

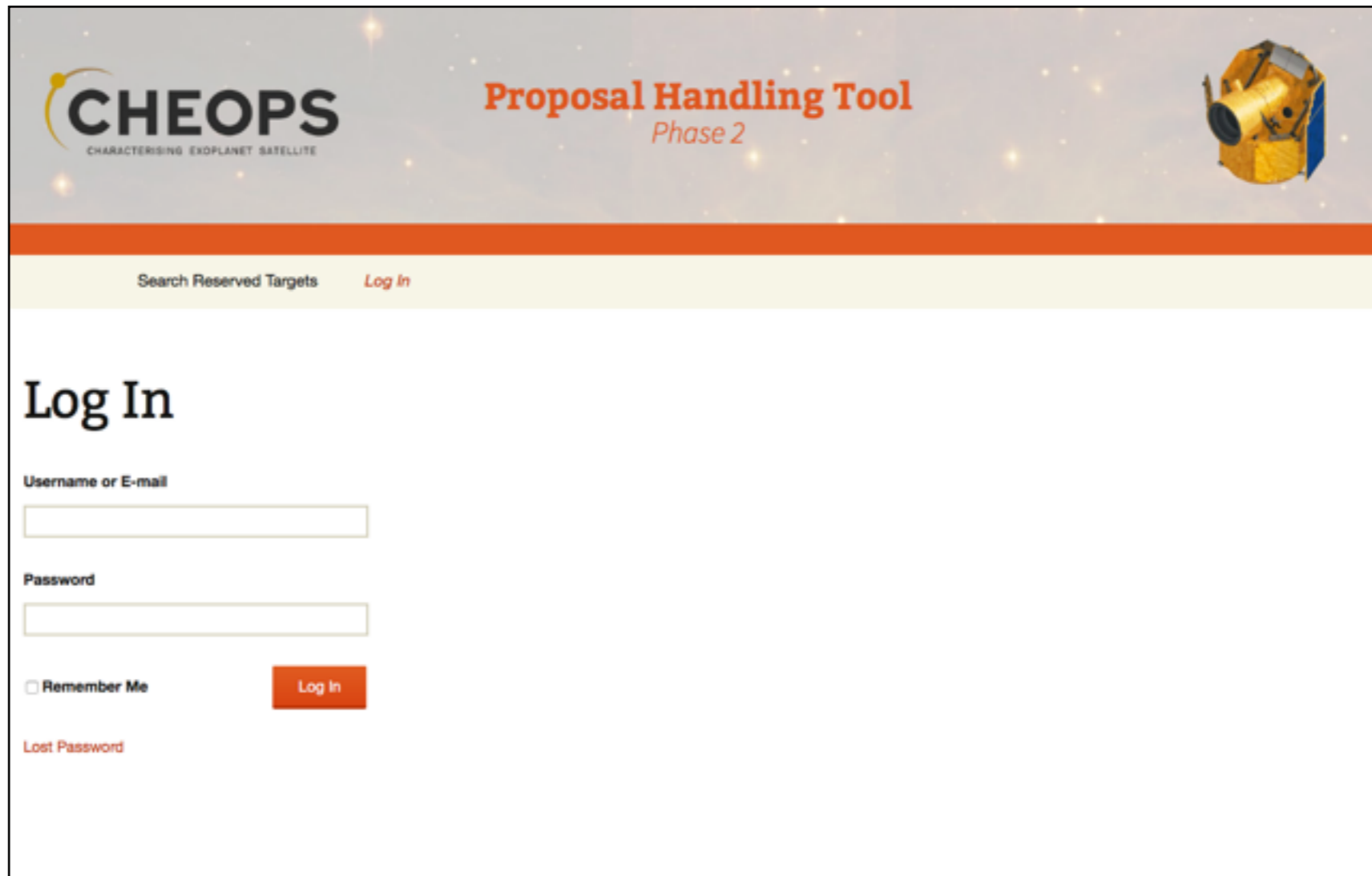
CHEOPS Proposal Handling Tool Phase 2 Guidelines

Proposal Handling Tool Phase II

PHT2 Guidelines

URL: http://isdc.unige.ch/pht2_ot

This URL is only valid for the duration of the Open Time workshop
26 - 27 July, 2017



The screenshot shows the login interface for the CHEOPS Proposal Handling Tool Phase 2. The header features the CHEOPS logo (Characterising Exoplanet Satellite) on the left, the title "Proposal Handling Tool Phase 2" in the center, and a satellite icon on the right. Below the header is a navigation bar with "Search Reserved Targets" and "Log In" links. The main content area is titled "Log In" and contains a form with the following elements:

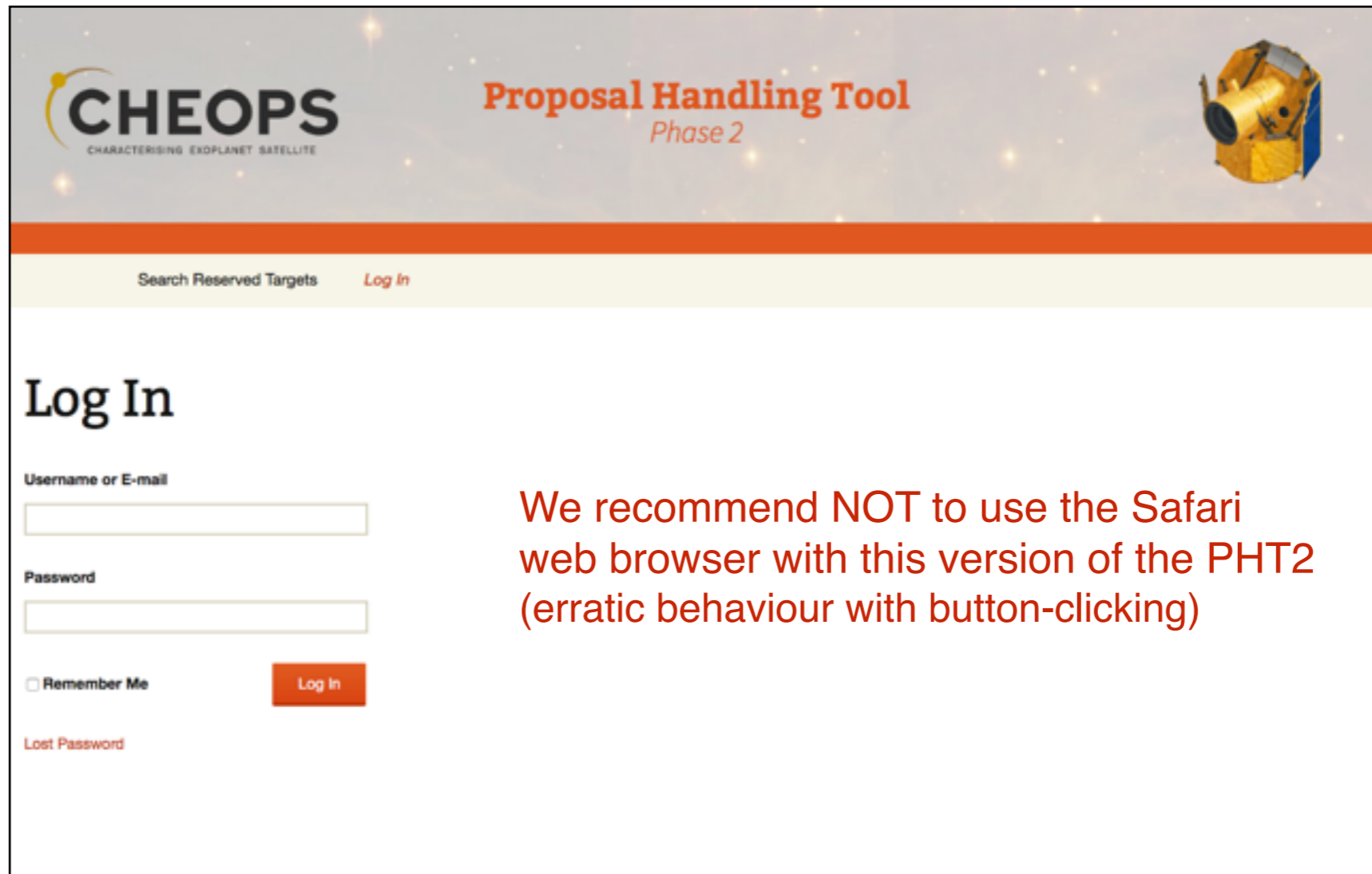
- A text input field for "Username or E-mail".
- A text input field for "Password".
- A checkbox labeled "Remember Me".
- A red "Log In" button.
- A link for "Lost Password" below the form.

Proposal Handling Tool Phase II

PHT2 Guidelines

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26 - 27 July, 2017



The screenshot shows the login interface for the CHEOPS Proposal Handling Tool Phase 2. The header includes the CHEOPS logo (Characterising Exoplanet Satellite) and the text 'Proposal Handling Tool Phase 2' next to a satellite icon. Below the header is a navigation bar with 'Search Reserved Targets' and 'Log In' links. The main content area is titled 'Log In' and contains a form with the following elements:

- Username or E-mail input field
- Password input field
- Remember Me checkbox
- Log In button
- Lost Password link

We recommend NOT to use the Safari web browser with this version of the PHT2 (erratic behaviour with button-clicking)



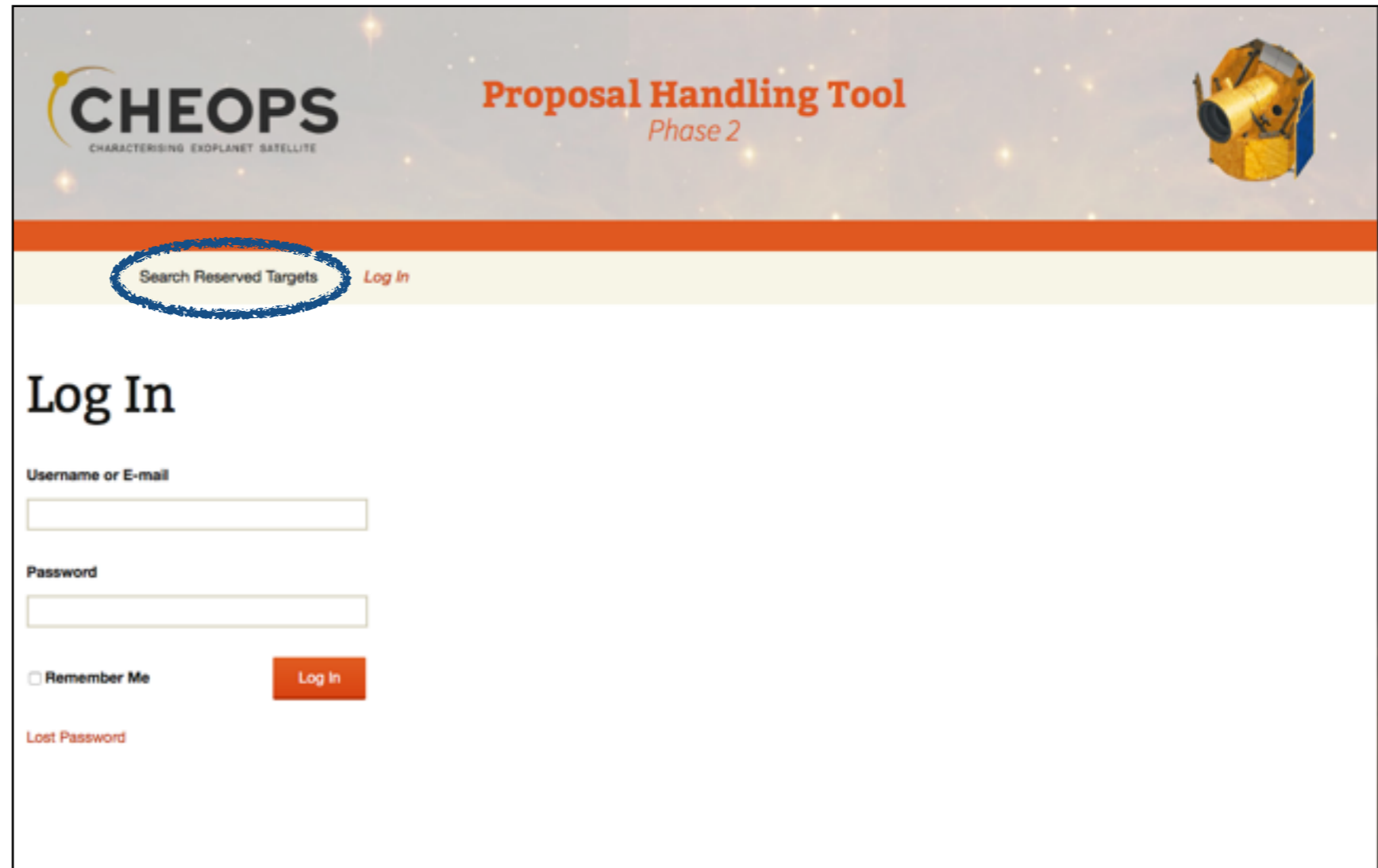
Proposal Handling Tool Phase II

PHT2 Guidelines

Duplicate Checker:

