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**EB-WI-0010, Rev Q**

Written by: Duane Dier

Reviewed by: Cody Rustuen

Start a New Process Library

Applies to CSV File to produce Set of Process Markup Files

3 named resources are identified to perform this process

Start a New Process Library

EB-WI-0010 Work Instruction Revision Q

Written by:
Duane Dier

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Reviewed by:
Cody Rustuen

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NO-AI: This certifies that this document has been created without the use of generative Artificial Intelligence (AI). This statement removes any doubt: this process was written by a human. All sections and steps in this process are the original thoughts of a team of humans, including the Author and Reviewer named in the signature block above.

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Revision Table for EB-WI-0010 "Start a New Process Library"

Rev	What Changed
-	Initial release
A	Updated for stanhope version 0.11.1
B	Fleshed out CSV authoring section
C	Updated resources and verifications throughout the document
D	Refined requirements and action tables in all sections
E	Collapsed steps in the "Create your CSV file" section
F	Installation instructions continue evolution (first section, multiple steps modified and added)
G	Adding the (new) "context" blurbs throughout
H	Helpful image added to the first step to visually describe the folder structure of a Process Library
I	Changed title to describe the real use case better
J	Added the new "Objective" type lines throughout
K	Added the new "Out of Scope" lines throughout
L	Added the "Process Type" line
M	Updated a warning text to suggest free software to use for Excel files. Also, caption updated for the "help" dialog screenshot.
N	Added Templates "Roles.css" and "NonConformances.css" to demonstrate new functionality in stanhope 0.31.0
O	Added Templates "NoAI.css" and "DistributionA.css" in general alignment with published process documents released to a public website
P	Added an embedded CSV table to the first step (stanhope 0.58.0)
(current) Q	<i>Added an external CSV file / table reference to the first step (stanhope 0.61.0)</i>

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Requirements Table for EB-WI-0010 "Start a New Process Library"

Successful execution of this procedure produces evidence of verification for the requirements listed in the table below. Therefore, this procedure's execution is particularly important for us to achieve our goal. When you see procedure call-outs in this style of box, that step is what produces this critical evidence. Take the time to understand how these requirements will be verified prior to starting this procedure, and consult this procedure's author (Duane Dier) if necessary.

RID	Text of Requirement	Verif. Method	Step
S01	The operator shall have "execute" permission for the stanhope executable file.	Inspection	Step 1.2
S02	The stanhope executable file shall exist in the process library folder's root.	Inspection	Step 1.2
S03	The stanhope.css base template file shall exist in the process library's "assets" folder.	Inspection	Step 1.3
S04	The input CSV file's first six columns shall be (in order): 'Document Number', 'Title', 'Subject', 'Product', 'Author', and 'Reviewer'.	Inspection	Step 2.1
S05	Each process listed in the CSV file shall reside in a folder named as the document number.	Inspection	Step 4.1
S06	For each new process identified in a CSV file, the stanhope application shall produce a markup file and associated HTML file in that process's folder in the process library.	Sampling	Step 4.2

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EB-WI-0010, Rev Q "Start a New Process Library"

- [Section 1](#): Set up your process library
 - [Step 1.1](#): Create a new folder to be your Process Library
 - [Step 1.2](#): Install the stanhope application in the Process Library folder
 - [Step 1.3](#): Install common assets and document list template
- [Section 2](#): Create your CSV file
 - [Step 2.1](#): Use Excel template
 - [Step 2.2](#): Add or change the column headers for columns beyond the first required six
- [Section 3](#): Run the stanhope application
 - [Step 3.1](#): Run stanhope in the proper mode
- [Section 4](#): Verify the results
 - [Step 4.1](#): Inspect the process library folder
 - [Step 4.2](#): Sample the process folders to confirm properly-created process files

Personnel Performing this Process, by Named Role:

Role in this Process	Name of Person	Initials	Contact Information
Test Director			
Test Technician			
Quality Assurance			
Customer Rep			

