

Electronic Hearing Docket (EHD) User Guide

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1. Introduction

Purpose

This User Guide provides you with needed information and tips for using Web-based ADAMS (WBA) Electronic Hearing Docket (EHD). The EHD application allows you to search for, view, copy, and print Nuclear Regulatory Commission (NRC) public documents stored in ADAMS public libraries. From the Web-based interface, the following libraries are accessible:

Electronic Hearing Dockets	Contains documents associated with active proceedings.
Staff Discovery Materials	Contains discovery documents made public by the NRC Office of General Counsel.

Terms and Acronyms

ADAMS - Agency-wide Documents Access and Management System

CSV - Comma Separated Values

EHD - Electronic Hearing Dockets

FACA - Federal Advisory Committee Act

HTML - Hyper Text Markup Language

KB - Kilobyte, used to measure the size of an electronic file

LSN - Licensing Support Network

MB - Megabyte, used to measure the size of an electronic file

Metadata - Data that identifies a document or record (e.g., Title)

NARA - National Archives and Records Administration

NRC - Nuclear Regulatory Commission

OCR - Optical Character Recognition

PARS - Publicly Available Records System

PDF - Portable Document Format

PII - Personally Identifiable Information

Record - Refers to objects found in the Content Panel

SECY - Nuclear Regulatory Commission Office of the Secretary

UI - User Interface

URL - Uniform Resource Locator

WBA - Web-based ADAMS

zip file - File containing a single or multiple items which have been compressed

EHD Basics

EHD provides a tab-based user interface (UI) to view, download, search, and export reports. In order to access EHD, your system must meet the following requirements:

- Internet Browser: Microsoft Internet Explorer 7.0 or 8.0 with scripting enabled. Unexpected behavior may occur for unsupported browsers.
- PDF Reader: Adobe Acrobat Reader 6.0 or greater.

If your system meets the requirements above, access EHD at <http://adams.nrc.gov/ehd>. Figure 1 below displays the EHD banner available at that location.

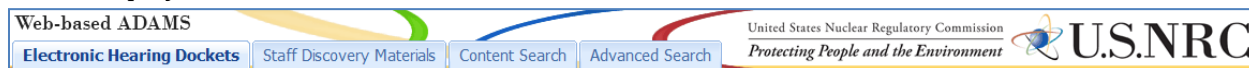


Figure 1 - EHD Banner

The tabs are consistently displayed for you to access documents and packages within EHD. The Folder view ('Electronic

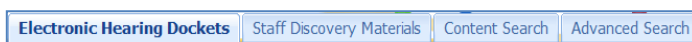


Figure 2 - EHD Tabs

Hearing Dockets' and 'Staff Discovery Materials' Tabs) allows you to locate records by navigating through folders. For more information about the Folder View Tab, see the section 'Folder View'. The Content Search Tab allows you to search for records based on terms found within the records. For more information on the Content Search Tab, see the section 'Content Search'. The Advanced Search Tab also allows you to search for records based on metadata, but also allows you to specify which library you would like to search. For more information on the Advanced Search Tab, see the section 'Advanced Search'.

Within each of these tabs, three buttons are provided—Download, Properties, and Export. Whether viewing the contents of a folder selected in the Tree Panel or viewing the results of a Content or Advanced search, these buttons provide you with quick, easy access to three basic features:

- Download one or more items
- View the properties of one item
- Export a report on one or more items.



Figure 3 - Contents Panel Buttons

Note: After an extended period of inactivity, the system may time out. If you are timed out, restart your EHD session by clicking on your browser's refresh button.

2. Viewing and Downloading

Folder View

The Electronic Hearing Dockets Tab is the default tab shown when you first access EHD. As shown in the figure below, two sections comprise the Folder View Tab—the Tree Panel on the left of the screen and the Contents Panel on the right. The Tree Panel presents the folders available within EHD. The Contents Panel displays the contents of your selected folder and provides navigation options as well as the ability to manipulate folder contents.

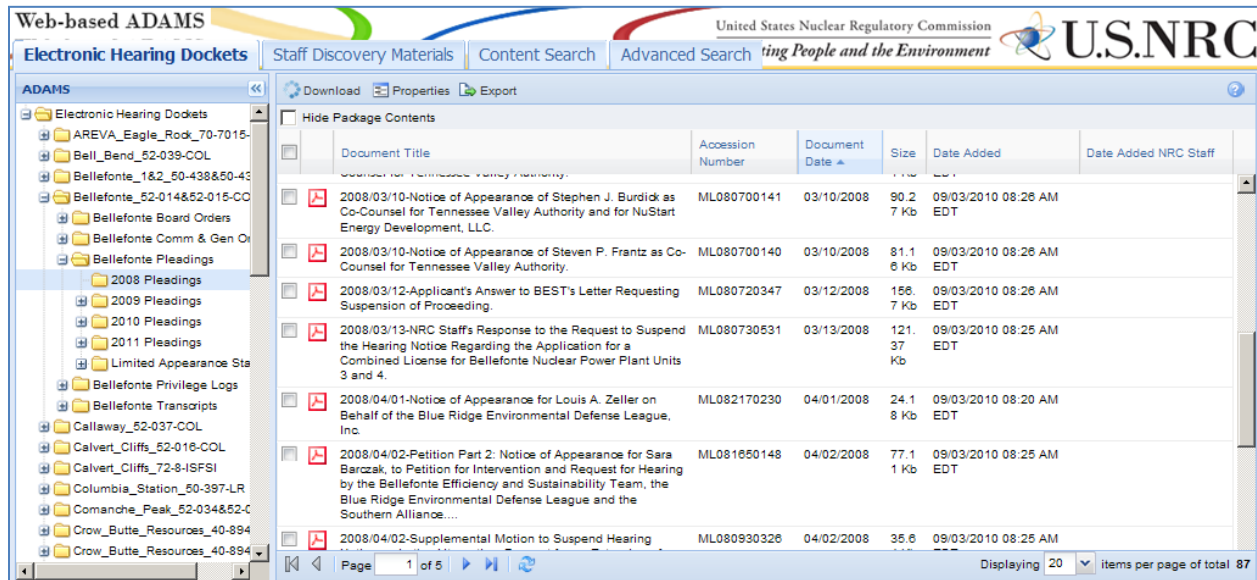







Figure 4 - Folder View

Folder View Tree Panel

The Tree Panel is similar to Windows Explorer. Folders are displayed with expandable buttons. The  symbol next to a folder indicates it contains subfolders that you may access by clicking on the folder. Folders with subfolders displayed will have a  symbol. Folders without subfolders, as indicated by the  symbol, will display their contents in the Contents Panel when clicked.

Use the scroll bar to move up and down within the Tree Panel. Once a folder is chosen, the collapsing **double arrows**  to the right of the word ADAMS hide the Tree Panel. Once collapsed, the expanding **double arrows**  make the Tree Panel visible again.