Reserved Target List Query Tool

Publicly available
(no login required)



CHEOPS CHARACTERISING EXOPLANET SATELLITE

Proposal Handling Tool
Phase 2

Search Reserved Targets Log In

Log In

Username or E-mail

Password

Remember Me Log In

[Lost Password](#)

Duplicate Checker:

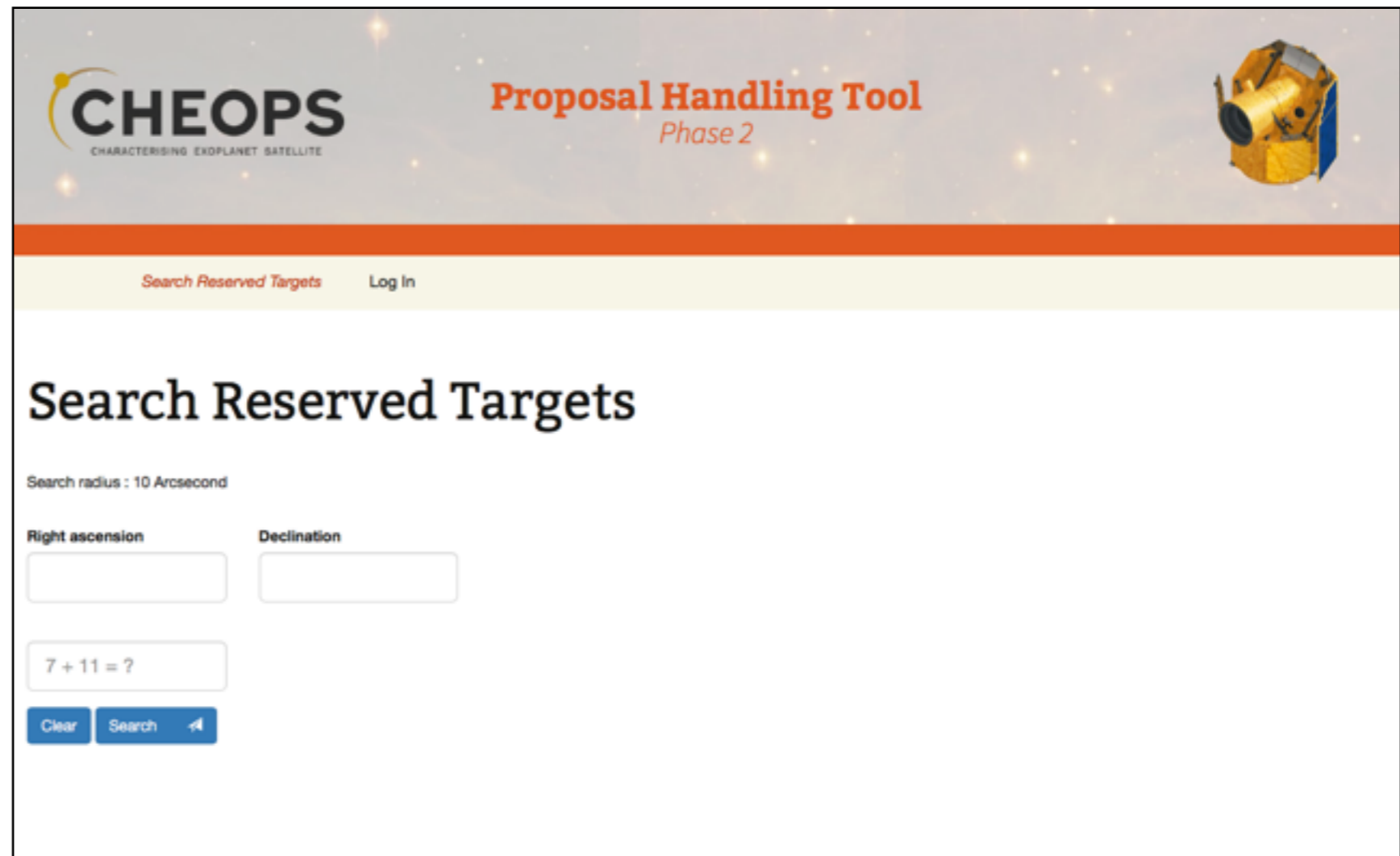
Reserved Target List Query Tool

Publicly available
(no login required)

Enter R.A. & Dec.

Answer the Captcha

Hit "Search"



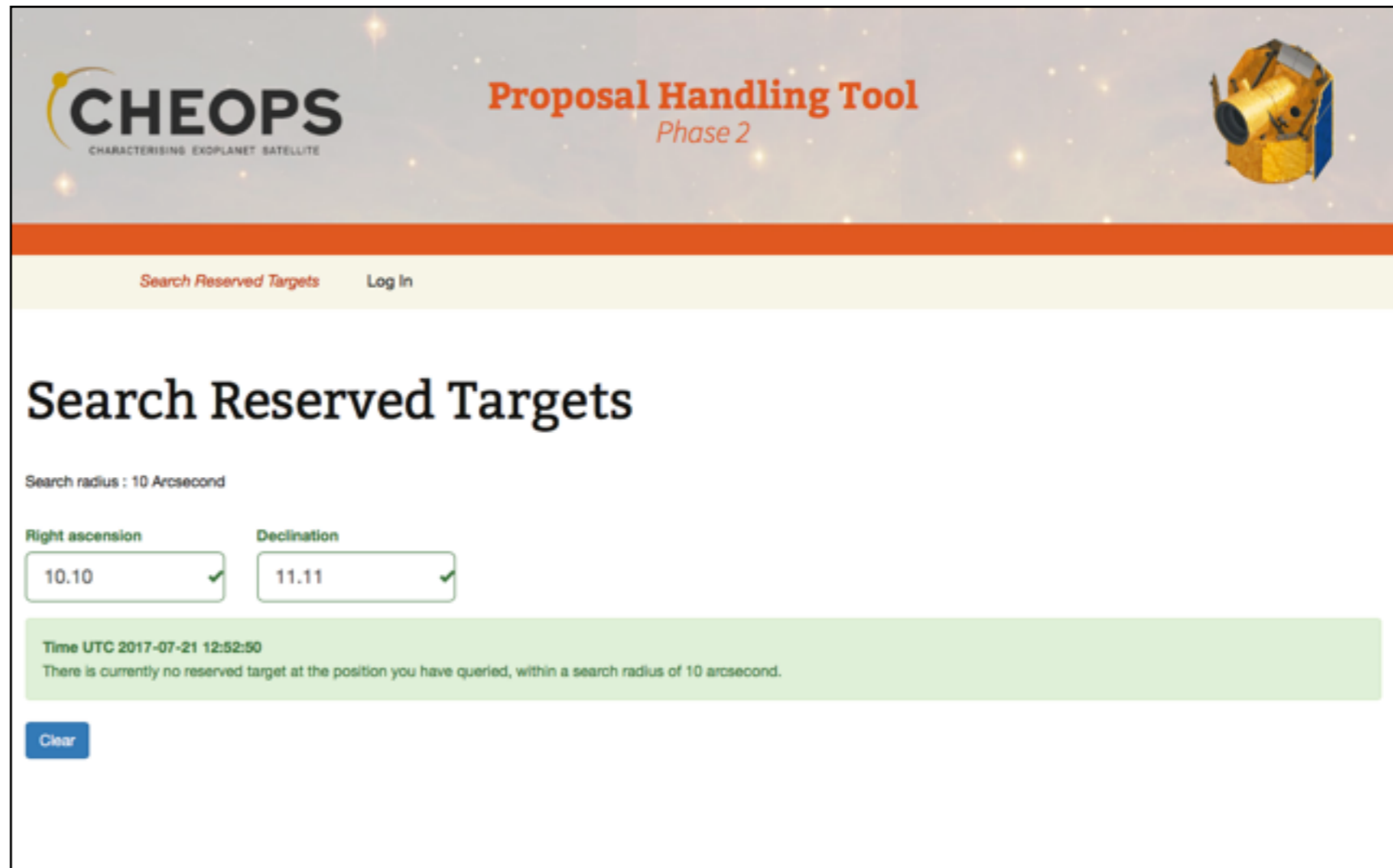
The screenshot shows the web interface for the CHEOPS Proposal Handling Tool Phase 2. At the top left is the CHEOPS logo with the tagline 'CHARACTERISING EXOPLANET SATELLITE'. To the right is the title 'Proposal Handling Tool Phase 2' and an image of the satellite. Below the header is a navigation bar with 'Search Reserved Targets' and 'Log In' links. The main content area is titled 'Search Reserved Targets'. It includes a 'Search radius : 10 Arcsecond' label. There are two input fields for 'Right ascension' and 'Declination'. Below these is a captcha box containing the math problem '7 + 11 = ?'. At the bottom of the form are 'Clear' and 'Search' buttons.

Duplicate Checker:

Reserved Target List Query Tool

Publicly available
(no login required)

No match found within the
search radius
(database currently empty)



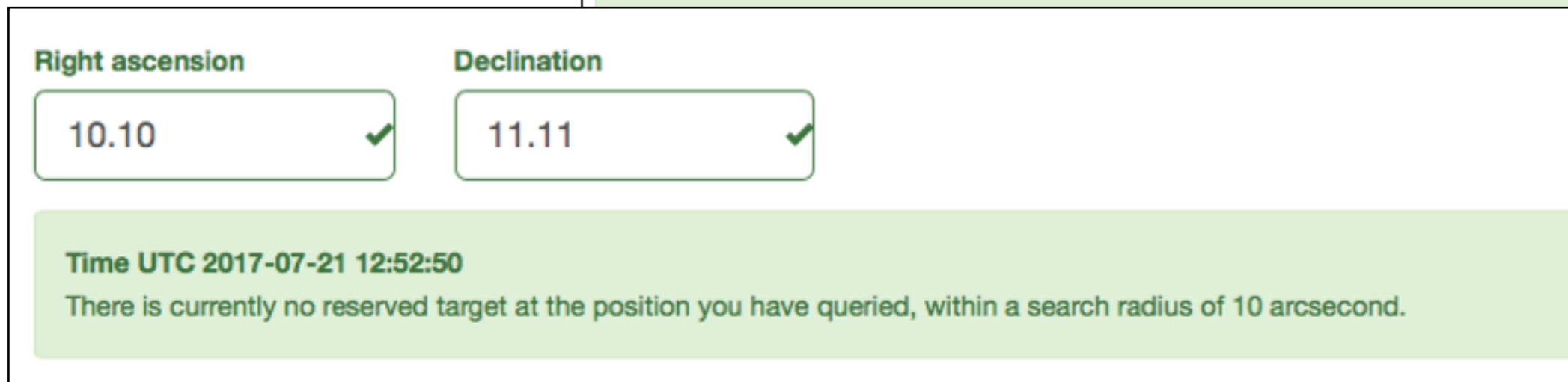
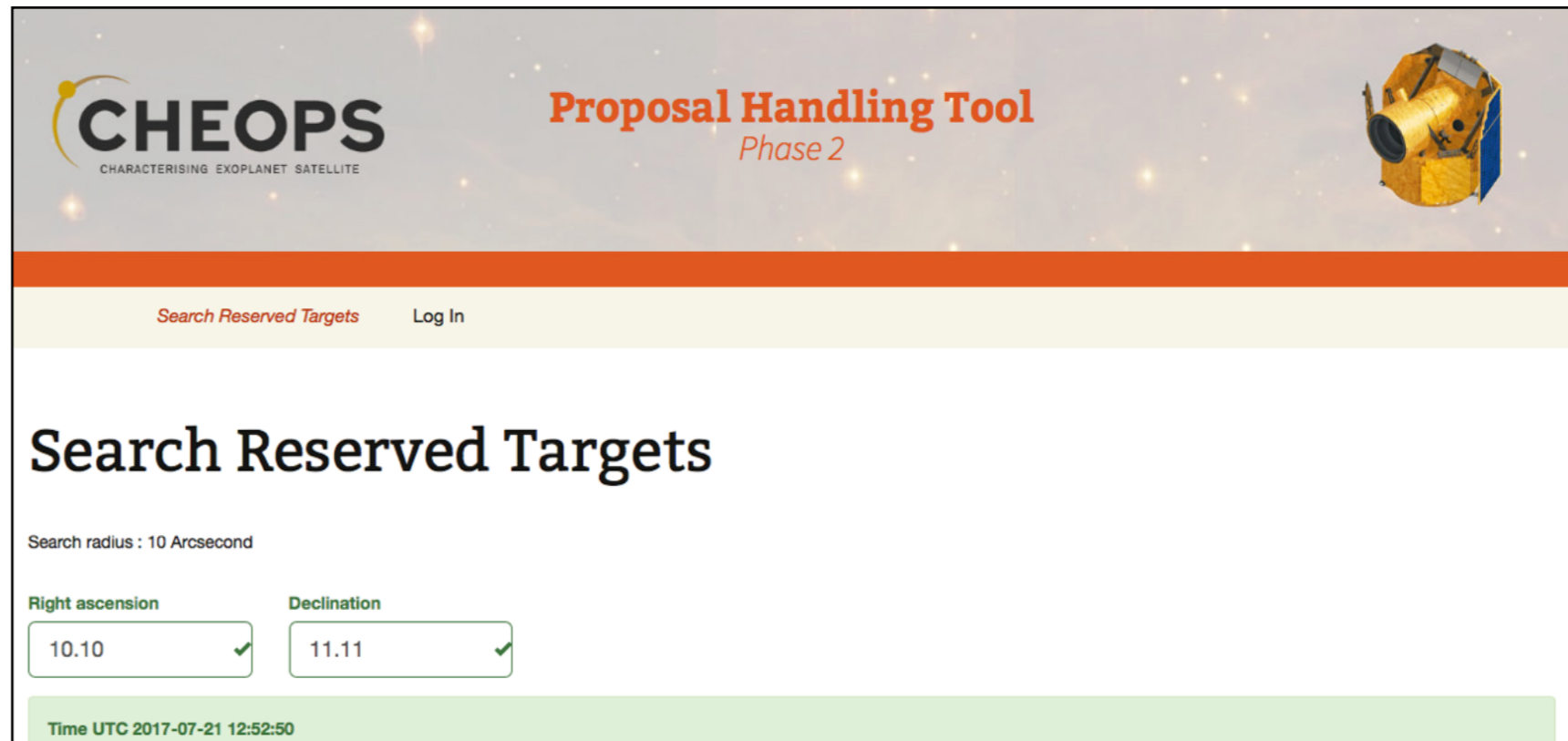
The screenshot shows the web interface for the CHEOPS Proposal Handling Tool Phase 2. The header includes the CHEOPS logo (Characterising Exoplanet Satellite) and the tool title. A navigation bar contains links for 'Search Reserved Targets' and 'Log In'. The main content area is titled 'Search Reserved Targets' and features a search radius of 10 Arcsecond. Two input fields are shown: 'Right ascension' with the value '10.10' and 'Declination' with the value '11.11'. A green message box indicates that no reserved target was found at the queried position within the search radius. A 'Clear' button is located at the bottom left of the search area.