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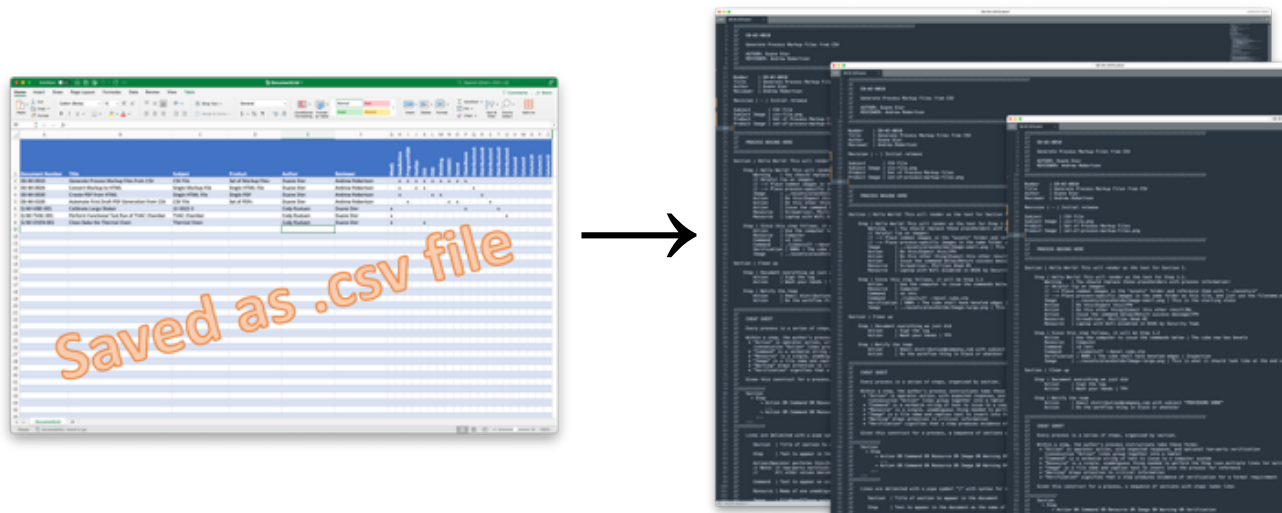
This process has 4 stated objectives:

1. Create a Process Library to develop and publish all process documents (Step 1.1)
2. Complete the installation of all necessary components for the Easy Button workflow (Step 1.3)
3. Demonstrate software functionality in your working environment (Step 3.1)
4. Populate the Process Library according to what's in the list (Step 4.1)

This process has 2 Out Of Scope declarations:

- ✖ This procedure does not cover how to modify files in the "assets" folder. See EB-WI-0100. (Step 1.3)
- ✖ This process does not cover PDF generation. See EB-WI-0020. (Step 4.2)

"Start a New Process Library" applies to CSV File to produce Set of Process Markup Files



3 named resources are identified to perform this process:

Step 1.2

stanhope 0.6.0 or later for Windows, Mac, or Linux

Step 1.3

EasyButton "Asset Bundle" Free Edition (or better)

Step 1.3

EasyButton "DocumentList" Excel file template

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Log of Non-Conformances during this execution (print and insert more copies of this sheet as needed):

Time	Step	Record	Brief Summary of Observation(s) that Deviated from Documented Expectations