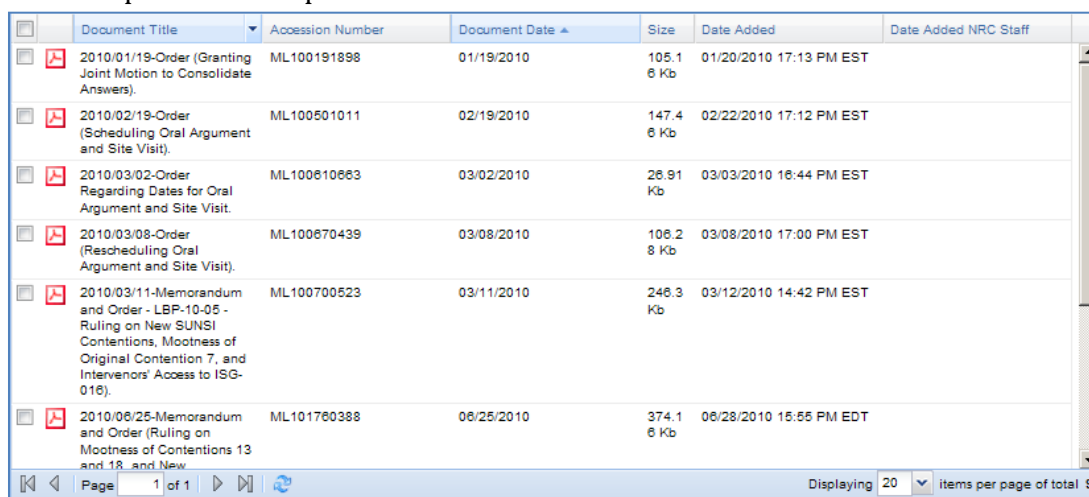
Contents Panel

The Contents Panel displays the contents of the following:

- Within the Folder View Tab, the content of the lowest level folder selected within the Tree Panel.
- Within the Content Search and Advanced Search Tabs, the search results.

Note: Features described for the Contents Panel of the Folder View Tab also apply to the Contents Panel of the Content Search and Advanced Search Tabs.

Figure 5 below provides a snapshot of the Contents Panel.



Document Title	Accession Number	Document Date	Size	Date Added	Date Added NRC Staff
2010/01/19-Order (Granting Joint Motion to Consolidate Answers).	ML100191898	01/19/2010	105.1 6 Kb	01/20/2010 17:13 PM EST	
2010/02/19-Order (Scheduling Oral Argument and Site Visit).	ML100501011	02/19/2010	147.4 6 Kb	02/22/2010 17:12 PM EST	
2010/03/02-Order Regarding Dates for Oral Argument and Site Visit.	ML100610663	03/02/2010	26.91 Kb	03/03/2010 16:44 PM EST	
2010/03/08-Order (Rescheduling Oral Argument and Site Visit).	ML100670439	03/08/2010	106.2 8 Kb	03/08/2010 17:00 PM EST	
2010/03/11-Memorandum and Order - LBP-10-05 - Ruling on New SUNSI Contentions, Mootness of Original Contention 7, and Intervenor's Access to ISG-016).	ML100700523	03/11/2010	246.3 Kb	03/12/2010 14:42 PM EST	
2010/06/25-Memorandum and Order (Ruling on Mootness of Contentions 13 and 18 and New	ML101760388	06/25/2010	374.1 6 Kb	06/28/2010 15:55 PM EDT	

Figure 5 - Contents Panel

Only 20 records per page are shown in the Contents Panel by default. Clicking on the drop-down menu next to 'Displaying' will allow you to change the number of records shown to 10, 20, 50, 100, 250, and 500. For folders with more than 20 records, a section in the lower left-hand corner of the panel can be used to navigate to additional records.

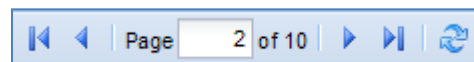


Figure 6 - Contents Panel Navigation

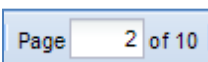
You can navigate pages within the Contents Panel by using the following options:



Return to the first page – click to return to the very first page of records



Previous Page – click to return to the previous page of records



Select a specific page – choose a specific page to review or search. The number entered within the box must be between 1 and the number listed after the word 'of'. Entering a number greater than the number listed will bring you to the last available page. Once you have entered the number, hit 'Enter' on your keyboard.



Next Page – click to move to the next page of records



Forward to the last page – click to move to the last page of records



Refresh – used to refresh the page you are viewing

In the bottom right corner of the screen, the total number of records will be displayed as well as which range of records you are currently viewing.

Displaying 20 items per page of total 87

Figure 7 - Display Range

Managing Columns

Column headers can be used to sort records shown in the Contents Panel. This section will cover how to sort records, add and remove columns to the Contents Panel, and rearrange the order of those columns.

Adding or Removing Columns

When initially opened, six columns are shown in the Contents Panel by default:

Document Title	Accession Number	Document Date	Size	Date Added	Date Added NRC Staff
----------------	------------------	---------------	------	------------	----------------------

Figure 8 - Contents Panel Default Columns

It is possible to add or remove columns within the Contents Panel. All available columns in the Contents Panel are described in Table 1 below:

Table 1 - Columns Available in Contents Panel

Column	Description
<i>Default Columns</i>	
Document Title	A brief description of the subject and/or contents of a document or package
Accession Number	A unique system-generated number assigned to a document or package
Document Date	The date of the document
Size	The size of the record as measured in bytes, kilobytes (KB), or megabytes (MB)
Date Added	The date the document was made public through the Electronic Hearing Dockets (NOTE: This date will change if new updates are required for the document)
Date Added NRC Staff	The date the document was made public through the Staff Discovery Materials (NOTE: This date will change if new updates are required for the document)
<i>Other Available Columns</i>	
Keyword	Unique Information and keywords used to describe a specific document or package
Docket Number	An NRC-assigned number that uniquely identifies a facility, licensee, or activity
Case Reference	Unique identifier that refers to a specific action or identification of a document and is applied to all related documents and associated records
Author Affiliation	The name of the company or organization with which you are exchanging agency documents
Estimated Page Count	The approximate number of pages in the document
Date Docketed	The date that a document is officially accepted by the NRC's Office of the Secretary (SECY) as part of an adjudicatory record of an agency hearing. This may or may not be the date the document was received at NRC

As depicted in Figure 9, the steps to add or remove a column are as follows:

1. Hover over one of the default **column headers**.
2. Click on the **drop-down menu** that appears on the very right of the column header.
3. Click on the **Columns** option, which will display a list of the twelve columns.
4. Clicking within the **checkbox** next to the column name will add or remove a checkmark within that box. If a checkmark is present, that column will appear in the Contents Panel. If a checkmark is not present, it will not appear in the Contents Panel.

