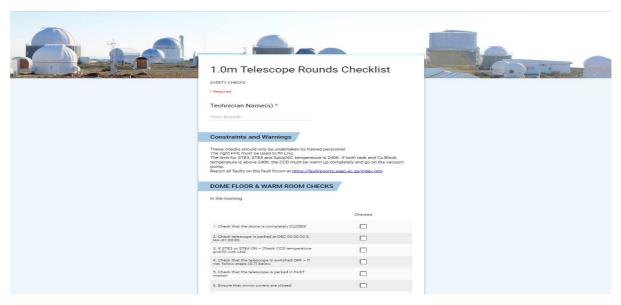


Figure 5: Daily rounds checklist

Click the submit button once checklist has been completed.

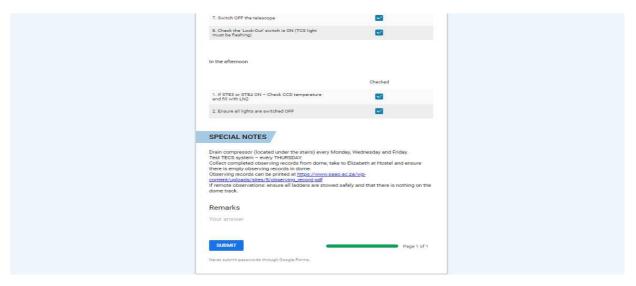
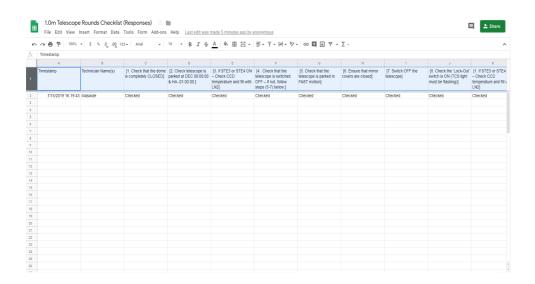


Figure 6: Daily rounds checklist [submit]

Once the checklist form has been submitted a spreadsheet below will be updated automatically.



#### **Checklist Links**

- 1. 1.0m Daily rounds checklist <a href="https://forms.gle/jsiMbvE8yddLqyE8A">https://forms.gle/jsiMbvE8yddLqyE8A</a>
- 2. 1.9m Daily rounds checklist <a href="https://forms.gle/UaiRrTnzLedyCoVD8">https://forms.gle/UaiRrTnzLedyCoVD8</a>
- 3. 1.0m Telescope Remote observation Checklist https://forms.gle/2rL4iexSKYTryjYx8
- 4. 1.9m Telescope Remote observation Checklist <a href="https://forms.gle/uefUMz6RM7gVjeVF6">https://forms.gle/uefUMz6RM7gVjeVF6</a>