Duplicate Checker:

Reserved Target List Query Tool

Publicly available
(no login required)

Your CHEOPS proposal should include a screenshot of this message to demonstrate that you have checked the reserved target list.

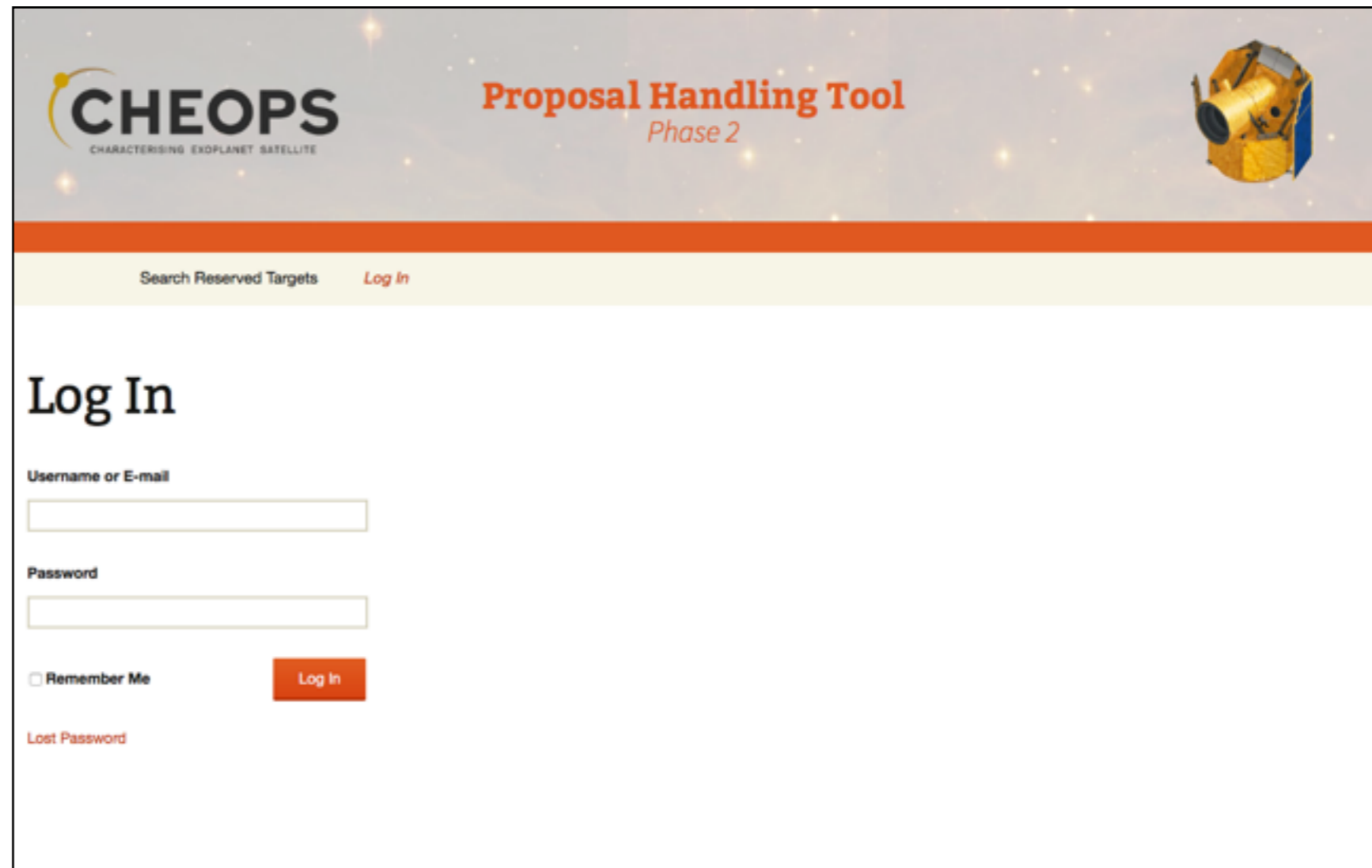


Proposal Handling Tool Phase II

PHT2 Guidelines

Please login

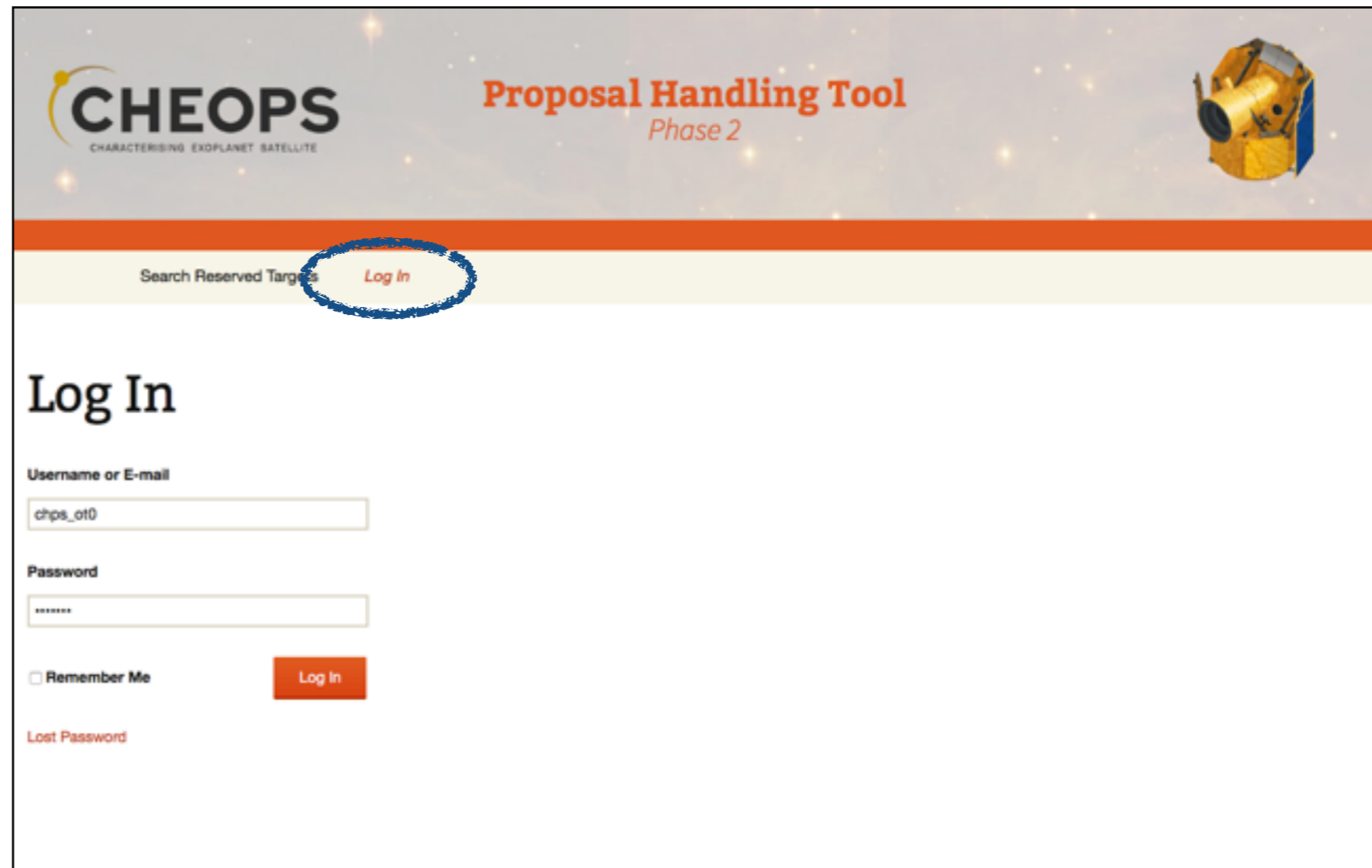
use username and password provided during the meeting



The screenshot shows the login interface for the CHEOPS Proposal Handling Tool Phase 2. At the top left is the CHEOPS logo with the tagline 'CHARACTERISING EXOPLANET SATELLITE'. To the right is the title 'Proposal Handling Tool Phase 2' and an image of the satellite. Below the header is a navigation bar with 'Search Reserved Targets' and 'Log In' links. The main content area is titled 'Log In' and contains two input fields: 'Username or E-mail' and 'Password'. Below these fields is a 'Remember Me' checkbox and a red 'Log In' button. At the bottom left of the form is a 'Lost Password' link.