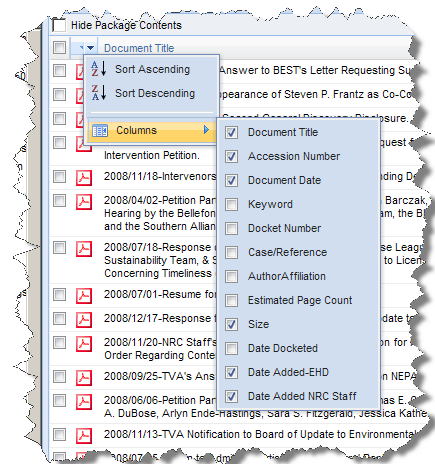


Figure 9 - Changing Columns in Contents Panel

Sorting Columns

You can sort records found in the Contents Panel in ascending or descending order based on the selected column header. Initially, records will be sorted in ascending order by Document Date.

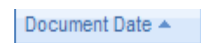


Figure 10 - Default Sorting

Note: Packages are displayed at the top of the Contents Panel when sorted in ascending order.

There are two methods to sort records by a column. The first method is to click on the **column header** by which you would like to sort the contents. You will see an arrow in the column header to the right of the column name, indicating whether contents are displayed in ascending (up arrow) or descending (down arrow) order.

The second method is to hover over a **column header** and click the **drop-down menu** to the right of the column header. When you click on this drop-down menu, you can select whether you wish to sort by **ascending or descending** order. Once you make your selection, you will see an arrow in that column header, either pointing up for ascending or pointing down for descending.

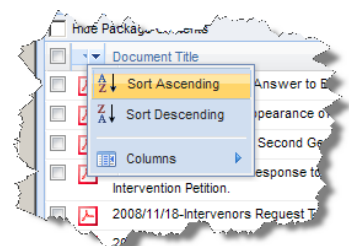


Figure 11 - Sorting Contents by Column Headers

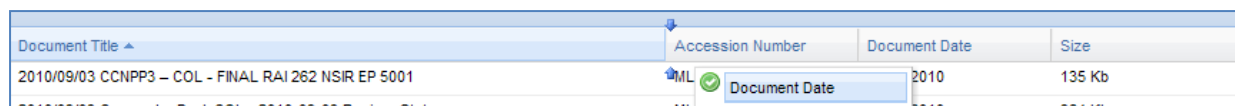
Rearranging Columns

Within the Contents Panel, you can also move columns left or right. To move a column, click and hold the **column header**, and move it until the up and down arrows are in the location you would like to place the column. As an example, Figure 12 begins with example columns displayed in the Contents Panel.

Document Title	Accession Number	Document Date ▲	Size
----------------	------------------	-----------------	------

Figure 12 - Example - Contents Panel Columns

To move the Document Date column to the left of the Accession Number column, you click and hold on the **Document Date** column, and drag it to the left until the arrows appear between the Document Title and Accession Number columns as shown below in Figure 13.



Document Title ▲	Accession Number	Document Date	Size
2010/09/03 CCNPP3 – COL – FINAL RAI 262 NSIR EP 5001	ML081650153	2010	135 Kb
2010/09/03 Comanche Peak COL – 2010-09-03 Review Status	ML081650154	2010	284 Kb

Figure 13 – Example – Moving a Column

Following the release of the mouse button, the columns in the Contents Panel will be ordered as shown in Figure 14.




Document Title ▲	Document Date	Accession Number	Size
------------------	---------------	------------------	------

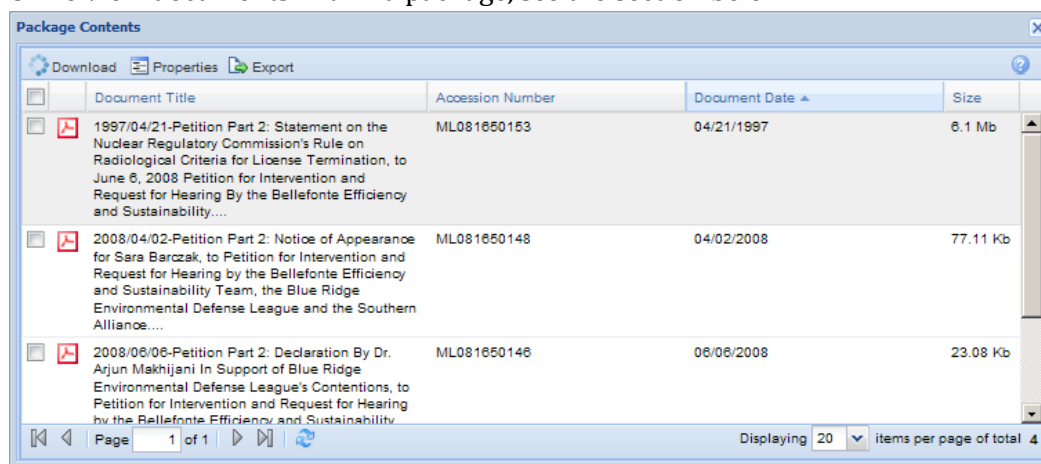
Figure 14 - Example - Columns after Moving Document Date

Viewing Records

The Contents Panel provides you with the capability to view package contents as well as preview and view documents.

Viewing Packages

Contents of a package can be viewed by either right-clicking on the **package** and select **View**, or double-clicking on it. You can also click on the  icon to display the contents of that package. A Package Contents Panel will appear displaying the contents of that package as shown below in Figure 15. To view documents within a package, see the section below.



Document Title	Accession Number	Document Date ▲	Size
1997/04/21-Petition Part 2: Statement on the Nuclear Regulatory Commission's Rule on Radiological Criteria for License Termination, to June 6, 2008 Petition for Intervention and Request for Hearing By the Bellefonte Efficiency and Sustainability....	ML081650153	04/21/1997	6.1 Mb
2008/04/02-Petition Part 2: Notice of Appearance for Sara Barczak, to Petition for Intervention and Request for Hearing by the Bellefonte Efficiency and Sustainability Team, the Blue Ridge Environmental Defense League and the Southern Alliance....	ML081650148	04/02/2008	77.11 Kb
2008/06/06-Petition Part 2: Declaration By Dr. Arjun Makhijani In Support of Blue Ridge Environmental Defense League's Contentions, to Petition for Intervention and Request for Hearing by the Bellefonte Efficiency and Sustainability....	ML081650146	06/06/2008	23.08 Kb

Figure 15 - Package Contents Panel

Viewing Documents

To view a document, either right-click on the **document** and select **View** or just **double-click** on it. Figure 16 below demonstrates the right-click menu from which you can view a document.

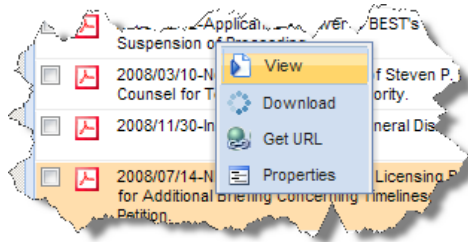


Figure 16 - View Document from Right Click Menu

Documents of a PDF file type will open in your Internet browser or in Adobe Acrobat Reader. Any other file type will require you to save it in a specific location and open it using an application.

