

CCNPP3COLA PEmails

From: Mervine, Richard B [Richard.B.Mervine@unistarnuclear.com]
Sent: Thursday, November 11, 2010 12:55 PM
To: Quinn, Laura; 'Maryann.Parkhurst@pnl.gov'; 'van.ramsdell@pnl.gov';
'Elaine.Chapman@pnl.gov'; 'ian.miller@aecom.com'
Cc: Lutchenkov, Dimitri
Subject: UniStar - Documentation, Reading Room User Guide
Attachments: UNE Galaxy Reading Room Reader User Guide.doc

Richard B. Mervine
IT Consultant
UniStar Nuclear Energy
Calvert Cliffs Nuclear Power Plant
IT-NOF-3
1650 Calvert Cliffs Parkway
Lusby, MD 20657-4700
Phone: 410-495-4370
ALT-Phone 410-470-5525
Mobile: 410-474-8847
Fax: (443) 213-6770
Mail: Richard.B.Mervine@UniStarNuclear.com

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Hearing Identifier: CalvertCliffs_Unit3Cola_Public_EX
Email Number: 1522

Mail Envelope Properties (05306CCF5FA2B141B08DD66FE981F83401CDFE89E5FE)

Subject: UniStar - Documentation, Reading Room User Guide
Sent Date: 11/11/2010 12:54:38 PM
Received Date: 11/11/2010 12:54:42 PM
From: Mervine, Richard B

Created By: Richard.B.Mervine@unistarnuclear.com

Recipients:

"Lutchenkov, Dimitri" <dimitri.lutchenkov@unistarnuclear.com>
Tracking Status: None
"Quinn, Laura" <Laura.Quinn@nrc.gov>
Tracking Status: None
"Maryann.Parkhurst@pnl.gov" <Maryann.Parkhurst@pnl.gov>
Tracking Status: None
"van.ramsdell@pnl.gov" <van.ramsdell@pnl.gov>
Tracking Status: None
"Elaine.Chapman@pnl.gov" <Elaine.Chapman@pnl.gov>
Tracking Status: None
"ian.miller@aecom.com" <ian.miller@aecom.com>
Tracking Status: None

Post Office: EXM-MSW-05.Ceg.Corp.Net

Files	Size	Date & Time
MESSAGE	688	11/11/2010 12:54:42 PM
UNE Galaxy Reading Room Reader User Guide.doc		539712

Options

Priority: Standard
Return Notification: No
Reply Requested: No
Sensitivity: Normal
Expiration Date:
Recipients Received:

UniStar Nuclear Energy
Galaxy SharePoint Reading Room User Guide
Reader

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7. REVISION HISTORY	ERROR! BOOKMARK NOT DEFINED.

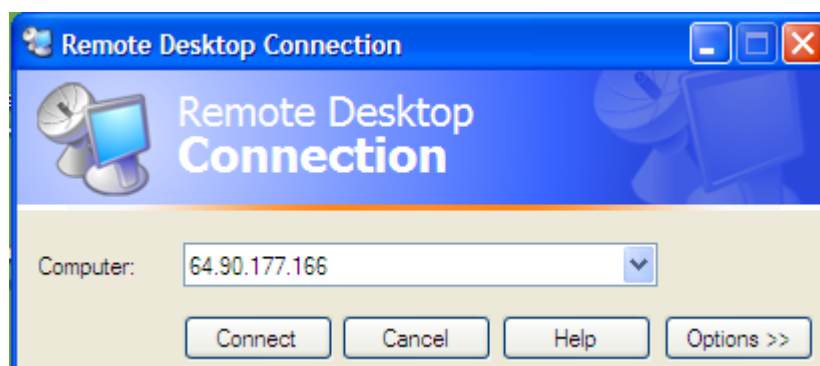
GALAXY SHAREPOINT READING ROOM USER GUIDE

1. PURPOSE

- 1.1. To improve the efficiency of the environmental and safety reviews by allowing staff read-only access to the basis documents and other reference materials cited in the Units COL application.
- 1.2. Allow staff to audit basis documents to determine whether the information contained in the documents supports the COL application.
- 1.3. Enable users to open documents without requiring a download to their machine
- 1.4. The online reference portal will be password-protected, and passwords will be distributed to staff directly involved in the COL review on a need-to-know basis
- 1.5. The online reference portal will be sufficiently secure to prevent staff from printing, saving, or downloading any documents
- 1.6. Strictly control permissions to Reading Room users:
 - Reading Room Viewers – Can view documents without the capability to download, copy, edit or print content.