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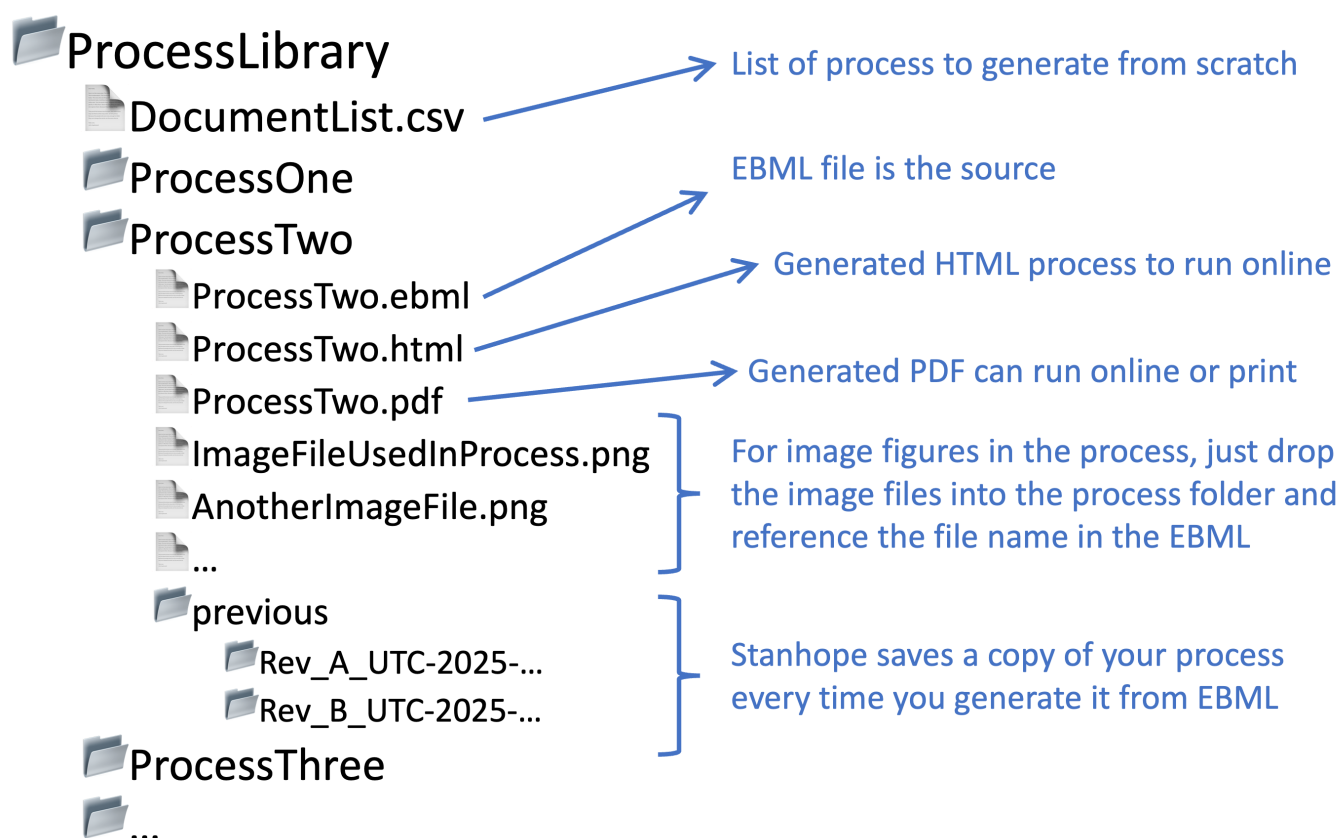
Section 1: Set up your process library

☐ Step 1.1: Create a new folder to be your Process Library

Your Process Library is a folder structure, with one folder per process document.

This procedure is appropriate for starting from scratch, and this section walks you through producing the initial Process Library folder, and the essential files to make process generation work smoothly. The stanhope application creates the subfolders for you based on the contents of your CSV file, which will all be covered by different sections of this process.

The only substantive and unique step in this entire process is the shortest: Step 3.1 - a simple call to the stanhope application is all it takes to convert a well-formatted CSV file into a functional Process Library. These first sections are only truly necessary if this your first Process Library.



The overall Process Library folder structure contains one subdirectory per process, an "assets" folder for common files, the "stanhope" executable, and for this specific process, the CSV file from which the process folders will be created.

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If you already have a process library folder identified, skip this step

Action to perform	Expected	Result	Done	TPV
In a terminal application, navigate to where you want your process library folder to reside using the commands below	"pwd" returns the same folder commanded in "cd" command		☐	N/A

```
> cd /company/project/
> pwd
```

Action to perform	Expected	Result	Done	TPV
Create a "process_library" folder with the command below	No error messages		☐	N/A

```
> mkdir process_library
> cd process_library
```

★**Objective Achieved:** Create a Process Library to develop and publish all process documents

Three columns, three data rows (one header row)

Header C1	Header C2	Header C3
Data R1C1	Data R1C2	Data R1C3
Data R2C1	Data R2C2	Data R2C3
Data R3C1	Data R3C2	Data R3C3

Ten columns, Ten rows (plus one header row)

Header C1	Header C2	Header C3	Header C4	Header C5	Header C6	Header C7	Header C8	Header C9	Header C10
Data R1C1	Data R1C2	Data R1C3	Data R1C4	Data R1C5	Data R1C6	Data R1C7	Data R1C8	Data R1C9	Data R1C10
Data R2C1	Data R2C2	Data R2C3	Data R2C4	Data R2C5	Data R2C6	Data R2C7	Data R2C8	Data R2C9	Data R2C10
Data R3C1	Data R3C2	Data R3C3	Data R3C4	Data R3C5	Data R3C6	Data R3C7	Data R3C8	Data R3C9	Data R3C10
Data R4C1	Data R4C2	Data R4C3	Data R4C4	Data R4C5	Data R4C6	Data R4C7	Data R4C8	Data R4C9	Data R4C10
Data R5C1	Data R5C2	Data R5C3	Data R5C4	Data R5C5	Data R5C6	Data R5C7	Data R5C8	Data R5C9	Data R5C10