Please login

use username and password provided during the meeting



CHEOPS
CHARACTERISING EXOPLANET SATELLITE

Proposal Handling Tool
Phase 2

Search Reserved Targets [Log In](#)

Log In

Username or E-mail
chps_ot0

Password

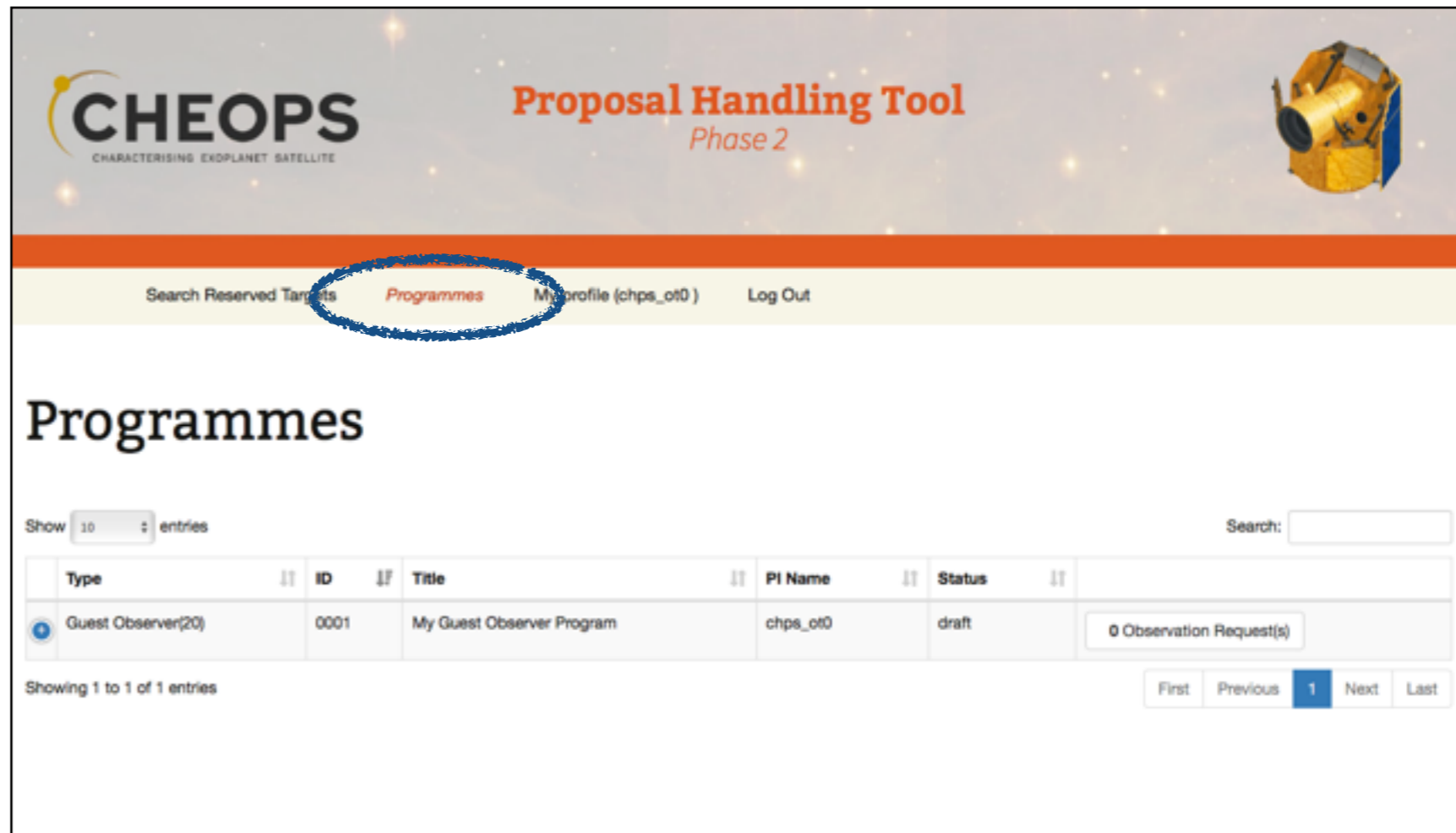
Remember Me

[Lost Password](#)

Your accepted “Programmes”

List of *accepted* GO and DDT programmes on which you are the PI or contact Co-I

Pre-filled information ingested from Phase-1 stage (e.g. title)



The screenshot shows the CHEOPS Proposal Handling Tool Phase 2 interface. The header includes the CHEOPS logo, the title 'Proposal Handling Tool Phase 2', and a satellite image. A navigation bar contains links for 'Search Reserved Targets', 'Programmes' (circled in blue), 'My profile (chps_ot0)', and 'Log Out'. The main content area is titled 'Programmes' and features a table with one entry. The table has columns for Type, ID, Title, PI Name, and Status. The entry is a 'Guest Observer(20)' with ID '0001', Title 'My Guest Observer Program', PI Name 'chps_ot0', and Status 'draft'. A search bar and pagination controls are also visible.

Type	ID	Title	PI Name	Status
Guest Observer(20)	0001	My Guest Observer Program	chps_ot0	draft

Your accepted “Programmes”

List of *accepted* GO and DDT programmes on which you are the PI or contact Co-I

Pre-filled information ingested from Phase-1 stage (e.g. title)

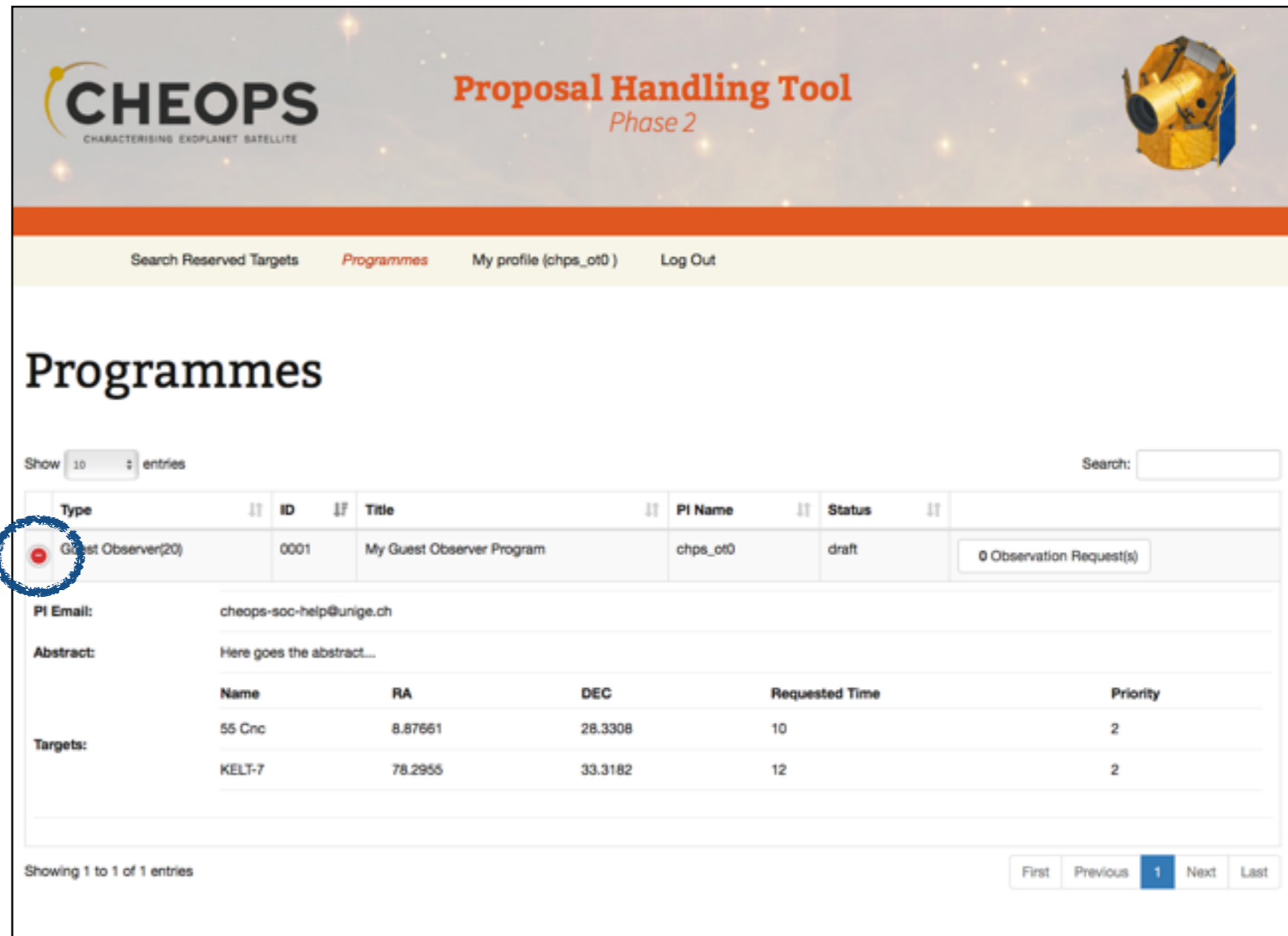
Explore Programme summary

- Accepted targets

- Accepted telescope time

- ESA-assigned Science priority

Programme-level information cannot be edited

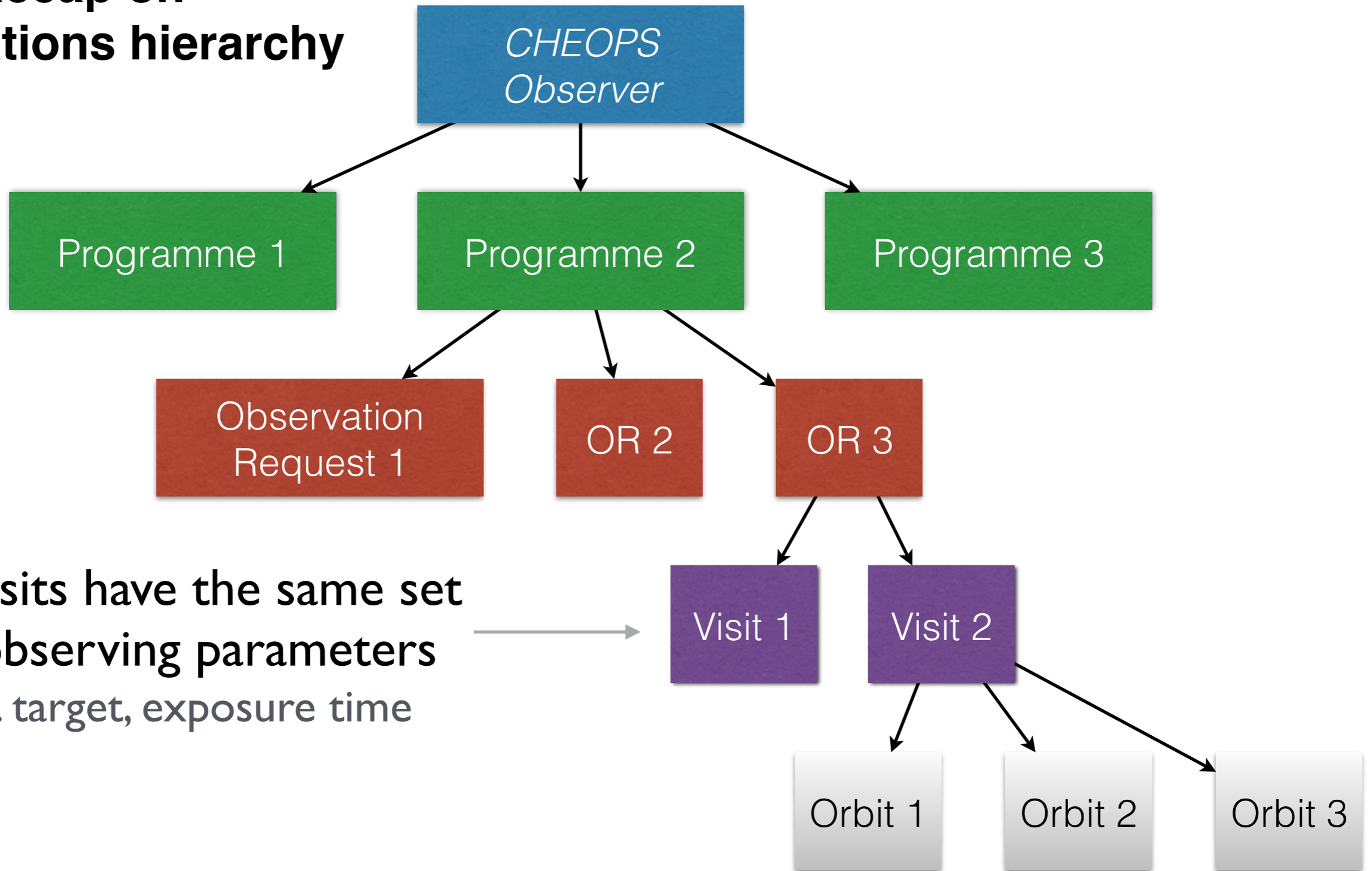


The screenshot shows the 'Programmes' page in the CHEOPS Proposal Handling Tool Phase 2. The page header includes the CHEOPS logo, the title 'Proposal Handling Tool Phase 2', and a satellite image. The navigation bar contains links for 'Search Reserved Targets', 'Programmes', 'My profile (chps_ot0)', and 'Log Out'. The main content area displays a table of programmes with columns for Type, ID, Title, PI Name, and Status. A red circle highlights the 'Type' column for the first entry, 'Guest Observer(20)'. Below the table, there is a section for 'PI Email' (cheops-soc-help@unige.ch), an 'Abstract' field, and a 'Targets' table with columns for Name, RA, DEC, Requested Time, and Priority. The 'Targets' table lists two entries: '55 Cnc' and 'KELT-7'. The page footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

