

# **Web-based ADAMS 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). The WBA 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:

<b>Public ADAMS</b>	Contains all image and text documents that the NRC has made public since November 1, 1999.
<b>Legacy Public ADAMS</b>	Contains bibliographic records (some with abstracts and full text) that the NRC made public before November 1999.

## Terms and Acronyms

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

**ADAMS** - Agency-wide Documents Access and Management System

**CSV** - Comma Separated Values

**EHD** - Electronic Hearing Docket

**FACA** - Federal Advisory Committee Act

**HTML** - Hypertext Markup Language

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

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

**LSN** - Licensing Support Network

**Metadata** - Data which identifies a document or record, including Title, Accession Number, etc.

**MS** - Microsoft

**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** - Office of the Secretary

**SQL** - Structured Query Language

**UI** - User Interface

**URL** - Uniform Resource Language

**WBA** - Web-based ADAMS

## What's new in WBA 1.3

WBA provides several new enhancements. These enhancements have been either illustrated or described in this document. Here is a brief summary:

The 'Simple Search' Tab will be changed to 'Content Search' to reflect the type of search this tab provides.

- WBA will have the capability to Export a list of documents as hypertext markup language (HTML) or as comma separated value (CSV) to a Microsoft (MS) Excel spreadsheet. This provides the ability to create a customized list of selected documents and packages.
- WBA will provide the capability to search specific folders through a right-click action on the folder or through the 'Advanced Search' tab. This new search feature will help locate documents or packages in a specific folder.
- WBA page size will be increased and will provide a maximum of 500 items (documents and packages) to be displayed in the folder contents panel. This reduces the number of pages and provides additional customization of the contents panel.
- WBA will provide a 'Hide Package Contents' feature that hides the documents displayed in a folder if they are also stored in a package. This feature assists in hiding redundant copies of documents from the Contents Panel.
- The 'Advanced Search' Tab will provide the ability to edit search criteria in structured query language (SQL) mode, change a previously saved query, reduces the need to use the current 'Add to Query' function to add search criteria, and the tab focuses on searching by document or package metadata.
- WBA will provide the ability to save a search as a URL. When the saved URL is accessed it will execute the search using the saved search criteria. Users now have the ability to get the URL to a document or package.
- Advanced search now supports both date and time searches.
- The 'Date\_Added' field is now a default to the contents panel.
- Prior to 1.3, WBA leveraged a technology called stemming for searches. Stemming was used to reduce words to their root and the search is able to find a large pool of similar words. While desirable in many circumstances, due to the precise technical nature of NRC searches the additional results were often undesirable. For WBA 1.3 stemming has been disabled for full text searching.
- To help conserve paper, reports now print single space.
- Several document types that were only available in the tree view are now in the search results.
- 'Estimated Page Count' has been added as a search results option.
- The display message was improved for documents that failed to load.
- 'Date Released' field is now appearing in the reports.
- The Date Format has been changed in Reports to a MM/DD/YY HH:MM:SS A

## WBA Basics

WBA provides a tab-based user interface (UI) to view, search, and create reports. In order to access WBA, 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 WBA at <http://adams.nrc.gov/wba>. Figure 1.1 below displays the WBA banner available at that location.



Figure 1.1 - WBA Banner

The tabs in Figure 1.2 are consistently displayed for you to access documents within WBA. The Folder View tab allows you to locate records by navigating through folders.



Figure 1.2 - WBA Tabs

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 or within their metadata. 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. For more information on the Advanced Search tab, see the section 'Advanced Search'.

Within each of these tabs, four buttons are provided: Download, Properties, Export, and Report. 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 four basic features:

- Download one or more items to your desktop as a zip file
- View the properties of one item
- Produce a list by exporting one or more items
- Produce a report on one or more items.

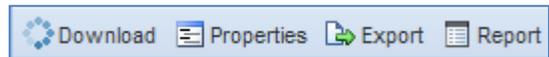


Figure 1.3 - Contents Panel Buttons

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

## 2. Folder View

The Folder View is the default tab shown when you first access WBA. As shown in Figure 2.1 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 WBA. The Contents Panel displays the contents of your selected folder and provides navigation options as well as, the ability to manipulate folder contents.