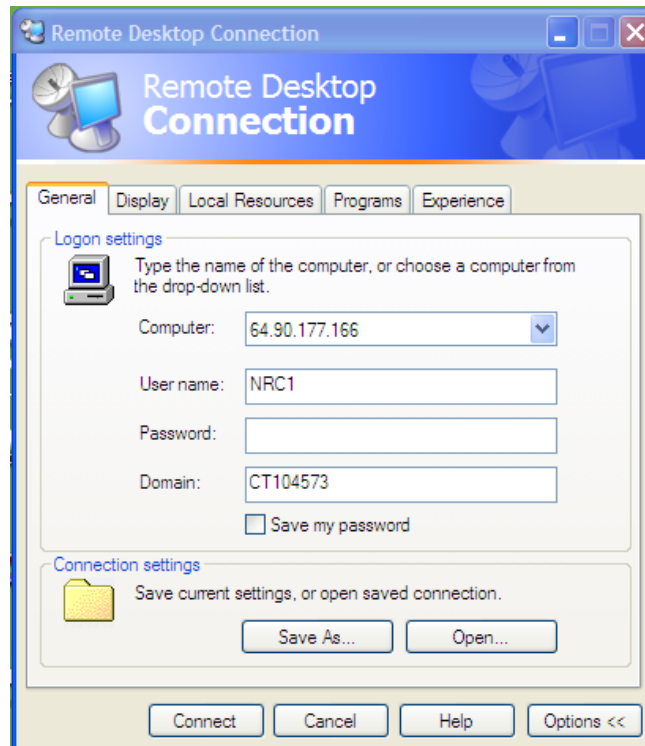
2. READING ROOM PROCEDURES: VIEWING

- 2.1. **Enter** the reading room through a Remote Desktop connection
 - 2.1.1 Open a new Remote Desktop session
 - 2.1.2 Enter your IP address to access the Reading Room site



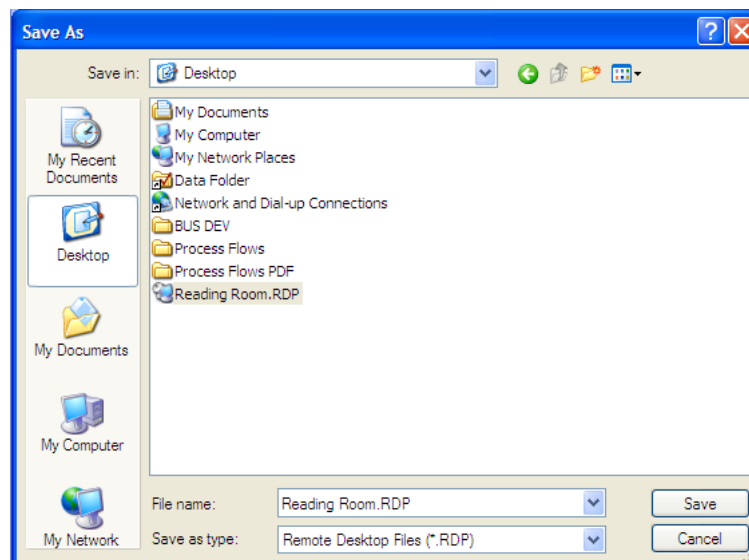
2.1.3 **Save** the Remote Desktop location to your personal desktop

2.1.4 **Click** Options



2.1.5 **Click** Save As...