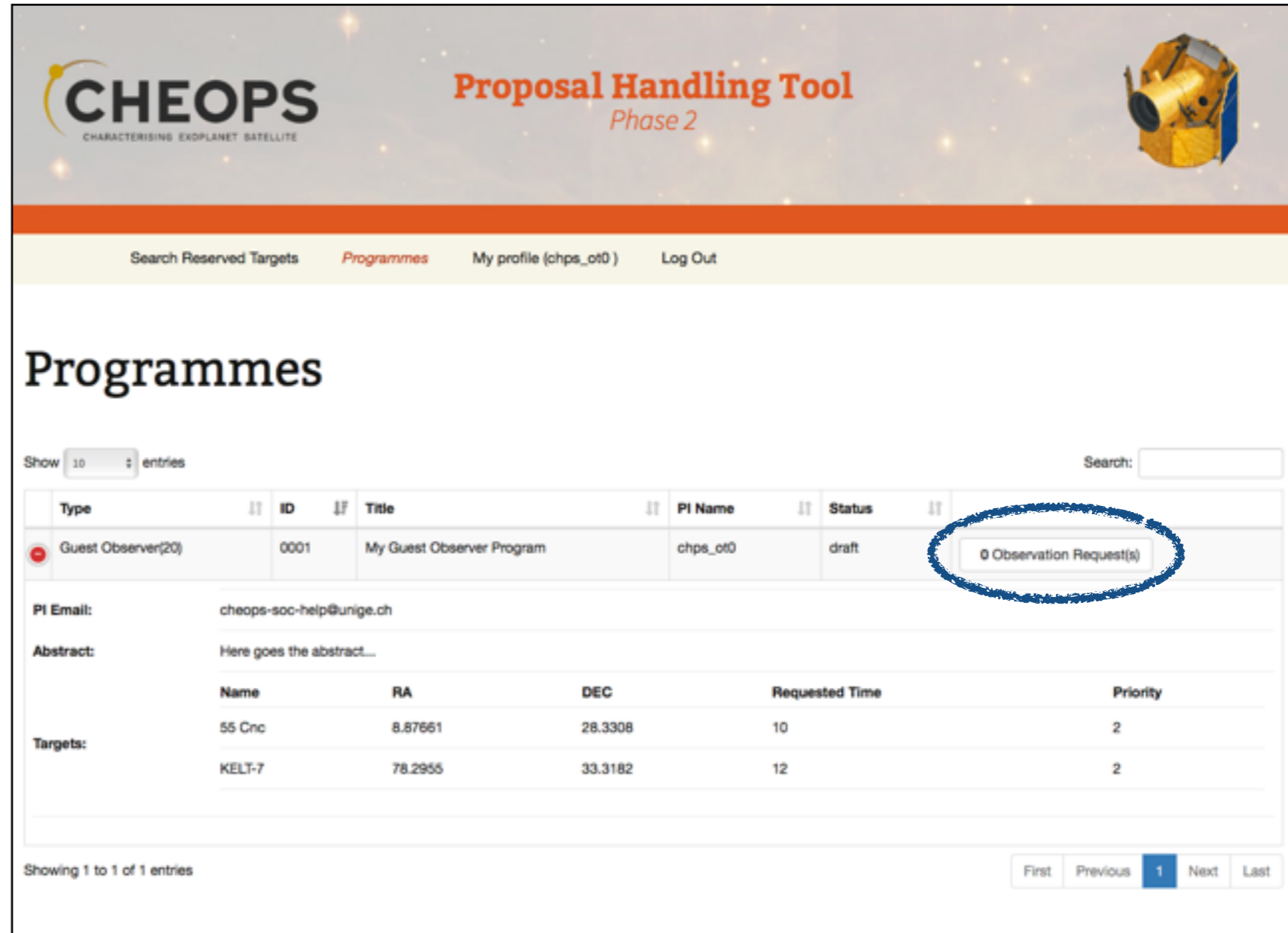
Type	ID	Title	PI Name	Status
Guest Observer(20)	0001	My Guest Observer Program	chps_ot0	draft

Name	RA	DEC	Requested Time	Priority
55 Cnc	8.87661	28.3308	10	2
KELT-7	78.2955	33.3182	12	2

Recap on Observations hierarchy



Create an Observation Request



The screenshot shows the 'Programmes' page in the CHEOPS Proposal Handling Tool Phase 2. The page header includes the CHEOPS logo and the title 'Proposal Handling Tool Phase 2'. A navigation bar contains links for 'Search Reserved Targets', 'Programmes', 'My profile (chps_ot0)', and 'Log Out'. The main content area displays a table of programmes. The first entry is a 'Guest Observer(20)' program with ID '0001' and title 'My Guest Observer Program'. The status is 'draft' and the number of observation requests is '0', which is circled in blue. Below the table, there are fields for 'PI Email' (cheops-soc-help@unige.ch) and 'Abstract' (Here goes the abstract...). A 'Targets' table lists two targets: '55 Cnc' and 'KELT-7', with their respective RA, DEC, Requested Time, and Priority values.

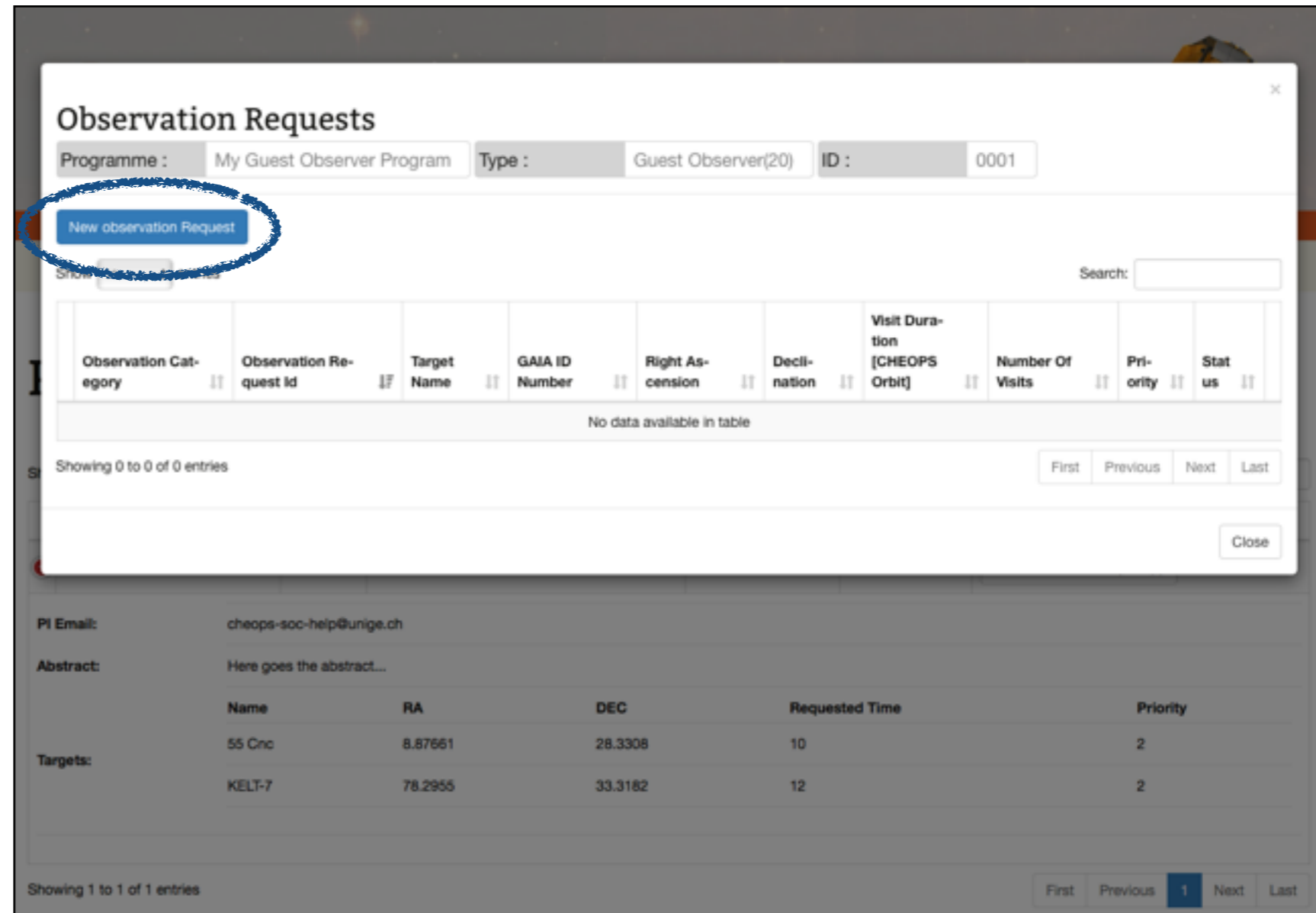
Type	ID	Title	PI Name	Status	Observation Request(s)
Guest Observer(20)	0001	My Guest Observer Program	chps_ot0	draft	0

Name	RA	DEC	Requested Time	Priority
55 Cnc	8.87661	28.3308	10	2
KELT-7	78.2955	33.3182	12	2

Create an Observation Request

List of Observation Request is empty at this stage

Only the PI (programme owner) can create new Observation Requests.

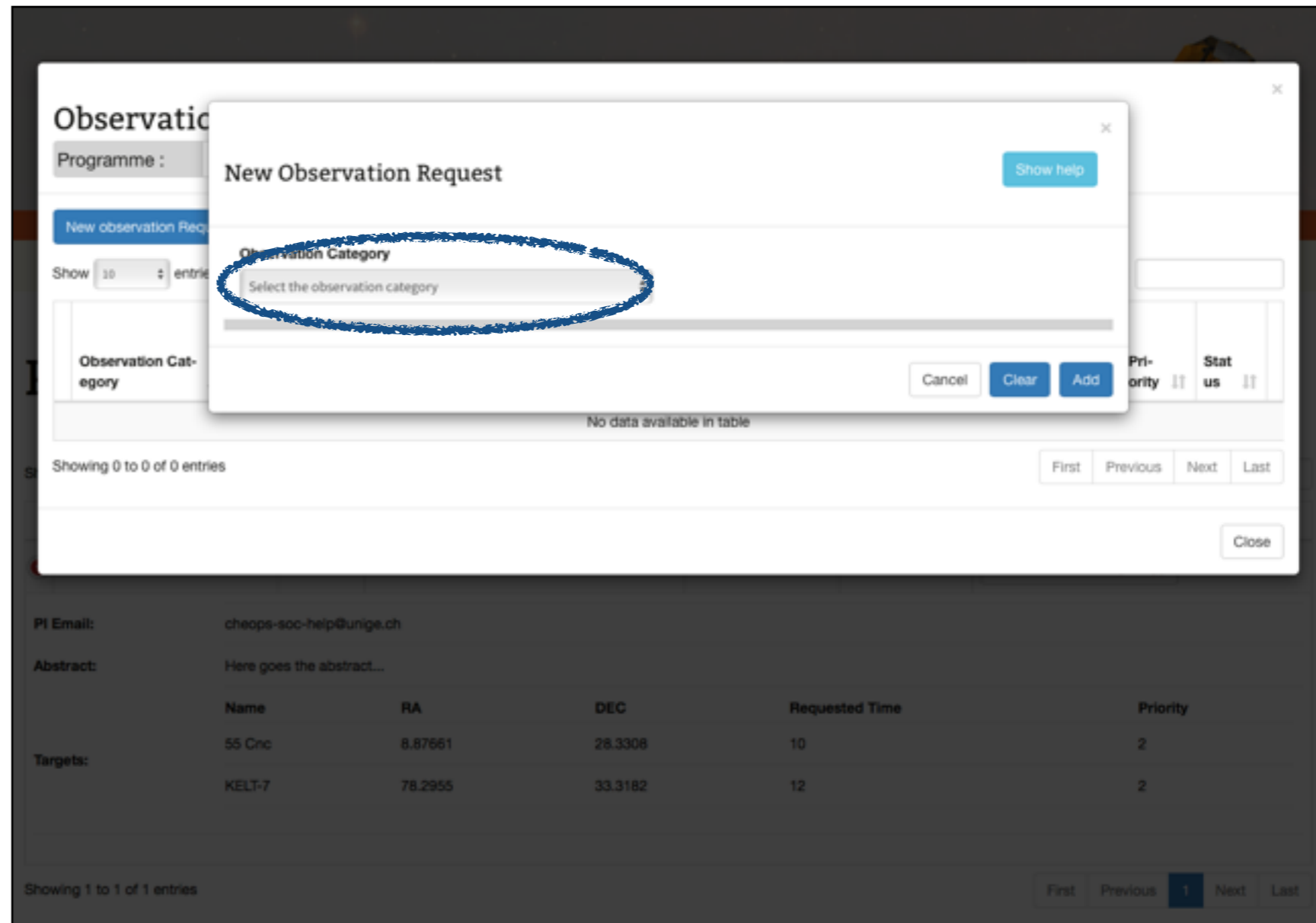


The screenshot shows the 'Observation Requests' interface. At the top, there are filters for 'Programme : My Guest Observer Program', 'Type : Guest Observer(20)', and 'ID : 0001'. A blue button labeled 'New observation Request' is circled in red. Below the filters is a search bar and a table with columns: Observation Category, Observation Request Id, Target Name, GAIA ID Number, Right Ascension, Declination, Visit Duration [CHEOPS Orbit], Number Of Visits, Priority, and Status. The table is currently empty, displaying 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has navigation buttons for 'First', 'Previous', 'Next', and 'Last'. At the bottom right of the table area is a 'Close' button. Below the table area, there are fields for 'PI Email: cheops-soc-help@unige.ch', 'Abstract: Here goes the abstract...', and 'Targets:'. The 'Targets' section contains a table with columns: Name, RA, DEC, Requested Time, and Priority. It lists two targets: '55 Cnc' with RA 8.87661, DEC 28.3308, Requested Time 10, and Priority 2; and 'KELT-7' with RA 78.2955, DEC 33.3182, Requested Time 12, and Priority 2. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Create an Observation Request

Select the observation category:

- **Time-Critical:**
Observation associated with a transit (more generally any periodic event)
- **Non-Time-Critical:**
Observation not associated with a periodic event, typically for fillers



Observation Category

Select the observation category

Cancel Clear Add

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

Close

PI Email: cheops-soc-help@unige.ch

Abstract: Here goes the abstract...