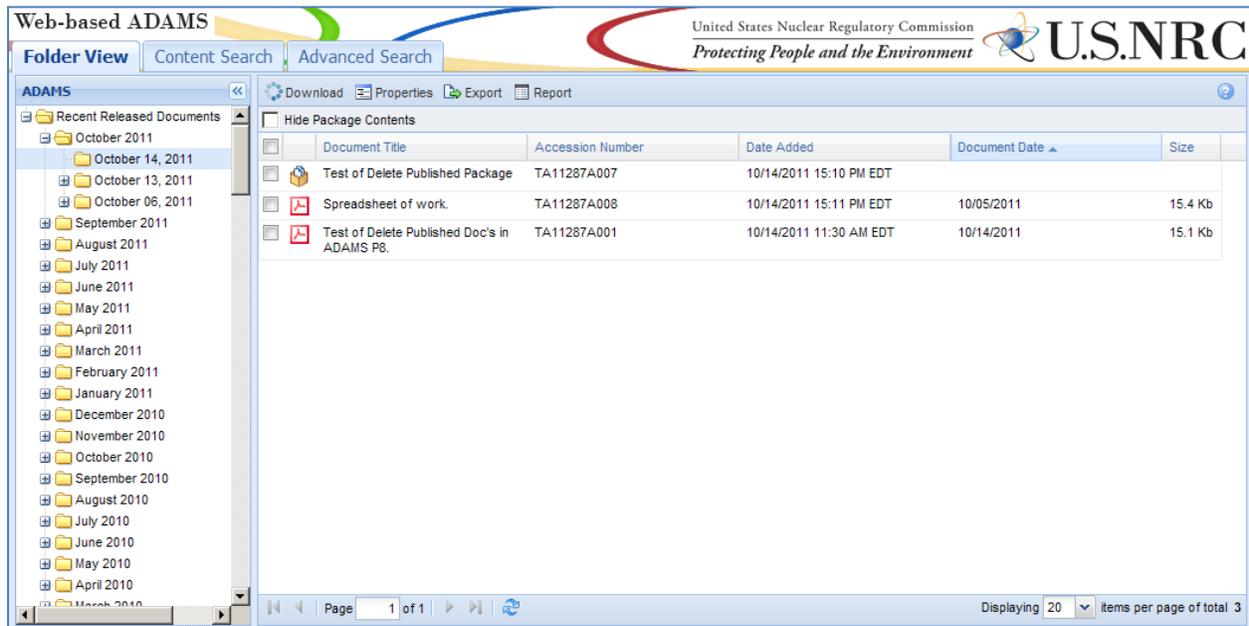


Figure 2.1 - Folder View

### 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 you have chosen a folder, you have the option of hiding the Tree Panel by clicking the **double arrows** to the right of the word 'ADAMS'. If you would like to make the Tree Panel visible again, click the **double arrows**.