Note: Documents only available on Microform, found in the Legacy Library, cannot be viewed in WBA. However, you will be presented with information on how to order them if you wish.

Downloading Records

There are multiple options for downloading records to your local drive. It is possible to download more than one record at a time.

Downloading a Single Record

You can download a single record by right-clicking on a **record**, and selecting the **Download** option (see Figure 17) or check the **checkbox** to the far left of the record and select the **Download** option from the top of the Contents Panel (see Figure 18).

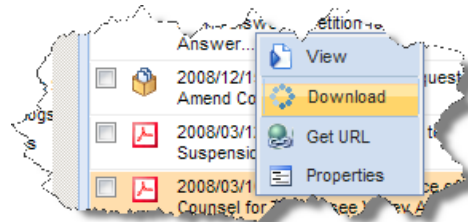


Figure 17 - Right-Click Download

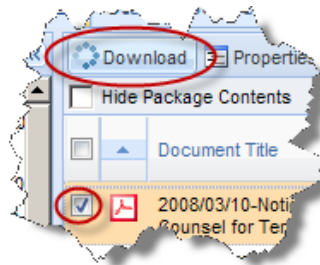


Figure 18 - Checkbox Download

If you are downloading a package, the documents within the package will be compressed into a zip file, and you can specify the location to save that file. Once saved, you will need to extract the documents from the zip file.

If you chose another type of record, you will have the option to save the file in a specific location or open the file directly.

Downloading Multiple Records

To download multiple records you must first select them all by checking the **checkbox** to the far left of the records. You can select all records on the page by checking the **checkbox** located in the column header row.

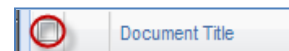


Figure 19 - Selecting All Records on a Page

Next, click on the **Download** option at the top of the Contents Panel.

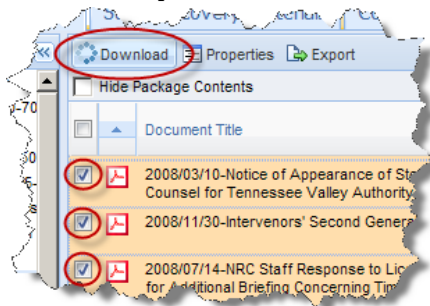


Figure 20 - Downloading Multiple Records via Right-Click

The records will be compressed into a zip file, and you can specify the location to save that file. Once saved, you will need to extract the documents from the zip file.

Note: All records you select do not have to be next to each other, although they must be selected from within the same page of results in the Contents Panel. You cannot select more than 25 records at once, and the total size of records downloaded may not be more than 25 MB at one time. If you exceed either of those two limits, you will receive an error message.

Viewing Properties

Properties provide information about a record, which can be used to organize and retrieve it. Properties include information types such as Title, Accession Number, and Item ID.

Note: You can only look up property information for one record at a time.

There are two methods to access the properties of a record: (1) right-clicking on the **record** and selecting **Properties** (see Figure 21) or checking the **checkbox** to the left of the record and clicking the **Properties** option at the top of the Contents Panel (see Figure 22).

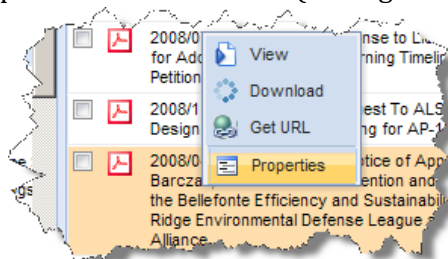


Figure 21 - Right-Click Properties

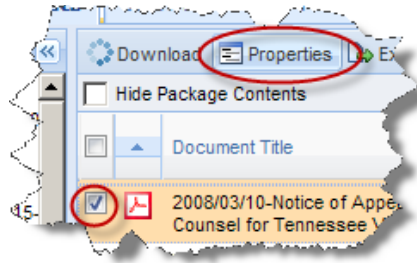


Figure 22 - Checkbox Properties

When you perform the steps above, a window like Figure 23 will provide four tabs for your document or package: General, Custom, Folders Filed In, and Parent Documents (disabled for packages).

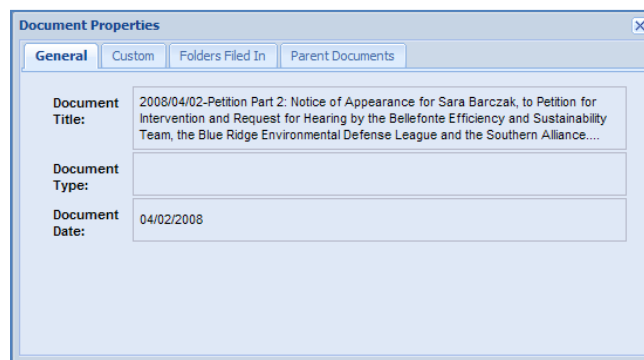


Figure 23 - Document Properties Tabs

Each of these tabs provides property information about the record as follows:

Table 2 - Property Information by Tab

Tab	Property	Description
General	Document Title	A brief description of the subject and/or contents of a document or package.
	Document Type	An indicator of a specific type of document. For example, an NRC Bulletin, Contract, or SECY Paper.
	Document Date	The date of the document or package.
Custom	Item ID	A system-generated number assigned to a document or package when it is entered in an ADAMS library. Each Item ID is a unique number for that record in that designated library.
	Accession Number	A unique system-generated number assigned to a document or a package.
	Estimated Page Count	The approximate number of pages in the document.
	Availability	Indicates the Public Availability of the records that have been declared as Official Agency Records.
	Author Name	The name of the individual(s) who approved the document or who is listed on the title page of a publication.
	Author Affiliation	The name of the company or organization with which you are exchanging agency documents.

Tab	Property	Description
Custom	Addressee Name	The name of the individual(s) to whom the document or package is addressed.
	Addressee Affiliation	The Addressee Affiliation is the name of the company or organization with which you are exchanging agency documents.
	Docket Number	An NRC-assigned number that uniquely identifies a facility, licensee, or activity.
	License Number	An NRC or State assigned number that uniquely identifies an NRC or an agreement state license or permit holder.
	Case/Reference	Unique identifier that refers to a specific action or identification of a document and is applied to all related documents and associated records.
	Document/Report	A unique number used to identify and retrieve the actual document. The Document/Report Number will include any of its derivatives, such as the new edition, revision, supplement, or errata data.
	Keyword	Unique Information and keywords used to describe a specific document or package.
	Package Number	Indicates the Accession Number of the ADAMS package in which the document is contained.
	Document Date Received	The date that the document was received by the office at NRC. This date need only be captured if there is a business or regulatory need. For example, this field may be used to record the receipt date for a contract proposal or other time sensitive documents.
	Date Docketed	The date that a document is officially accepted by the NRC's Office of the Secretary (SECY) as part of an adjudicatory record of an agency hearing. This may or may not be the date the document was received at NRC.
	Related Date	The date that the document was received by the office at NRC. This date need only be captured if there is a business or regulatory need. For example, this field may be used to record the receipt date for a contract proposal or other time sensitive documents.
	Comment	Additional textual information deemed important about the document or package. Comments can be added after the document has been entered into ADAMS.
	Vital Records Category	A code that identifies a document's status as a Vital Record. Capturing this information on each document in ADAMS is required by NARA regulations for ADAMS to be considered an approved electronic record keeping system.
	Document Status	Captures information about special categories of documents such as the Electronic Hearing Docket (EHD) or Licensing Support Network (LSN).
	Media Type	The material/environment on which the information is inscribed.
	Physical Location	A code that identifies where the record material is physically located.
	FACA Document	Identifies documents that are covered by the Federal Advisory Committee Act (FACA).
	Date to be Released	The specific date on which a document or package is to be made publicly available.
	Distribution List Codes	Code used to provide distribution notification of the document, including external recipients.
	Contact Person	Used to capture information about the person and/or organization primarily responsible for the document or package.