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Header C1	Header C2	Header C3	Header C4	Header C5	Header C6	Header C7	Header C8	Header C9	Header C10
Data R6C1	Data R6C2	Data R6C3	Data R6C4	Data R6C5	Data R6C6	Data R6C7	Data R6C8	Data R6C9	Data R6C10
Data R7C1	Data R7C2	Data R7C3	Data R7C4	Data R7C5	Data R7C6	Data R7C7	Data R7C8	Data R7C9	Data R7C10
Data R8C1	Data R8C2	Data R8C3	Data R8C4	Data R8C5	Data R8C6	Data R8C7	Data R8C8	Data R8C9	Data R8C10
Data R9C1	Data R9C2	Data R9C3	Data R9C4	Data R9C5	Data R9C6	Data R9C7	Data R9C8	Data R9C9	Data R9C10
Data R10C1	Data R10C2	Data R10C3	Data R10C4	Data R10C5	Data R10C6	Data R10C7	Data R10C8	Data R10C9	Data R10C10

☐ **Step 1.2: Install the stanhope application in the Process Library folder**

1 named resources are identified to perform this step:

stanhope 0.6.0 or later for Windows, Mac, or Linux

Action to perform	Expected	Result	Done	TPV
Transfer stanhope executable to the process library folder, using a system GUI (drag-drop) or commands similar to those below	No errors in transferring		☐	N/A

```
> cp ~/Downloads/stanhope .
```

Action to perform	Expected	Result	Done	TPV
Confirm that the current user can execute stanhope, using system GUI dialogs or the command below	stanhope is executable ("x" in the middle "rwx" triplet)		☐	N/A

```
> ls -la .
```



The "x" in the middle "rwx" string shows that stanhope is executable. In the example shown in this figure, an administrator of this system has read, write, and execute permissions, while the current user (and other anonymous users indicated in the right-hand "rwx" triplet) have only read and execute permissions.



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This step produces the evidence of verification for this requirement:

S01: "The operator shall have "execute" permission for the stanhope executable file." (Verify by Inspection)

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Duane Dier.

This step produces the evidence of verification for this requirement:

S02: "The stanhope executable file shall exist in the process library folder's root." (Verify by Inspection)

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Duane Dier.

☐ Step 1.3: Install common assets and document list template

2 named resources are identified to perform this step:

EasyButton "Asset Bundle" Free Edition (or better)

EasyButton "DocumentList" Excel file template

Action to perform	Expected	Result	Done	TPV
Create a folder named "assets" in the process library folder (see commands below)	No error messages		☐	N/A
Transfer all files in the "Asset Bundle" into the new "assets" folder (see commands below)	No error messages		☐	N/A

```
> mkdir assets
> gunzip ~/Downloads/AssetBundle.zip assets/
```

Action to perform	Expected	Result	Done	TPV
List contents of the process library's "assets" folder (use command below)	At least one file (stanhope.css)		☐	☐

```
> ls -la ./assets
```

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This step produces the evidence of verification for this requirement:

**S03: "The stanhope.css base template file shall exist in the process library's "assets" folder."
(Verify by Inspection)**

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Duane Dier.

★**Objective Achieved:** Complete the installation of all necessary components for the Easy Button workflow

⚠ **Out-of-Scope Caution:** This procedure does not cover how to modify files in the "assets" folder. See EB-WI-0100.

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Section 2: Create your CSV file

☐ Step 2.1: Use Excel template

If you don't have an application that can process Excel files, you can create a CSV manually as plain text.
LibreOffice works just fine for working with Excel files and saving as CSV.