2.1.6 **Select** Desktop as the Location



2.1.7 Click Save

An icon will appear on your desktop with a direct link to the Reading Room



2.1.8 Click Cancel

2.1.9 Double click the Reading Room.RDP icon

After completing steps 2.1.1-2.1.7 you may access the Reading Room through the desktop icon at anytime

2.1.10 Click Connect

2.1.11 Enter your Username and Password into the login screen



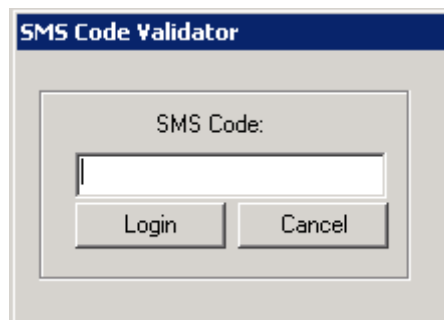
2.1.12 Click Login

A 7-digit code will be sent to your email (CNS 2FA) or telephone SMS inbox. Destination of this code is dependant on the selected preference during initial setup. This 7-digit key will entered in step 2.1.11.

2.1.13 Navigate to your email or telephone SMS inbox and view your SMS/CNS 2FA Code

```
-----Original Message-----  
From: CNS 2FA [mailto:Support@CommercialNetworkServices.com]  
Sent: Tuesday, June 30, 2009 2:40 PM  
To: *User*  
Subject: CNS 2FA: 41s7zt3  
  
CNS 2FA CODE: 41s7zt3
```

2.1.14 **Enter** the SMS/CNS 2FA Code into the SMS Code box. The SMS code will be sent to your email or phone.



2.1.15 **Click** Login

2.2. **Connect** to the SharePoint Reading Room site

2.2.1 **Enter** your SharePoint credentials into the unesharepoint login box

The format for your username will be:

*Username: **UNE/GalaxyID***

2.2.2



NOTE: The 'Remember my Password' functionality has been disabled. Passwords cannot be stored and must be entered upon arrival to the site.

If you have forgotten your username or password or are denied access to the site, see *Appendix A* for troubleshooting procedures.

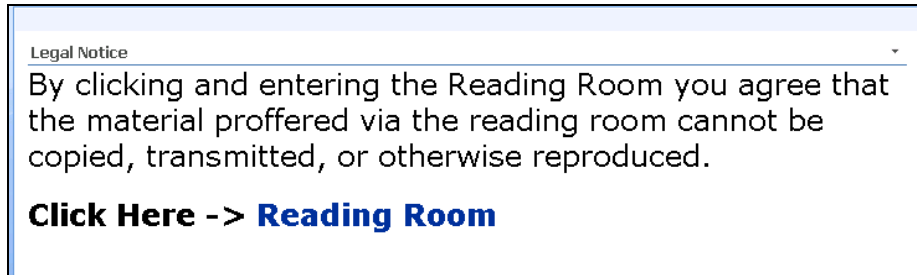
2.2.3 Click OK

NOTE: It may take several minutes for the Reading Room Site to load

2.2.4 Navigate to the SharePoint Reading Room Entrance through the navigation bar

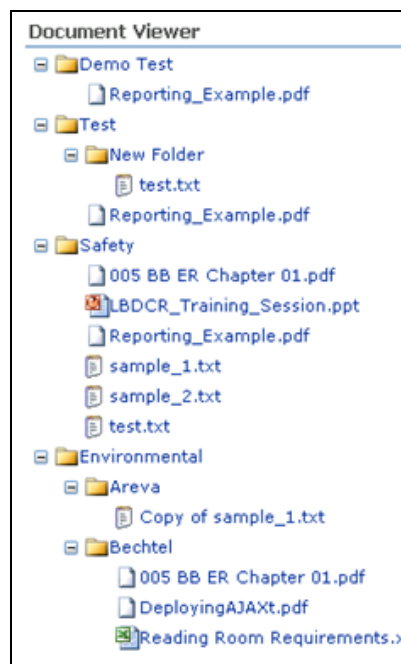


2.3. **Review** the Reading Room disclaimer displayed at the Reading Room Entrance