Tab	Property	Description
Custom	Text Source Flag	Indicates when the searchable full text of a document may not be 100% accurate due to Optical Character Recognition (OCR) conversion.
	Official Record?	Indicates the status of a document or package as an Official Agency Record.
	Document Sensitivity	Indicates the sensitivity of the information contained in the document. For example, a document that contains Privacy Act Information (PII) would have a value of "Sensitive-Privacy Act Information" entered in this property.
	Replicated	The 'Yes' or 'No' values in this property Indicates if the document or package has been copied to the ADAMS Public Library.
	Microform Addresses	The location of the document if it is in Microform format.
	Date Added-EHD	The date the document or package was made public through the Electronic Hearing Dockets (NOTE: This date will change if new updates are required for the document).
	Date Added NRC Staff	The date the document or package was made public through the Staff Discovery Materials (NOTE: This date will change if new updates are required for the document).
Folders Filed In	All folders the document or package is filed in.	
Parent Documents	Document Title and Accession Number of parent documents. <i>Note: The Parent Documents tab may not be available if the selected record does not have a Parent Document.</i>	

Export List

The export list provides a formatted HTML view of the current document list for printing. To export a list of documents or packages, choose one or more records by selecting the **checkbox** to the far left of each document or package, and then click the **Export** button on the toolbar.

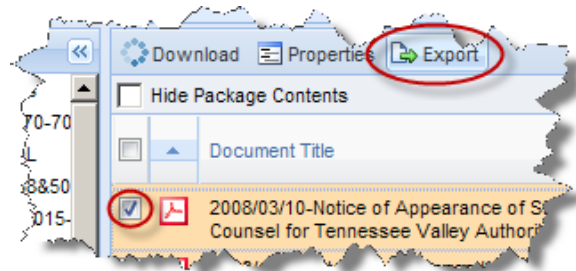


Figure 24 - Export List

This displays a new HTML screen with the selected document properties. The options for the list are **Print**, **Save as HTML**, or **Save as CSV** (which can be opened in Microsoft Excel).

The data displayed in the HTML formatted list match the currently displayed columns in the Contents Panel. Review the section Managing Columns to learn how to add or remove columns and to perform basic formatting prior to utilizing the tool.

Print Save as HTML Save as CSV						
Document Title	Accession Number	Document Date	Size	Date Added-EHD	Date Added NRC Staff	
<input checked="" type="checkbox"/> 2008/03/12-Applicant's Answer to BEST's Letter Requesting Suspension of Proceeding.	ML080720347	03/12/2008	156.7 Kb	09/03/2010 08:26 AM EDT		
<input checked="" type="checkbox"/> 2008/03/10-Notice of Appearance of Steven P. Frantz as Co-Counsel for Tennessee Valley Authority.	ML080700140	03/10/2008	81.16 Kb	09/03/2010 08:26 AM EDT		

Figure 25 - Export Documents

Get URL

EHD provides the ability to get a link directly to a document or package. This feature is very useful as it allows you to share links via email directly with co-workers. To get access to the URL page: right-click on the **record** and selecting **Get URL** (see Figure 26).

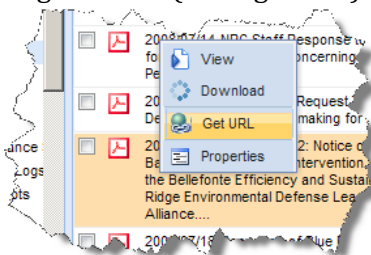


Figure 26 - Right-Click Properties

After selecting the Get URL option, a dialog box will appear with the URL to the document or package. You have several options to access the URL. (1) Right-click on the **link** and select “copy” to copy the contents to the clipboard or use the key commands ('Ctrl' + 'C' or equivalent).

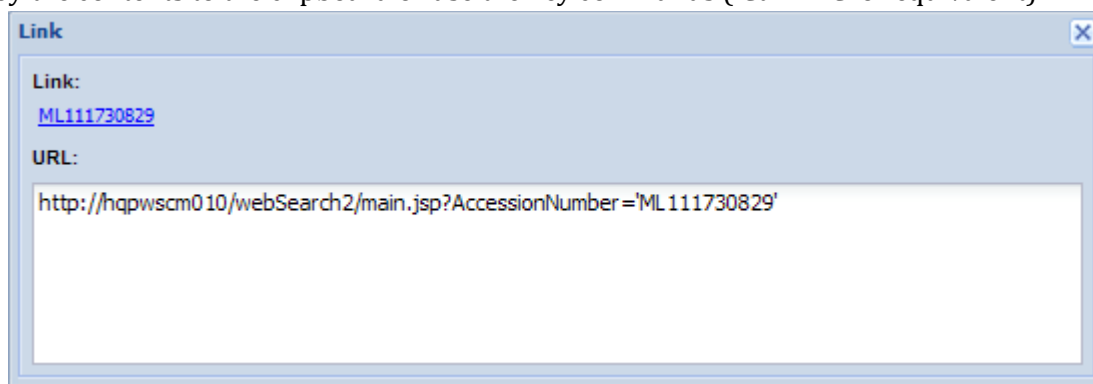


Figure 27- Copy full URL from get URL dialog

(2) When you left click on the Accession Number “Link” in the upper left section of the dialog box, the document will automatically pop open in a new window. If you perform this action for a package the contents of the package will be displayed. (3) You can highlight the link and drag it to a new location or copy it (using the techniques described in (1).

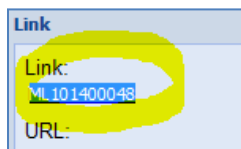


Figure 28 - Link formatted with Accession Number

When finished, click on the X in the upper right-hand corner to close the dialog box.

3. Searching

EHD searches can be used to retrieve records within the system. Two types of searches are provided–Content and Advanced. Both of these search options will be reviewed in the sections below.

Content Search

Content Search provides the ability to search for terms within the contents and metadata of documents and packages in the selected libraries. It is accessed by clicking the **Content Search Tab** located between the Staff Discovery Materials and Advanced Search Tabs as depicted in Figure 29 below.