Name	RA	DEC	Requested Time	Priority
55 Cnc	8.87661	28.3308	10	2
KELT-7	78.2955	33.3182	12	2

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

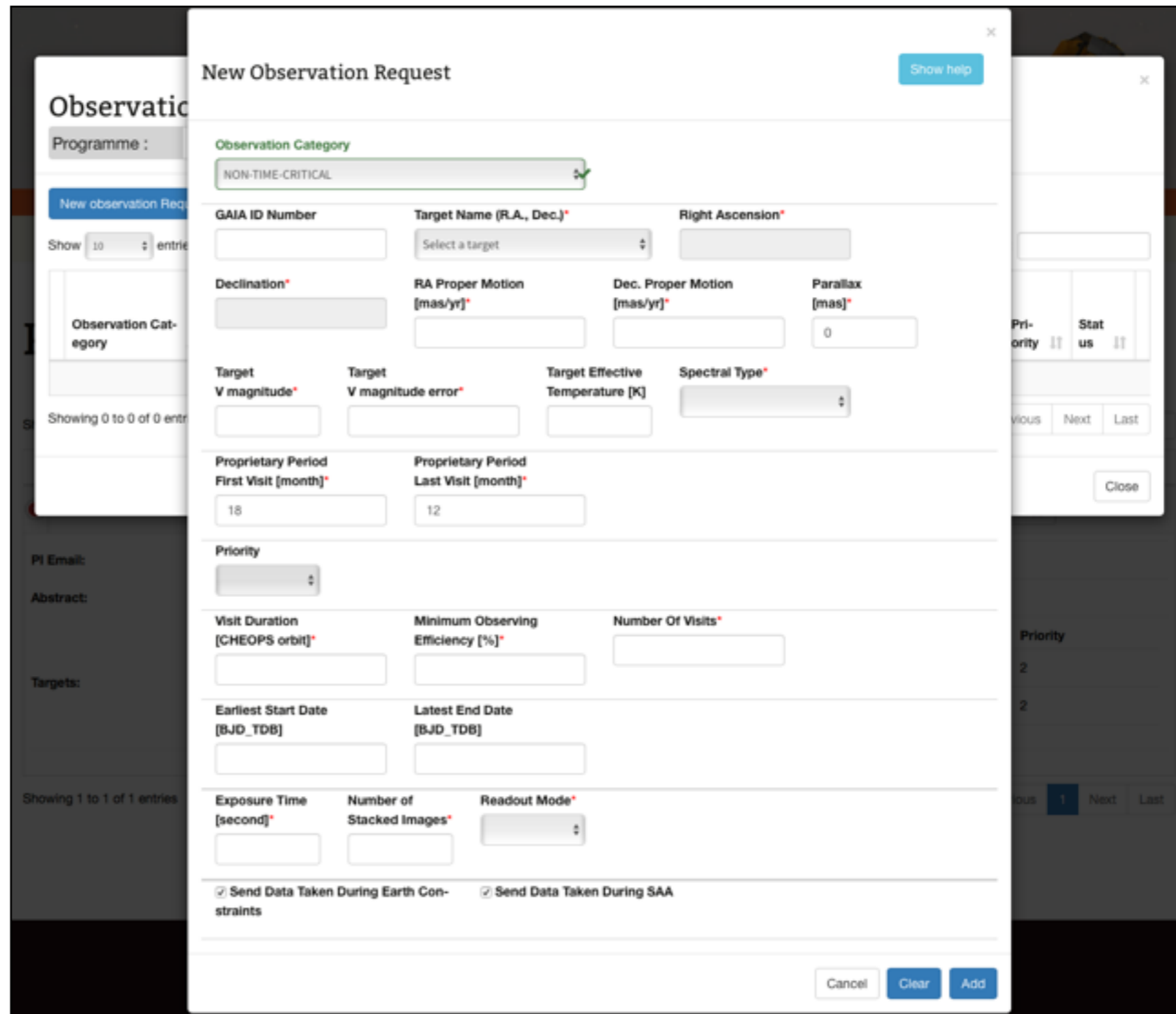
Proposal Handling Tool Phase II

PHT2 Guidelines

Create an Observation Request

Define the parameters of your observation

Some parameters are mandatory (indicated with a *)



New Observation Request Show help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number:

Target Name (R.A., Dec.):

Right Ascension:

Declination:

RA Proper Motion [mas/yr]:

Dec. Proper Motion [mas/yr]:

Parallax [mas]:

Target V magnitude:

Target V magnitude error:

Target Effective Temperature [K]:

Spectral Type:

Proprietary Period First Visit [month]:

Proprietary Period Last Visit [month]:

Priority:

Visit Duration [CHEOPS orbit]:

Minimum Observing Efficiency [%]:

Number Of Visits:

Earliest Start Date [BJD_TDB]:

Latest End Date [BJD_TDB]:

Exposure Time [second]:

Number of Stacked Images:

Readout Mode:

Send Data Taken During Earth Constraints Send Data Taken During SAA

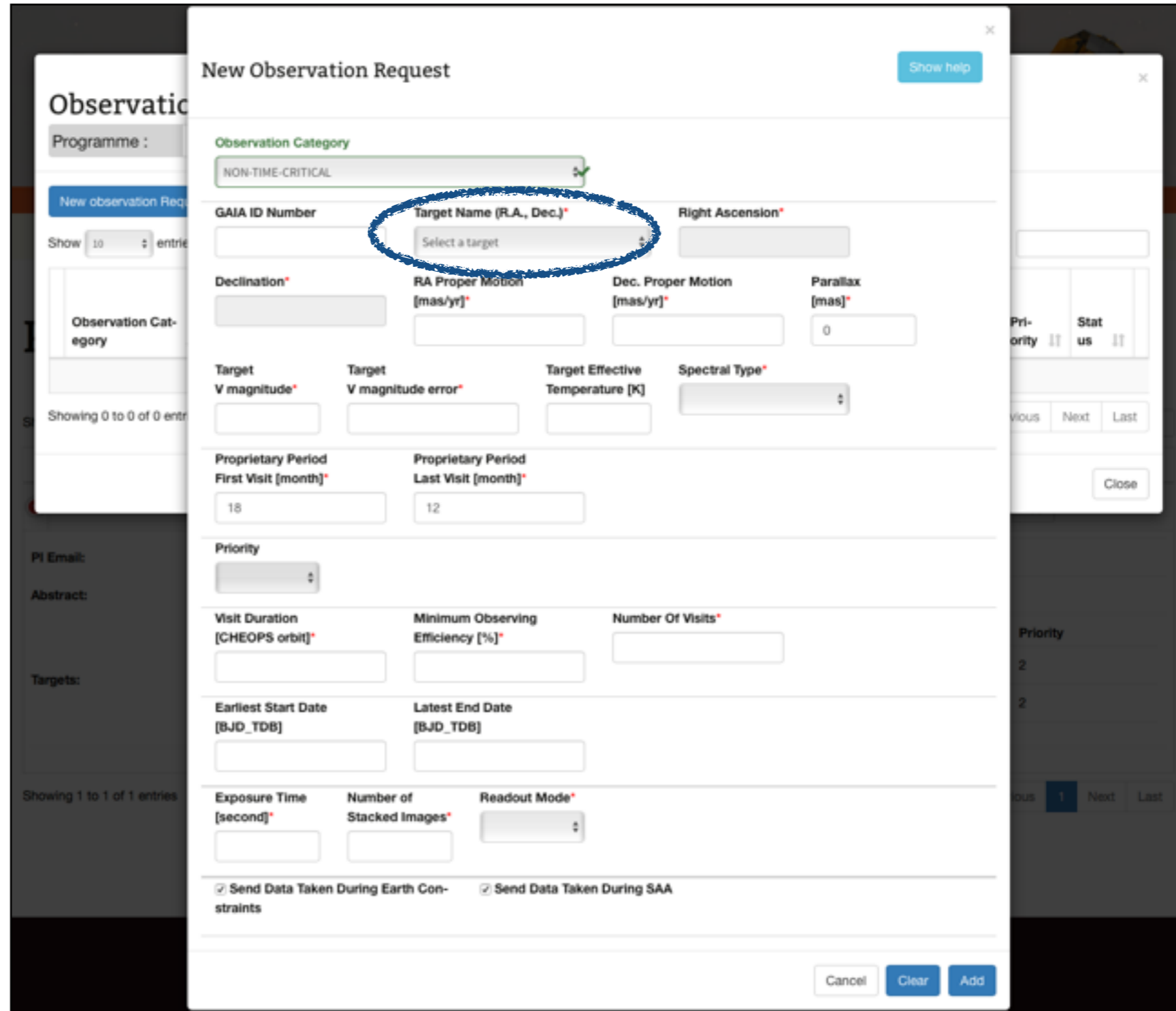
Cancel Clear Add

Create an Observation Request

Define the parameters of your observation

Some parameters are mandatory (indicated with a *****)

First select a target star from the scroll-down menu (only targets accepted by the ESA TAC show in the menu)



New Observation Request Show help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number:

Target Name (R.A., Dec.)*:

Right Ascension*:

Declination*:

RA Proper Motion [mas/yr]*:

Dec. Proper Motion [mas/yr]*:

Parallax [mas]:

Target V magnitude*:

Target V magnitude error*:

Target Effective Temperature [K]:

Spectral Type*:

Proprietary Period First Visit [month]*:

Proprietary Period Last Visit [month]*:

Priority:

Visit Duration [CHEOPS orbit]*:

Minimum Observing Efficiency [%]*:

Number Of Visits*:

Earliest Start Date [BJD_TDB]:

Latest End Date [BJD_TDB]:

Exposure Time [second]*:

Number of Stacked Images*:

Readout Mode*:

Send Data Taken During Earth Constraints Send Data Taken During SAA

Cancel Clear Add

Proposal Handling Tool Phase II

PHT2 Guidelines

Create an Observation Request

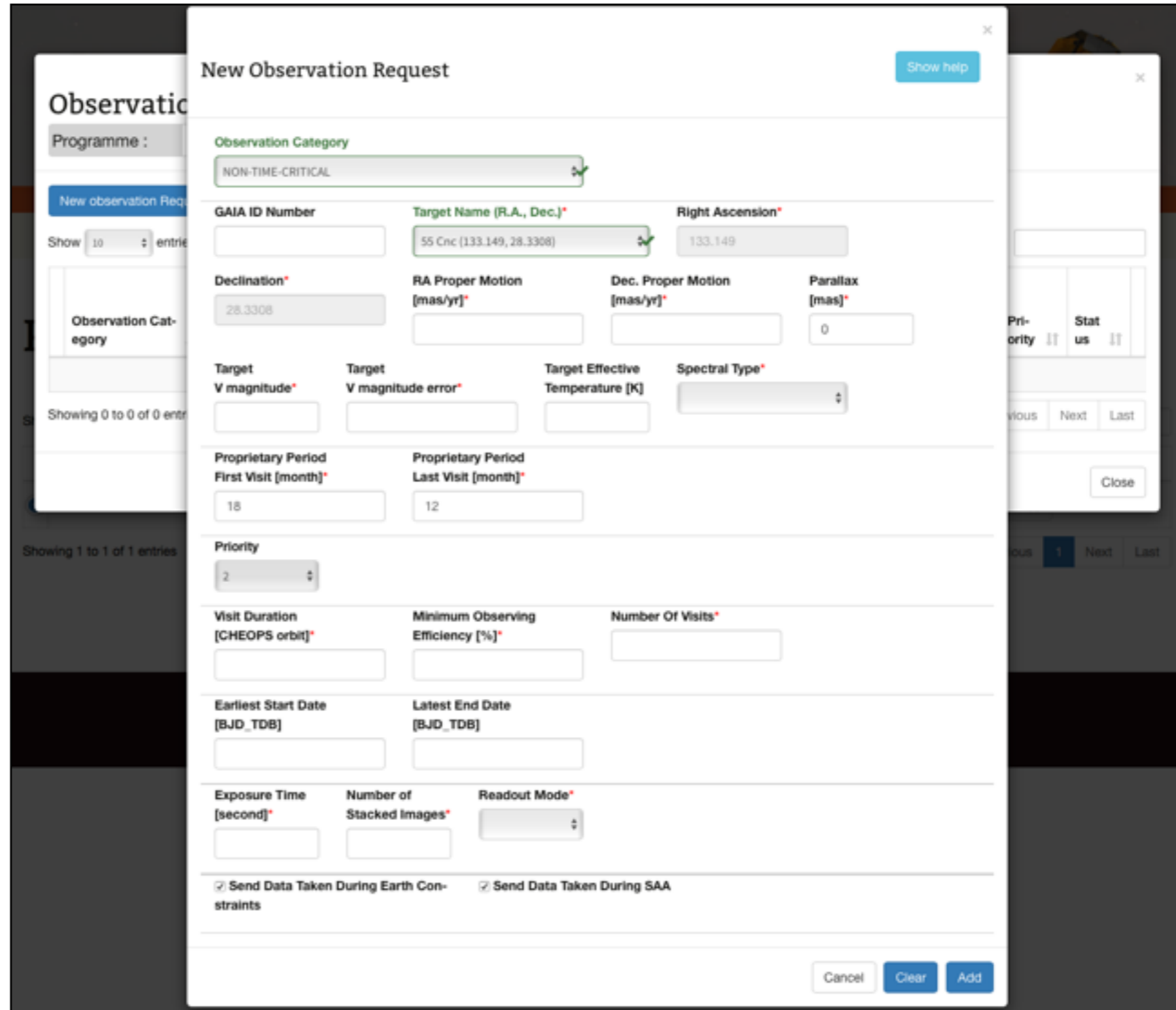
Define the parameters of your observation