Action to perform	Expected	Result	Done	TPV
Open "DocumentList.xlsx"	File has at least 6 (six) columns in the first row		☐	N/A
Confirm first column header is "Document Number"	First column header is "Document Number"		☐	N/A
Confirm first column header is "Title"	First column header is "Title"		☐	N/A
Confirm first column header is "Subject"	First column header is "Subject"		☐	N/A
Confirm first column header is "Product"	First column header is "Product"		☐	N/A
Confirm first column header is "Author"	First column header is "Author"		☐	N/A
Confirm first column header is "Reviewer"	First column header is "Reviewer"		☐	N/A
Run stanhope with the "help" flag	Displayed CSV format matches the required columns inspected above		☐	N/A

```
> ./stanhope --help
```



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Command Line Interface (CLI) argument structure

Usage: stanhope [OPTIONS]

Options:

- l, --listgen <CSV FILE> Read a CSV file to create many new first-draft processes from scratch [default:]
- p, --process-ebml <EBML FILE> Read a single EBML and produce an HTML file as well as a PDF of that process [default:]
- v, --verbose Output more information to stdout as Stanhope executes (flag)
- h, --help Print help
- V, --version Print version

Note: CSV files passed in to --listgen must strictly conform to this column header order, verbatim:
Exception: [[TFlag]] columns (7th column and beyond) are user-defined.

"Document Number"	"Title"	"Subject"	"Product"	"Author"	"Reviewer"	[[TFlag]]	[[TFlag]]	...
...	...	...	...	...	...	x		...
...	...	...	...	...	...		x	...
...	...	...	...	...	...		x	...
...	...	...	...	...	...	x	x	...

Note: Process files passed into --process-ebml are specifically-formatted EBML files (Easy Button Markup Language).

Result of running stanhope 0.11.1 with the --help flag. For later versions of stanhope, the "help" dialog might be longer. You might need to scroll up in your terminal window to see the column definition text shown in this image.

This step produces the evidence of verification for this requirement:

S04: "The input CSV file's first six columns shall be (in order): 'Document Number', 'Title', 'Subject', 'Product', 'Author', and 'Reviewer'." (Verify by Inspection)

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Duane Dier.

☐ **Step 2.2: Add or change the colum headers for columns beyond the first required six**

	F	G	H	I	J	K	L	M	N	O	P
Reviewer		MaxQ	EasyButton	ProgramPGM	HazOps	ESD	FOD	Welding	COMSEC	Secret	CleanRoom

An example set of Template columns, each with their own CSS file in the ./assets/ folder

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Action to perform	Expected	Result	Done	TPV
Customize the column headers for the types of documents that will reside in this process library	Column headers represent the various kinds of process documents for the project		☐	N/A
Save the Excel file as a CSV file "DocumentList.csv"	No errors		☐	N/A

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Section 3: Run the stanhope application

☐ Step 3.1: Run stanhope in the proper mode

Action to perform	Expected	Result	Done	TPV
Issue the single command below	No errors in command window		☐	☐

```
> ./stanhope --listgen DocumentList.csv
```

★Objective Achieved: Demonstrate software functionality in your working environment

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Section 4: Verify the results

☐ Step 4.1: Inspect the process library folder

Action to perform	Expected	Result	Done	TPV
List contents of the process library (use command below)	One new folder for each data row in the CSV file, each named as the Document Number		☐	☐

```
> ls -la
```

This step produces the evidence of verification for this requirement:

S05: "Each process listed in the CSV file shall reside in a folder named as the document number." (Verify by Inspection)

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Duane Dier.

If a line in the CSV file already has an associated process library folder, stanhope will look for an EBML file in that folder. If the EBML file already exists, stanhope will not perform any actions for that process when executing in "listgen" mode.

★**Objective Achieved:** Populate the Process Library according to what's in the list

☐ Step 4.2: Sample the process folders to confirm properly-created process files

Action to perform	Expected	Result	Done	TPV
List the contents of a newly-created process folder, using a system GUI or a	Two files in the folder: [Process Number].ebml and [Process		☐	N/A

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Action to perform	Expected	Result	Done	TPV
command similar to the one below.	Number].html			
List the contents of another newly-created process folder	Two files in the folder: [Process Number].ebml and [Process Number].html		☐	N/A
> ls ./[ProcessNumber] # replace [ProcessNumber] with any "Number" from the CSV file				

This step produces the evidence of verification for this requirement:

S06: "For each new process identified in a CSV file, the stanhope application shall produce a markup file and associated HTML file in that process's folder in the process library." (Verify by Sampling)

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Duane Dier.

⚠ **Out-of-Scope Caution:** This process does not cover PDF generation. See EB-WI-0020.

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