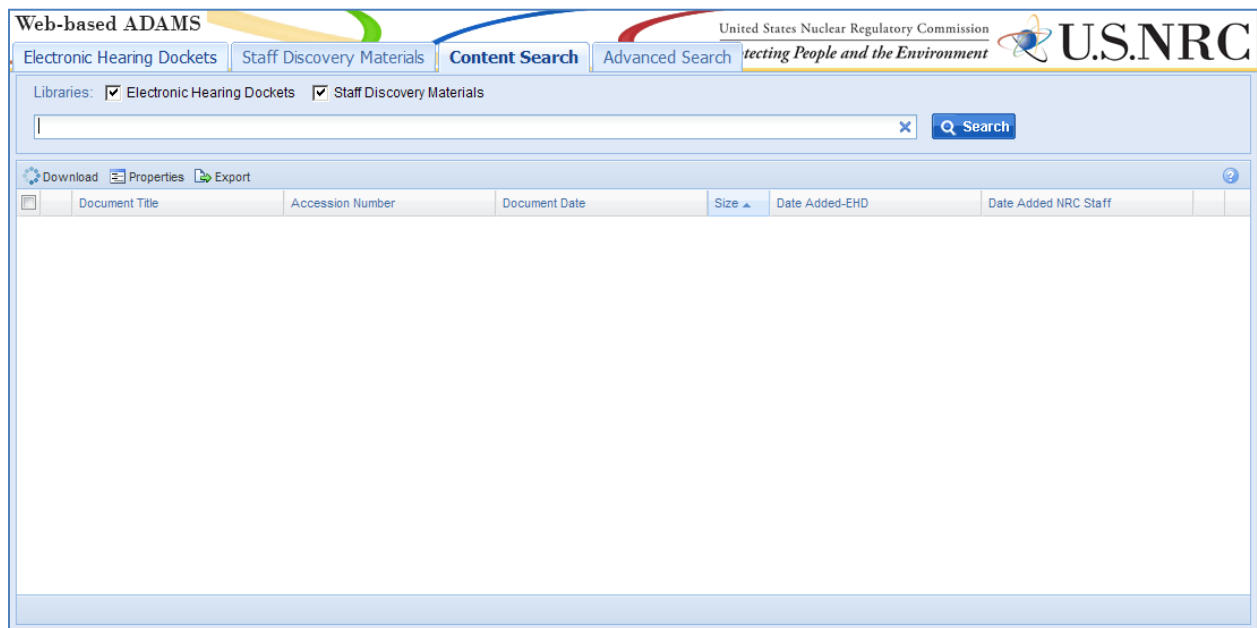


Figure 29 - Content Search Tab

The Contents Search Tab is broken into two sections–Search Panel and Contents Panel. The Contents Panel provides the same functionality as the contents panel described in the folder view section.

As presented in Figure 30, the Search Panel has a few options you can use to run your search. Next to the word Libraries, you can choose the library in which you would like to run the search. This is done by clicking the **checkbox** next to the library until a checkmark is shown. You can choose either the Electronic Hearing Dockets, Staff Discovery Material, or both. The default is both the Electronic Hearing Dockets and Staff Discovery Material.

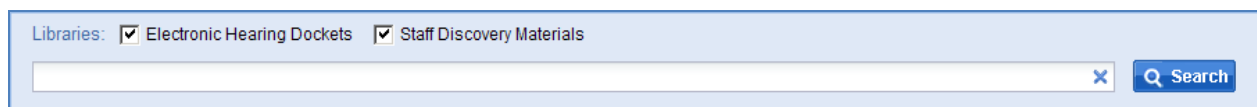


Figure 30 - Content Search Panel

Beneath the library selection a text box is provided to enter search terms. The search button to the right of the text box is used to run your search.

Running Content Searches

When you run a Content Search, you will find all records containing your search terms within document and/or package contents or within records metadata (Document Title, etc.). If you enter more than one search term, EHD will return only those records containing all the terms entered. You can use a variety of wildcards and operators when entering your search terms. A complete list of wildcards and operators can be found in the “Operators” section of this document.

If the search returns more than 1,000 results, you will receive a warning message notifying you of the total number of results and that only 1,000 records are being shown. You can use the Advanced Search to refine your search results.

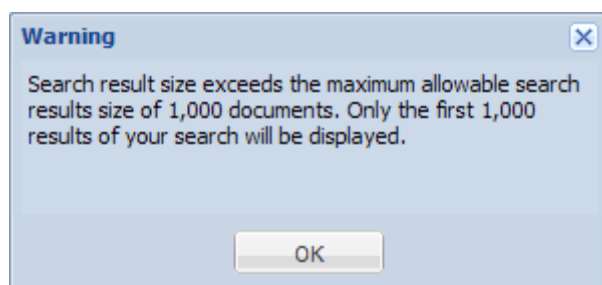


Figure 31 - Results Warning Message

If you run a search that returns no results, you will get the message shown in Figure 32.

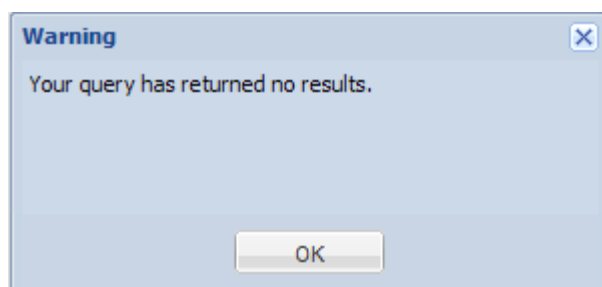


Figure 32 - No Query Results Warning

Wildcards

Wildcards can be used to represent a single or multiple characters when using the Content Search. Within EHD, the question mark (?) is used to represent a single character, and the asterisk (*) is used to represent zero or multiple characters.

The ? wildcard search will retrieve documents containing contents and metadata with the ? representing any single character. For example, the following query will find documents containing poll, or pull, or pill:

p?ll

The * wildcard search will look for documents containing contents and metadata with the * representing 0 or multiple characters. For example, the following query will find documents containing leak and leakage:

*leak**

Note: Wildcard searches are not applicable to phrase terms, and wildcard characters cannot be a search's first character.

Advanced Search

In addition to Content Search, EHD provides the Advanced Search feature. It is accessed by clicking the **Advanced Search Tab** located to the right of the Content Search Tab as shown in Figure 33 below.

