June 2, 2000

MEMORANDUM TO: William D. Travers
                           Office of the Executive Director for Operations

FROM: Irene P. Little, Director   **/RA/**
                           Office of Small Business and Civil Rights

SUBJECT: ADAMS USER ASSESSMENT AND ACTION PLAN

      As requested in Chairman Meserve's May 22, 2000, memo, subject stated above, attached

is a list that identifies the type and priority of problems that we would like addressed with ADAMS.

The Office of Small Business and Civil Rights is committed to incorporating ADAMS into its work

processes, and to making it an efficient and effective tool.

Attachment:
As stated

cc: P. Norry, DEDM/EDO

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FROM: Irene P. Little, Director   **Original signed by:**
                          Office of Small Business and Civil Rights   **Irene P. Little**

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ADAMS USER ASSESSMENT
OFFICE OF SMALL BUSINESS AND CIVIL RIGHTS

Software

High

1. Apply document profiles to other documents where a majority of fields share comment values. (In general, it is estimated that completing a profile takes 5-7 minutes; copying profiles would probably take 2-3 minutes. To enter five documents, total time would be 25-35 minutes vs. 10-15 minutes [copying profiles]).

2. Improve "pick list" function by ability to scroll to names by entering more than one letter.

3. Capability to view log-in IDs of individuals who are given rights to folders with sensitive information as a safeguard to ensure that correct entries have been made.

Medium

1. Capability to change document profiles in batch mode.

Business Process

High

1. Increased control by offices to add/delete users to office libraries and to establish "groups" without having to work through systems administrator.

2. Use of tracking and monitoring system as a safeguard when sensitive documents are contained in ADAMS.

Medium

1. Provide list of software that is compatible or not currently compatible with ADAMS.