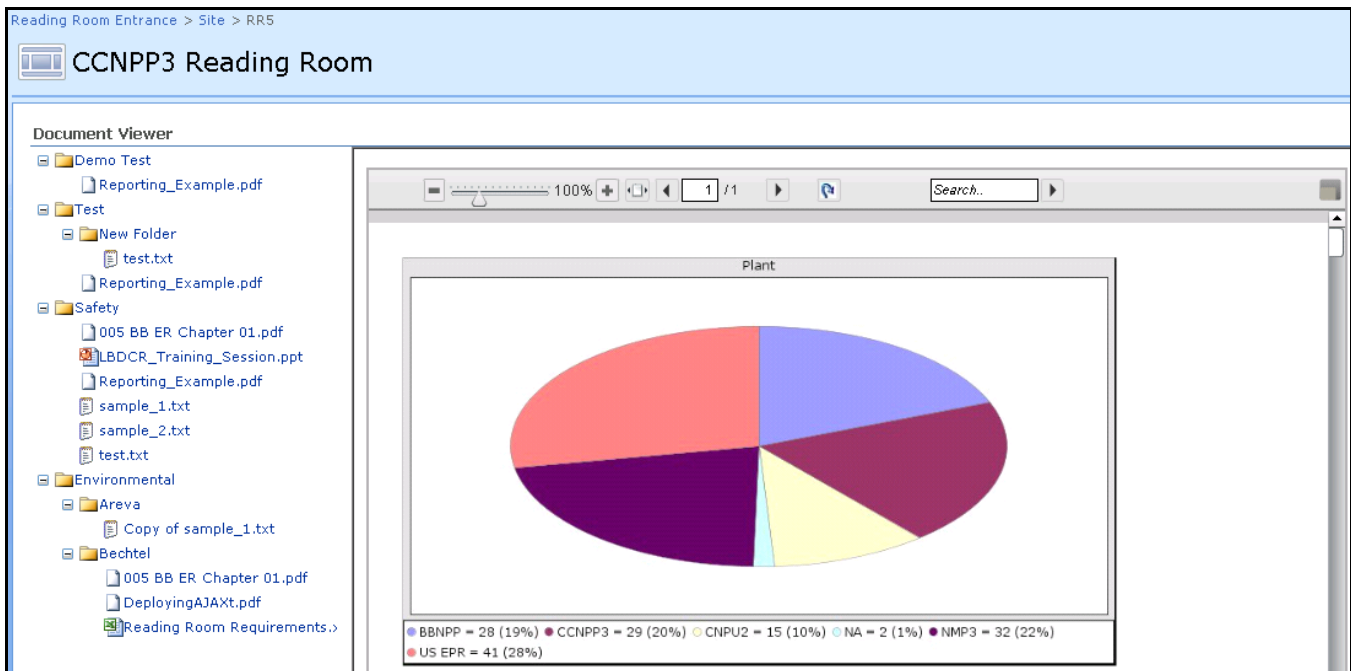
2.4. **Click** the Reading Room hyperlink to enter the Reading Room

The Reading Room Viewer will open and documents will be displayed in a drop down list format in the left pane of the Reading Room



2.5 **Click** on a document title from the Document list to view its contents

2.6 The document contents will be displayed in the right pane window of the Reading Room



- 2.7 **Scroll** down the pages of the document using the scrollbar to the right of the viewer
- 2.8 **Zoom** in/out of the document contents using the zoom tool on the Document Viewer Toolbar



- 2.9 **Navigate** between pages using the skip-to navigation on the toolbar




NOTE: You may enter a page number or skip to consecutive pages using the left and right arrows

- 2.10 **Quick Search** document contents using the Search Feature on the toolbar



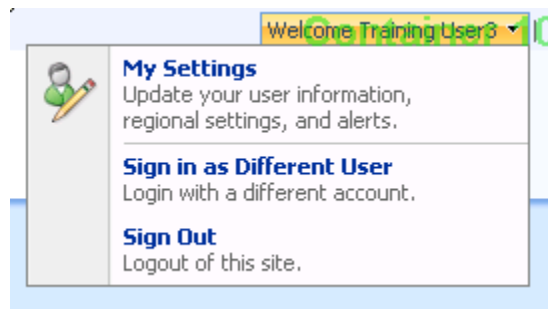
NOTE: Search results will return exact match text found in the document open in the Document Viewer only.