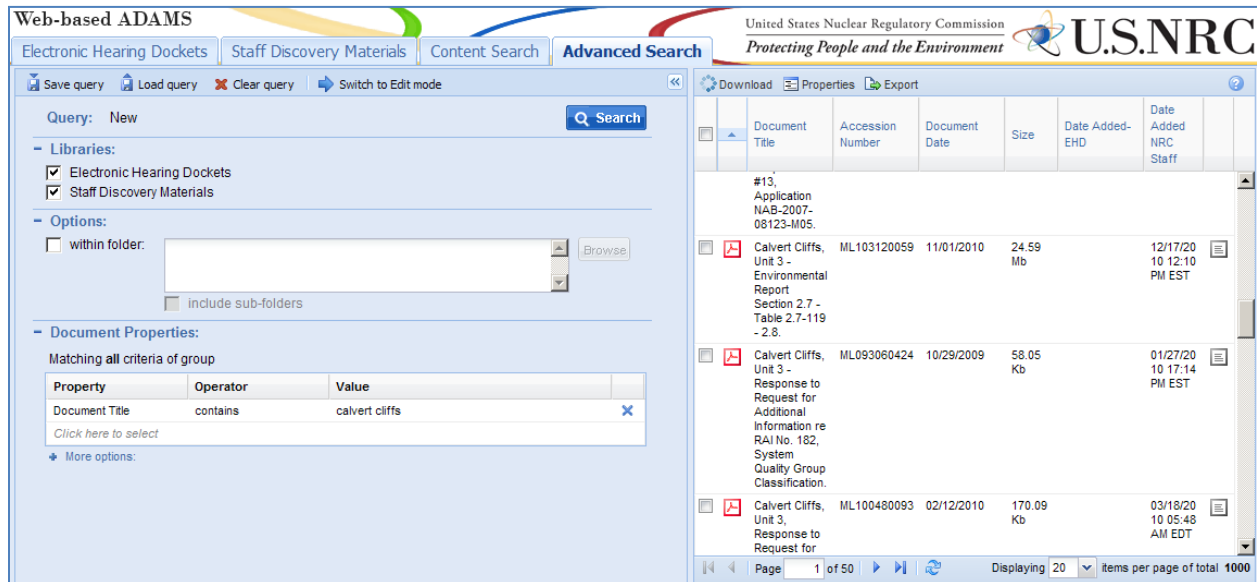


Figure 33 - Advanced Search Tab

The Advanced Search Tab is broken into two sections—Query Builder Panel and Contents Panel. The Contents Panel provides the same functionality as the Contents Panel described for the folder view tables.

You can hide the entire Query Builder Panel by clicking the **double arrows** to the right of the word Query. As shown below in Figure 34, the Query Builder Panel is broken into three different sections: Libraries, Options, and Document Properties.

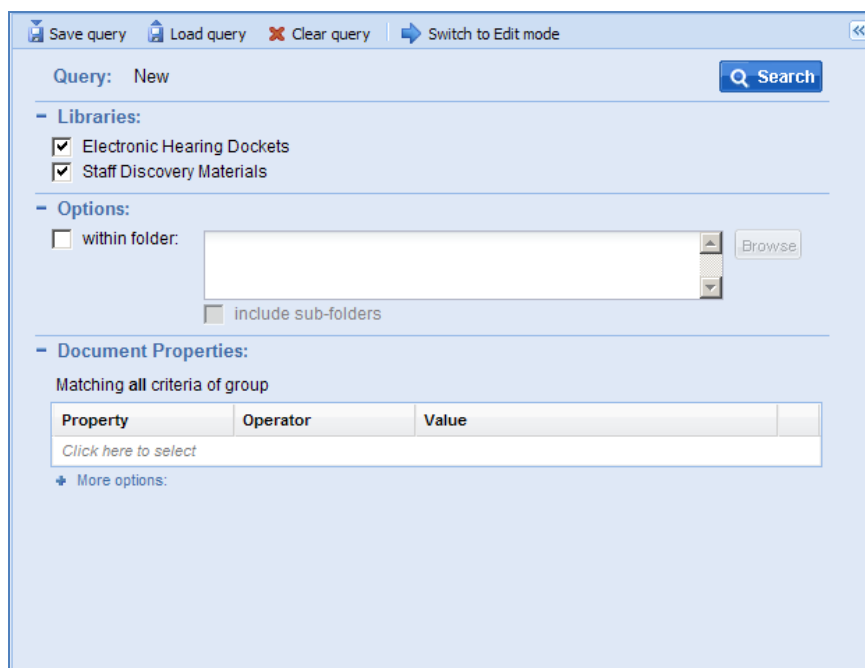
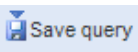


Figure 34 - Advance Search Tab Query Builder

Query Menu Toolbar

The Query Menu Toolbar provides the ability to save search criteria; load a previously saved search criteria; clear search criteria; as well as view and edit search criteria in an editable text mode.

Save Search Criteria

To save search criteria, select the  **Save query** option in the menu bar. This option provides the ability to name and save the search criteria URL to a local drive. To name the search criteria, enter the desired name in the **textbox** next to 'Query name'. Then click the **Save to File** button to save the search criteria to a local drive.

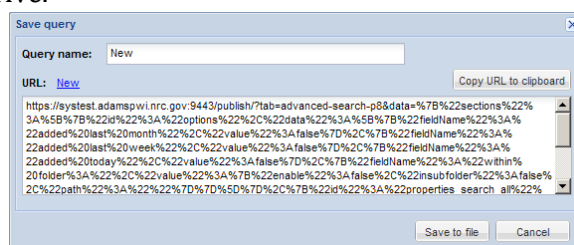
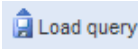


Figure 35 - Save Query Window

Load Search Criteria

To load a previously saved search criteria, select the  **Load query** option in the menu bar. This option provides the ability to browse files by selecting the '...' button and then click the **OK** button to display the selected search criteria in the Query Builder Panel.

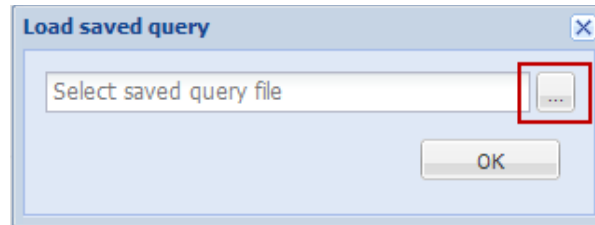




Figure 36 - Load Saved Query Window

Clear Search Criteria

To clear search criteria from the Query Builder Panel, select the  **Clear query** option in the menu bar. This option will return the Query Builder Panel to the default search criteria.

Edit Search Criteria in Text Mode

To utilize the enhanced Advanced Search Query Builder feature, select the  **Switch to Edit mode** option in the menu bar. This feature will provide a view of the search criteria in an editable text mode. The text for the search can be modified from this view.

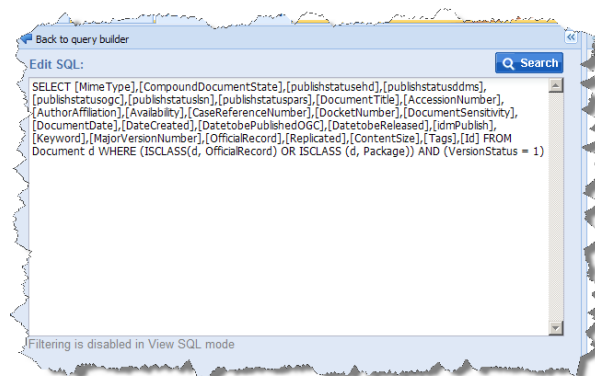


Figure 37 - Edit SQL Window

Libraries

The Libraries section provides the ability to search for documents or packages within the Electronic Hear Dockets and/or the Staff

Discovery materials library by selecting the associated checkbox. Both libraries are selected by default.