Some parameters are mandatory (indicated with a *)

First select a target star from the scroll-down menu (only targets accepted by the ESA TAC show in the menu)

Target coordinates are pre-filled with user-defined values from PHT-1

Priority field is pre-filled with ESA-assigned priority for this target



New Observation Request Show help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number:

Target Name (R.A., Dec.): 55 Cnc (133.149, 28.3308)

Right Ascension: 133.149

Declination: 28.3308

RA Proper Motion [mas/yr]:

Dec. Proper Motion [mas/yr]:

Parallax [mas]: 0

Target V magnitude:

Target V magnitude error:

Target Effective Temperature [K]:

Spectral Type:

Proprietary Period First Visit [month]: 18

Proprietary Period Last Visit [month]: 12

Priority: 2

Visit Duration [CHEOPS orbit]:

Minimum Observing Efficiency [%]:

Number Of Visits:

Earliest Start Date [BJD_TDB]:

Latest End Date [BJD_TDB]:

Exposure Time [second]:

Number of Stacked Images:

Readout Mode:

Send Data Taken During Earth Constraints Send Data Taken During SAA

Cancel Clear Add

Create an Observation Request

Define the parameters of your observation

Some parameters are mandatory (indicated with a *****)

Valid and invalid entries are identified as such

New Observation Request Show help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number:

Target Name (R.A., Dec.): 55 Cnc (133.149, 28.3308)

Right Ascension: 133.149

Declination: 28.3308

RA Proper Motion [mas/yr]: -485.8

Dec. Proper Motion [mas/yr]: -234.05

Parallax [mas]: 81.03

Target V magnitude: 5.95

Target V magnitude error: 0.05

Target Effective Temperature [K]: 5490

Spectral Type: GBV (5490 K)

Proprietary Period First Visit [month]: 18

Proprietary Period Last Visit [month]: 12

Priority: 2

Visit Duration [CHEOPS orbit]: 4

Minimum Observing Efficiency [%]: 60

Number Of Visits: 4

Earliest Start Date [BJD_TDB]:

Latest End Date [BJD_TDB]: 5

Exposure Time [second]: 1

Number of Stacked Images: 60

Readout Mode: BRIGHT

Send Data Taken During Earth Constraints Send Data Taken During SAA

Buttons: Cancel, Clear, Add

Create an Observation Request

Define the parameters of your observation

Some parameters are mandatory (indicated with a *)

Valid and invalid entries are identified as such

Click “Show Help” to display brief textual explanations

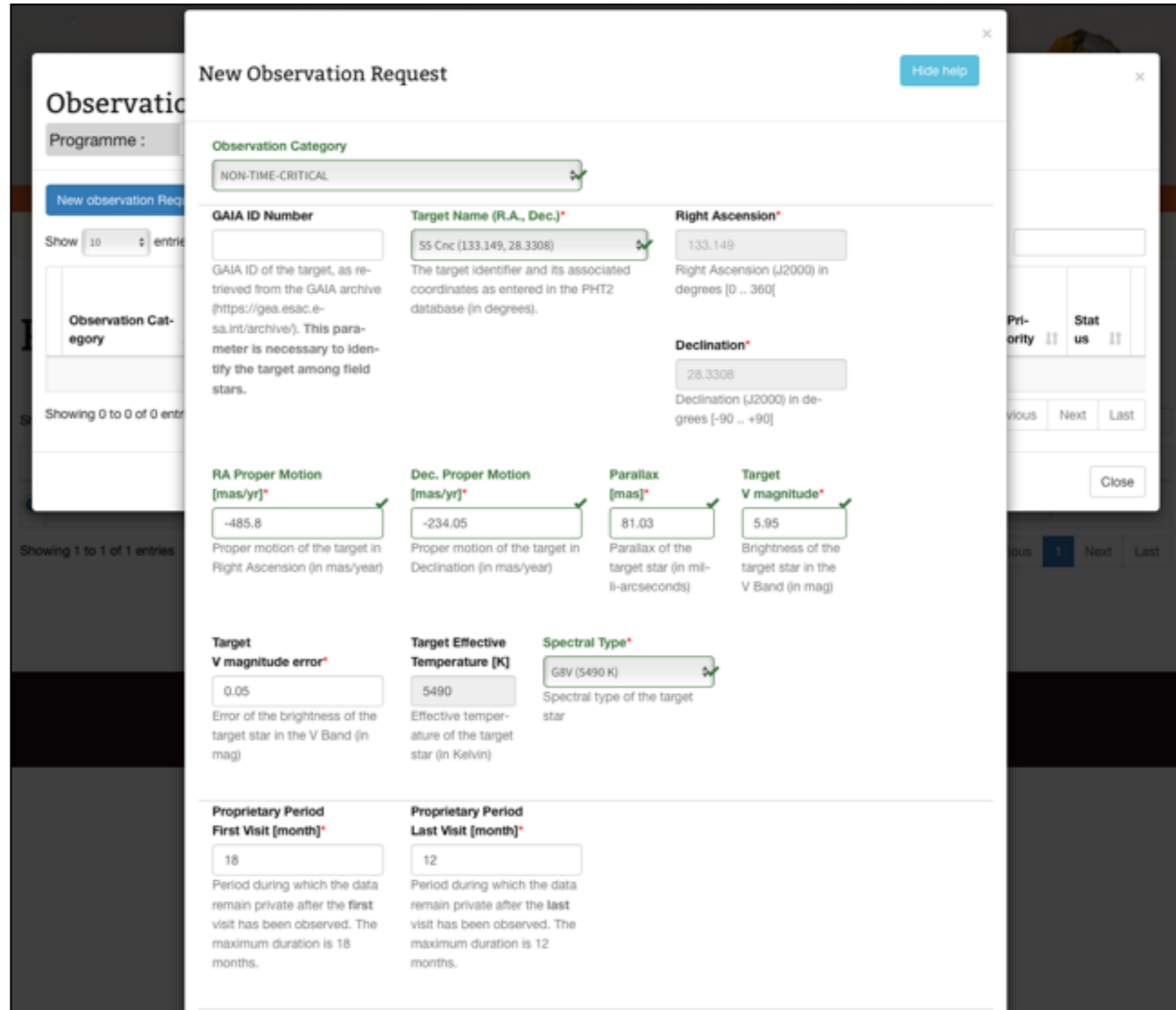
Create an Observation Request

Define the parameters of your observation

Some parameters are mandatory (indicated with a *****)

Valid and invalid entries are identified as such

Click “Show Help” to display brief textual explanations



New Observation Request Hide help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number
 GAIA ID of the target, as retrieved from the GAIA archive (https://gea.esac.esa.int/archive/). This parameter is necessary to identify the target among field stars.

Target Name (R.A., Dec.)*
 The target identifier and its associated coordinates as entered in the PHT2 database (in degrees).

Right Ascension*
 Right Ascension (J2000) in degrees [0 .. 360]

Declination*
 Declination (J2000) in degrees [-90 .. +90]

RA Proper Motion [mas/yr]*
 Proper motion of the target in Right Ascension (in mas/year)

Dec. Proper Motion [mas/yr]*
 Proper motion of the target in Declination (in mas/year)

Parallax [mas]*
 Parallax of the target star (in milli-arcseconds)

Target V magnitude*
 Brightness of the target star in the V Band (in mag)

Target V magnitude error*
 Error of the brightness of the target star in the V Band (in mag)

Target Effective Temperature [K]
 Effective temperature of the target star (in Kelvin)

Spectral Type*
 Spectral type of the target star

Proprietary Period First Visit [month]*
 Period during which the data remain private after the first visit has been observed. The maximum duration is 18 months.

Proprietary Period Last Visit [month]*
 Period during which the data remain private after the last visit has been observed. The maximum duration is 12 months.

Proposal Handling Tool Phase II

PHT2 Guidelines

Create an Observation Request

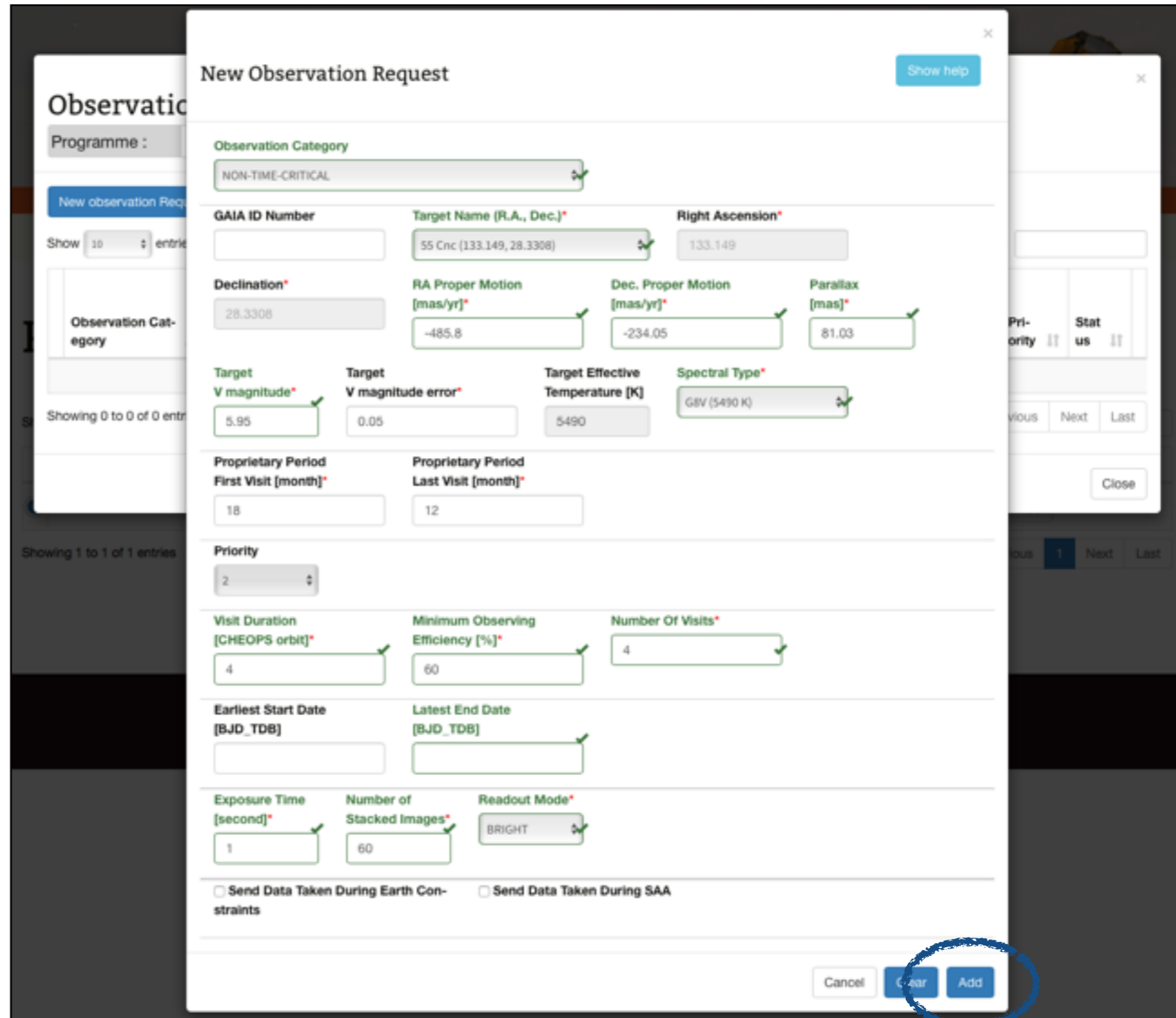
Define the parameters of your observation