2.11 Open the document in a full screen view by clicking the Full Screen icon  at the top right of the page.

NOTE: The search tool is not available when viewing a document in full screen. You must search the document then open in full screen to view results.

2.12 Press the Escape (esc) key to exit the full screen view.

2.13 **Exit** the Reading Room by clicking your username on the top-right of the screen then Sign Out



2.14 Click Yes to close the window and exit the Reading Room

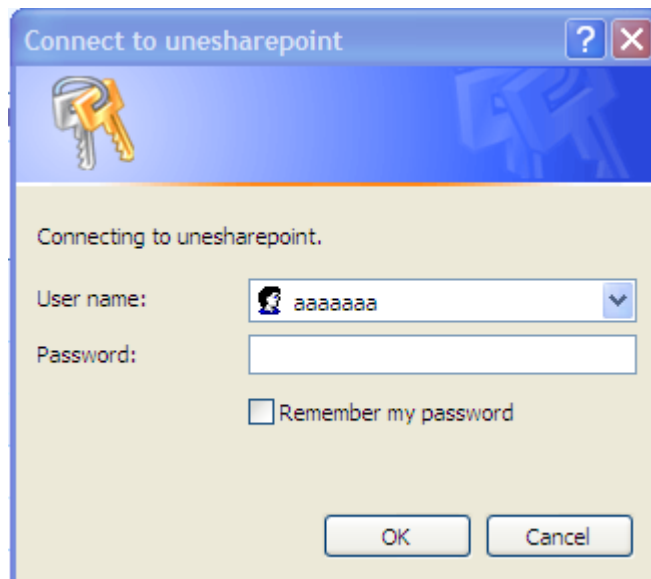
APPENDIX A

There are 3 reasons why your credentials may not be accepted by the SharePoint site:

- You have entered the incorrect username (be sure to include the UNE\domain)
- You have entered the incorrect password (case sensitive)
- Your Galaxy SharePoint password has expired and must be reset (every 75 days)

Please follow the procedures outlined below to regain immediate access to the site:

- To regain entry to the site you must reset your password through the Password Reset tool. This tool can be accessed through the link on the Error 401 page which is displayed when incorrect credentials are entered into the login box 3 times.
 1. Display the error page by entering false credentials into the login screen 3 consecutive times:



2. Navigate to the Password Reset link contained on the error page:

You received this error due to one of the following reasons. Please follow the **Recommended action** to resolve your issue.

1. You do not have access to the UniStar Galaxy SharePoint Site.
Recommended action: Contact the CEG IT Support Center at 1-888-232-4300 or 4300@constellation.com if you would like to request access.
2. You entered an invalid Galaxy user name.
Recommended action: Click the [Refresh](#) button to try again with a valid user name. If you do not know your valid user name, contact the CEG IT Support Center at 1-888-232-4300 or 4300@constellation.com.
Helpful Hint: An example of a valid user name is "UNE\firstname.middleinitial.lastname" or "UNE\firstname.lastname".
3. You entered an invalid Galaxy password.
Recommended action: Click the [Refresh](#) button to try again with a valid password. If you do not know your valid password, [reset your password](#).
4. Your password has expired.
Recommended action: [Reset your password](#).

3. **Click** Reset your password.
4. Follow the procedures below to reset your password and gain entry into the Reading Room site:

This link will take you to a website that does not require a login in or password. Through this site you will be able to reset your password.

How Does This Tool Work:

- After you click Submit, the system will send you an email notification that a request was made to reset your password.
- Open the link in the email to verify the request and reset your password.
- The link will direct you to a page that will acknowledge that your password has been reset and notify you that another email has been sent to you with your new password.
- Open the email to retrieve your new password.
- At this point you can navigate to any of the Galaxy sites and login using your new password.
- If you'd like to personalize your new password, you can change it via the Change Password Tool on the Reading Room left hand navigation.

- There are additional instructions on how to use this Tool on the Password Reset Tool website.

3. ADDITIONAL SUPPORT:

If you have additional access needs or questions, please contact the CEG IT Support Center at 1-888-232-4300 or 4300@constellation.com.

4. REFERENCES

4.1. None

5. ATTACHMENTS

5.1. None