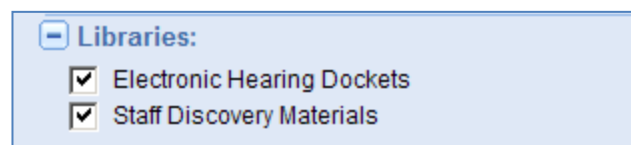


Figure 38 - Libraries

Options

The options section provides the ability to search for documents by selecting from the following options:

- Within Folder – this option is activated when the ‘within folder’ **checkbox** is checked. A folder can be selected after clicking the **Browse** button. Once a folder is selected, click the

OK button. The option to include subfolders is available by checking the 'include subfolders' checkbox.

Document Properties

The properties section enables the selection and addition of one or more document or package properties to the query. Properties are added by clicking '**Click here to select**'. Select one of the available properties from a drop-down list, supply the operator (such as 'contains', 'is', or 'is less than'), and specify the criteria. The query provides the ability to add property-based criteria to the search to construct precise searches.

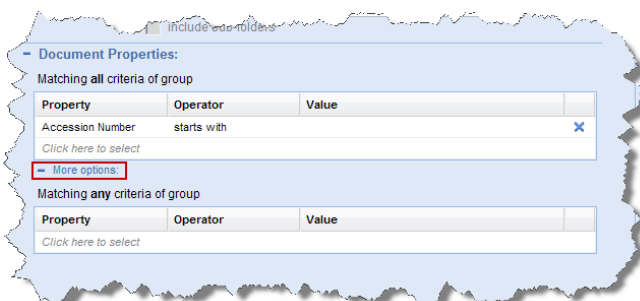



Figure 39 - Document Properties

To add rows click the '**Click here to select**' text and select an additional property. After clicking the '**Click here to select**' option a drop-down menu will appear to select the **property**. You can add up to 20 fields for the AND/OR groups. To delete a property click the  button to the right of the text box.

When the property name is selected in either of the groups, the first operator from the drop-down menu of operators is automatically selected. To change the operator, click on the **operator** and then select an **operator** from the drop-down menu.

Finally, enter the criteria in the **text box** to the right of the operator drop-down menu.

The Query Builder tool allows the selection of AND/OR criteria for property searches. The AND group is labeled 'Match all criteria of group'. The OR group is labeled 'Match any criteria of group'. Clicking the **More options** plus button expands the section and allows you to see the 'Match any criteria of group' section.

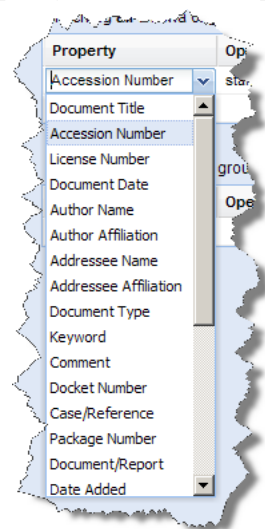


Figure 40 - Properties Drop-Down Menu

Running Advanced Searches

To run Advanced Searches, follow the steps below:

1. Enter criteria in the Options section if required.
2. Enter criteria in the Document Properties section by selecting properties to search on, operators, and entering values.
3. Click the **Search** button.

The results will populate in the Contents Panel. If the search returns more than 1,000 results, you will receive a warning message notifying you that the total number of results exceeds the 1,000 records being shown.

Date and Time Search



New to EHD is the ability to perform Time searches in addition to just date. To explain how to perform the following search we will provide an example. If you select “Date Added” Under “Document Properties” and select “Is equal to”, you will see a new New date + time control:

Property	Operator	Value
Document Date	is equal to	<input type="text"/>

Figure 41 - Date control

If you manually type into the date with an invalid value, a red squiggle mark appears indicating an invalid date:

Figure 42 - Red squiggle indicating invalid date

Pressing the calendar button  will cause the calendar to appear (see Figure 42), select the **down arrow** next to the year **February 2011** then use the decade button  to switch to the previous decade. For this example, Select **Jul** and **2008**, and then press **OK**. Then select the **24th** on the calendar control. The dialog will close and the date will be set to .

Jan Jul

Feb Aug

Mar Sep

Apr Oct

May Nov

Jun Dec

2004 2009

2005 2010

2006 2011

2007 2012

2008 2013


OK Cancel

July 2008

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

Figure 43 – Calendar control pages

Click the **search button** . A range of documents will be returned that were added on 07/24/2008 (See Figure 44).

Download	Properties	Export				
	Document Title	Accession Number	Document Date	Size	Date Added	Date Added NRC Staff
	2007/12/14-NRC Staffs Motion to Reschedule Oral Arguments and Notice of Appearance for Marcia J. Simon	ML073521088	12/14/2007	18.65 Kb	07/24/2008 14:54 PM EDT	
	2008/03/03 - Crow Butte Resources, Inc. - NRC Staffs Answer to Motions of Ogalala Sioux Tribe and Center for Water Advocacy Et Al., for Leave to File Briefs Amicus Curiae.	ML080870096	03/03/2008	23.86 Kb	07/24/2008 14:52 PM EDT	
	2008/05/14-Notice of Staff Participation in the Proceeding as a Party with Regard to Admitted Contentions A, B, & C.	ML081360600	05/14/2008	26.31 Kb	07/24/2008 14:52 PM EDT	
	2008/06/09 - Crow Butte Resources, Inc. - Notice of Withdrawal of Marcia J. Simon	ML081640507	06/09/2008	29.02 Kb	07/24/2008 14:51 PM EDT	
	2008/01/03- NRC Staffs Answer In Opposition To Owe Aku's Motion For Extension of Time.	ML080040223	01/03/2008	34.5 Kb	07/24/2008 14:53 PM EDT	
	2008/01/30 - Crow Butte Resources, Inc. - NRC Staffs Statement Concerning Notice Requirements for Materials License Amendments and Transfers.	ML080380469	01/30/2008	36.16 Kb	07/24/2008 14:53 PM EDT	
	2008/02/21-Crow Butte Resources, Inc. - NRC Staffs Brief on Law Related to the Fort Laramie Treaties and the United Nations Declaration of Rights of Indigenous Peoples.	ML080560580	02/21/2008	41.48 Kb	07/24/2008 14:53 PM EDT	
<div> </div> <div> Page 1 of 5 </div> <div> Displaying 20 items per page of total 99 </div>						

Figure 44 - Results for documents added on 07/24/2008

A date range can be created by adding two date properties and choosing the operators 'is less than (or equal to)' and 'is greater than (or equal to)' respectively.