Some parameters are mandatory (indicated with a *)

Valid and invalid entries are identified as such

Click “Show Help” to display brief textual explanations

Scroll down and click “Add”



New Observation Request Show help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number:

Target Name (R.A., Dec.): 55 Cnc (133.149, 28.3308)

Right Ascension: 133.149

Declination: 28.3308

RA Proper Motion [mas/yr]: -485.8

Dec. Proper Motion [mas/yr]: -234.05

Parallax [mas]: 81.03

Target V magnitude: 5.95

Target V magnitude error: 0.05

Target Effective Temperature [K]: 5490

Spectral Type: G8V (5490 K)

Proprietary Period First Visit [month]: 18

Proprietary Period Last Visit [month]: 12

Priority: 2

Visit Duration [CHEOPS orbit]: 4

Minimum Observing Efficiency [%]: 60

Number Of Visits: 4

Earliest Start Date [BJD_TDB]:

Latest End Date [BJD_TDB]:

Exposure Time [second]: 1

Number of Stacked Images: 60

Readout Mode: BRIGHT

Send Data Taken During Earth Constraints Send Data Taken During SAA

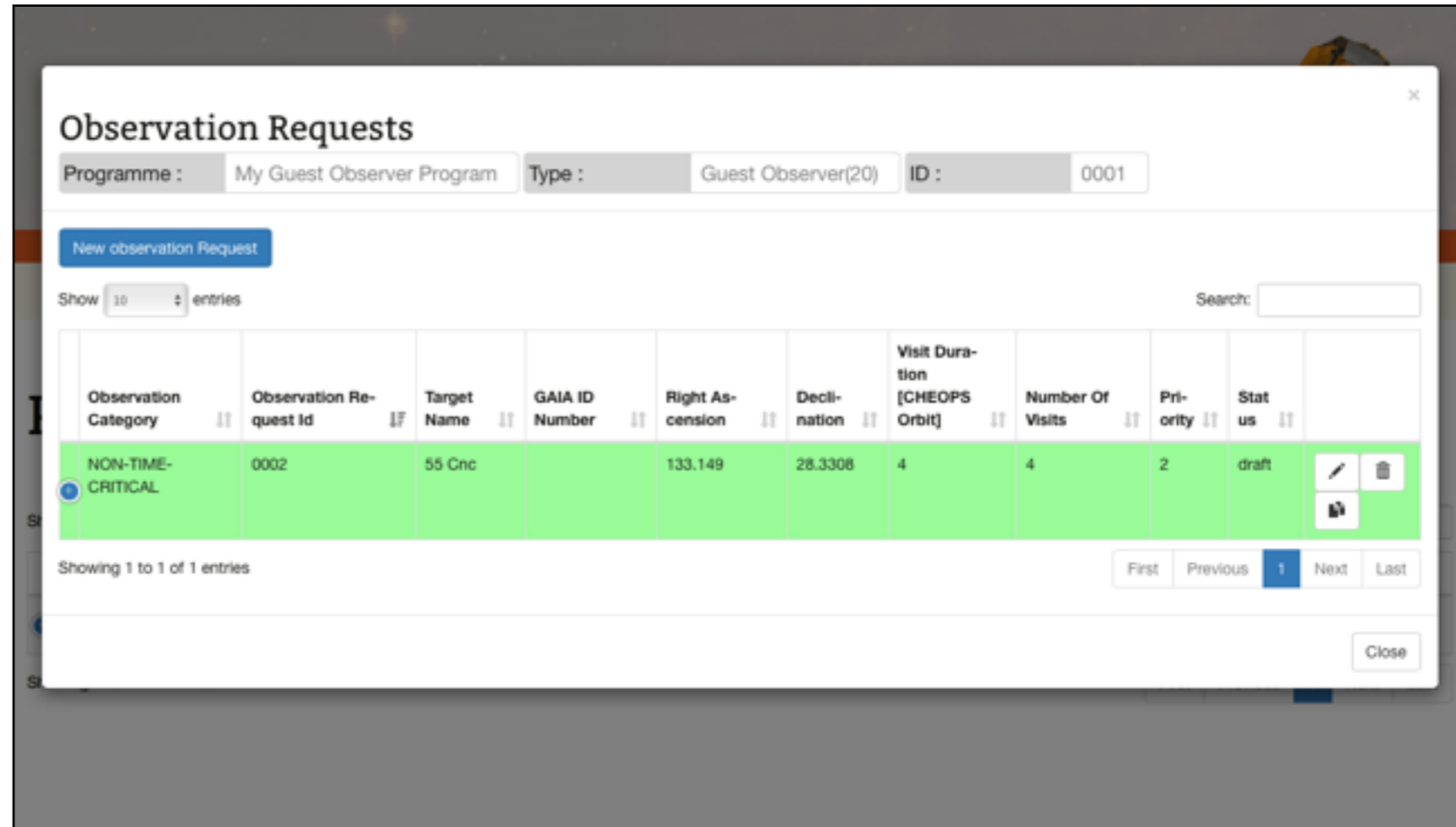
Cancel Clear Add

Proposal Handling Tool Phase II

PHT2 Guidelines

Create an Observation Request

The new Observation Request now appears in the list



The screenshot shows a web interface titled "Observation Requests". At the top, there are filters for "Programme : My Guest Observer Program", "Type : Guest Observer(20)", and "ID : 0001". Below the filters is a blue button labeled "New observation Request". A search bar is located on the right side. The main content is a table with the following columns: Observation Category, Observation Request Id, Target Name, GAIA ID Number, Right Ascension, Declination, Visit Duration [CHEOPS Orbit], Number Of Visits, Priority, and Status. The table contains one entry with a green background:




Observation Category	Observation Request Id	Target Name	GAIA ID Number	Right Ascension	Declination	Visit Duration [CHEOPS Orbit]	Number Of Visits	Priority	Status
NON-TIME-CRITICAL	0002	55 Cnc		133.149	28.3308	4	4	2	draft

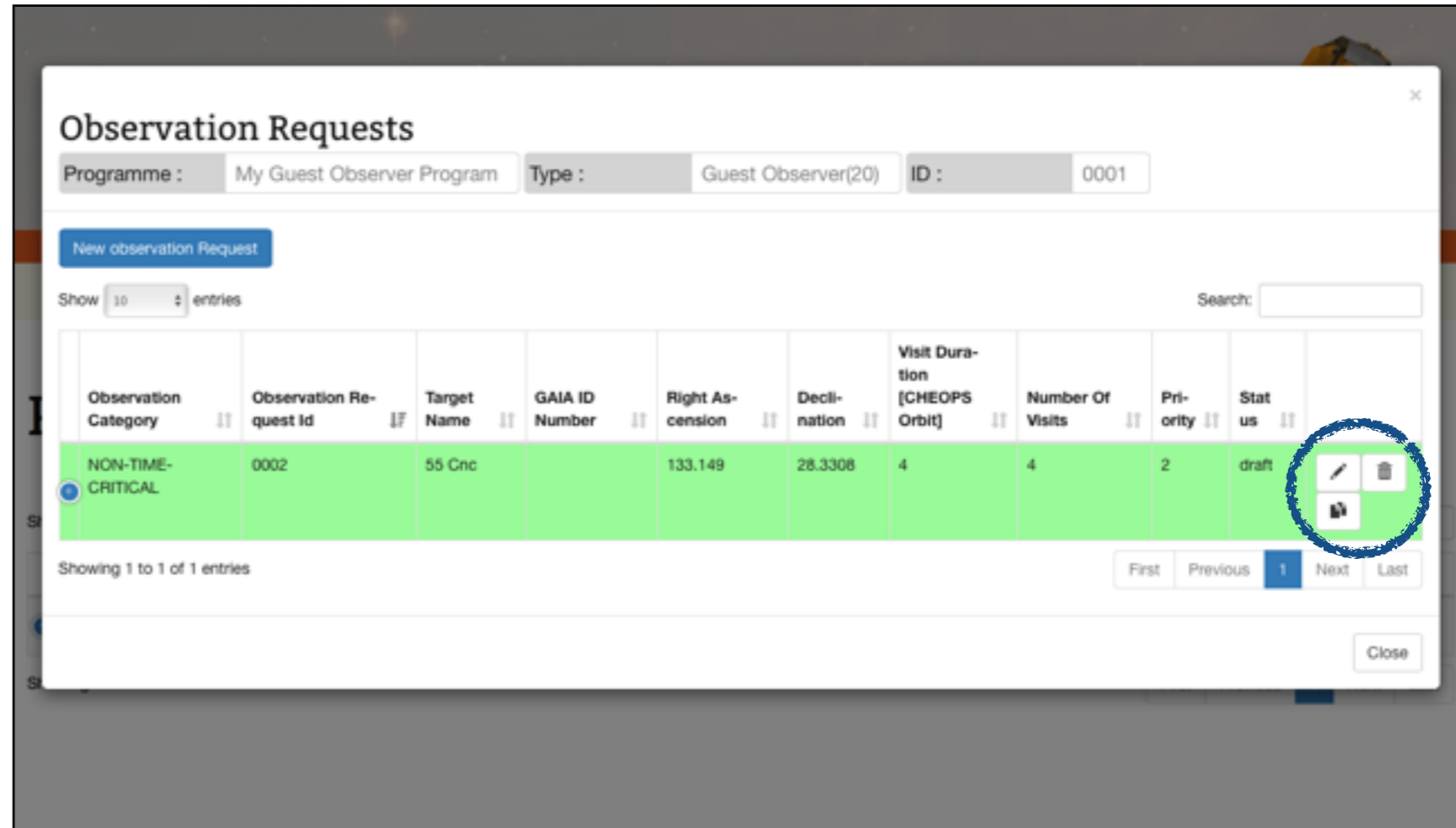
Below the table, it says "Showing 1 to 1 of 1 entries". There are navigation buttons: "First", "Previous", "1" (selected), "Next", and "Last". A "Close" button is in the bottom right corner.

Proposal Handling Tool Phase II

PHT2 Guidelines

Create an Observation Request


You can **Edit** , **Delete** ,
or **Clone**  your observation
request



The screenshot shows the 'Observation Requests' interface. At the top, there are filters for 'Programme : My Guest Observer Program', 'Type : Guest Observer(20)', and 'ID : 0001'. Below the filters is a 'New observation Request' button. A 'Show 10 entries' dropdown and a search box are also present. The main table lists observation requests with columns: Observation Category, Observation Request Id, Target Name, GAIA ID Number, Right Ascension, Declination, Visit Duration [CHEOPS Orbit], Number Of Visits, Priority, and Status. A single entry is shown with a green background: 'NON-TIME-CRITICAL', '0002', '55 Cnc', '133.149', '28.3308', '4', '4', '2', and 'draft'. To the right of this entry, three icons (edit, delete, clone) are circled in blue. At the bottom, there are pagination controls (First, Previous, 1, Next, Last) and a 'Close' button.

Observation Category	Observation Request Id	Target Name	GAIA ID Number	Right Ascension	Declination	Visit Duration [CHEOPS Orbit]	Number Of Visits	Priority	Status
NON-TIME-CRITICAL	0002	55 Cnc		133.149	28.3308	4	4	2	draft

Create an Observation Request

 **Cloning** an observation request creates a new observation request (new ID) with fields pre-filled with values from the parent request

Clone Observation Request Show help

Observation Category: NON-TIME-CRITICAL

GAIA ID Number:

Target Name (R.A., Dec.): 55 Cnc (133.149, 28.3308)

Right Ascension: 133.149

Declination: 28.3308

RA Proper Motion [mas/yr]: -485.8

Dec. Proper Motion [mas/yr]: -234.05

Parallax [mas]: 81.03

Target V magnitude: 5.95

Target V magnitude error: 0.05

Target Effective Temperature [K]: 5490

Spectral Type: G8V (5490 K)

Proprietary Period First Visit [month]: 18

Proprietary Period Last Visit [month]: 12

Priority: 2

Visit Duration [CHEOPS orbit]: 4

Minimum Observing Efficiency [%]: 60.00

Number Of Visits: 4

Earliest Start Date [BJD_TDB]:

Latest End Date [BJD_TDB]:

Exposure Time [second]: 1.00

Number of Stacked Images: 60

Readout Mode: BRIGHT

Send Data Taken During Earth Constraints Send Data Taken During SAA

Cancel Clear Add