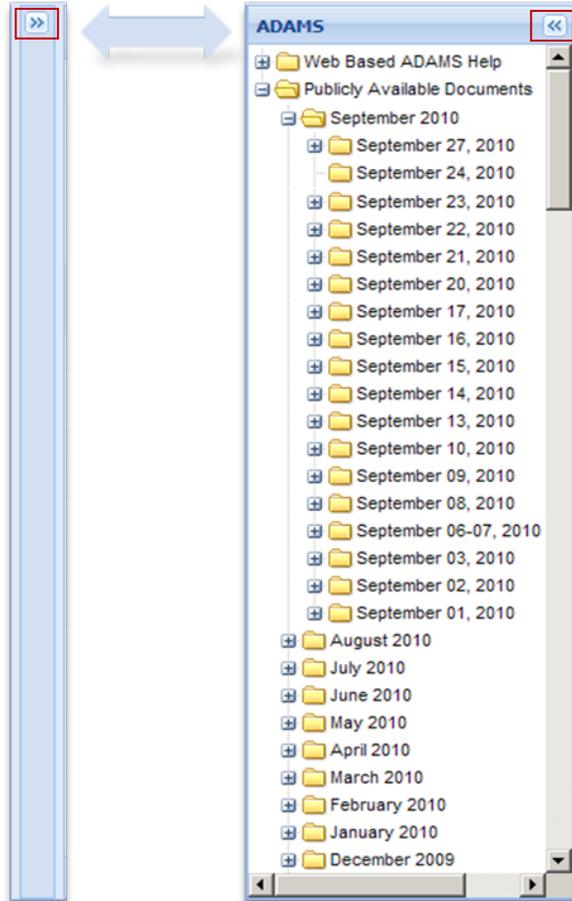


Figure 2.2 - Expanding and Collapsing the Folder View Tree Panel

## Contents Panel

The Contents Panel displays the contents of the following:

- Within the Folder View tab, the lowest level folder selected within the Tree Panel. This is the folder with both the month and the date.
- 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 2.3 below provides an example of the Contents Panel.

	Document Title	Accession Number	Date Added	Document Date ▲	Size
	ML073050071.APK	ML073050071	10/06/2011 14:43 PM EDT		
	29-30227-01 140216 Michael W. Lairmore Associates.	ML070740714	03/30/2007 09:11 AM EDT		
	ML073050046.APK	ML073050046	10/06/2011 14:43 PM EDT		
	ML073120621.APK	ML073120621	10/06/2011 14:43 PM EDT		
	SECY-09-0136 - Denial Of Petition For Rulemaking Requesting A Ban On The Use And Export Of High Enriched Uranium (PRM -50-90)	ML091700076	10/06/2011 14:43 PM EDT	09/18/2009	105.27 Kb
	Luminant - Comanche Peak Units 3 and 4 (Environmental Rpt), Rev. 1 - ER Chapter 02 Figure 2.7-36	ML100081403	10/06/2011 14:43 PM EDT	11/20/2009	96.27 Kb
	Luminant - Comanche Peak Units 3 and 4 (Environmental Rpt), Rev. 1 - ER Chapter 02 Figure 2.7-108	ML100081304	10/06/2011 14:24 PM EDT	11/20/2009	87.39 Kb
	Watts Bar, Unit 2 - Final Safety Analysis Report, Amendment 97, Figure 2.5-589.	ML100200096	10/06/2011 14:43 PM EDT	01/11/2010	2.36 Mb
	Watts Bar Nuclear Plant, Units 1 and 2 - Environmental Assessment and Finding of No Significant Impact (TAC Nos. ME20601 and	ML093580186	10/06/2011 14:24 PM EDT	01/14/2010	72.06 Kb

Page 1 of 1      Displaying 20 items per page of total 10

Figure 2.3 - Contents Panel

Twenty records is the default number of records, per page, shown in the Contents Panel. 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.

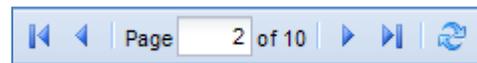


Figure 2.4 - Contents Panel Navigation

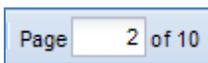
You can navigate pages within the Contents Panel by using the following options:



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 results will be displayed as well as which range of records you are currently viewing. The number of documents displayed can be changed by clicking on the drop-down menu. Options of: 10, 20, 50, 100, 250 and 500 items per page are available within the drop-down menu.

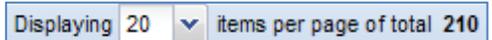


Figure 2.5 - Display Range

## 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, five columns are shown in the Contents Panel by default, as shown in Figure 2.4 below.

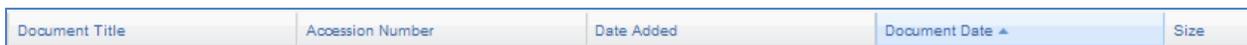


Figure 2.4 - Contents Panel Default Columns

It is possible to add or remove columns within the Contents Panel. All available columns in the Contents Panel are described in Table 2.1 below:

Table 2.1 - Columns Available in Contents Panel

Column	Description
<i>Default Columns</i>	
Accession Number	A unique system-generated number assigned to a document or an ADAMS Package.
Date Added	The date the document was added to PARS (NOTE: This date will change if new updates are required for the document).
Document Date	The date of the document.
Document Title	A brief description of the subject and/or contents of a document
Size	The size of the record as measured in bytes, kilobytes (KB), or megabytes (MB).
<i>Other Available Columns</i>	
Addressee Affiliation	The Addressee Affiliation is the name of the company or organization with which you are exchanging agency documents.
Addressee Name	The name of the individual(s) to whom the document is addressed.
Author Name	The name if the individual(s) who approved the document or who is listed on the title page of the publication.
Author Affiliation	The name of the company or organization with which you are exchanging agency documents.
Case/Reference	Unique identifier that refers to a specific action or identification of a document or package and is applied to all related documents and associated records.
Docket Number	An NRC-assigned number that uniquely identifies a facility, licensee, or activity.
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.

Document Type	An indicator of a specific type of document. For example, an NRC Bulletin, Contract, or SECY Paper.
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.
Estimated Page Count	The approximate number of pages in the document.
Keyword	Unique Information and keywords used to describe a specific document or package.
License Number	An NRC or State assigned number that uniquely identifies an NRC or an agreement state license or permit holder.
Package Number	Indicates the Accession Number of the package in which the document is contained.

As depicted in Figure 2.5, 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 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.

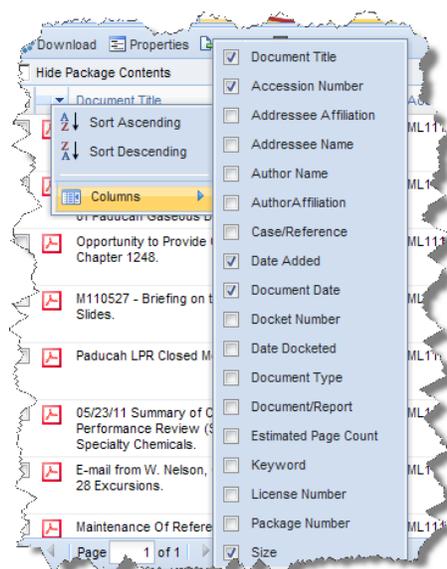


Figure 2.5 - Changing Columns in Contents Panel

### 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.

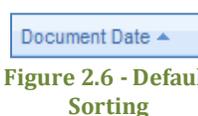


Figure 2.6 - Default Sorting

*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.

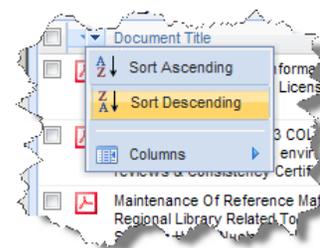


Figure 2.7 - Sorting Contents by Column Headers

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.

### 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 2.8 begins with example columns displayed below.

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

Figure 2.8 - Example - Contents Panel Default 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 in Figure 2.9.

Document Title ▲	Accession Number	Document Date	Size
2010/09/03 CCNPP3 – COL - FINAL RAI 262 NSIR EP 5001	ML111400180	2010	135 Kb
2010/09/03 Camanche Park COL - 2010-09-03 Review Status	ML111400181	2010	284 Kb

Figure 2.9 - Example - Moving a Column

Following the release of the mouse button, the columns in the Contents Panel will be ordered as shown in Figure 2.10.

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

Figure 2.10 - Example - Columns after Moving Document Date

### Viewing Records

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

### Viewing Packages

To view the contents of a package, right-click on the **package** and select **View**, or perform a double-click on it. A Package Contents Panel will appear, displaying the contents of that package, as shown below in Figure 2.11. To view documents within a package, see the section below.

Document Title	Accession Number	Document Date ▲	Size	Date Added
Memo from D. Hudson to R. Correia Re: Summary of Public Meeting to Discuss Options for Proceeding with Future Level 3 PRA Activities.	ML111400180	05/20/2011	75.12 Kb	05/31/2011 08:47 AM EDT
4/11/2011 List of Meeting Participants: Public Meeting to Discuss Options for Proceeding with Future Level 3 PRA Activities.	ML111400182	05/20/2011	71.32 Kb	05/31/2011 08:45 AM EDT
4/11/2011 Meeting Slides: Public Meeting to Discuss Options for Proceeding with Future Level 3 PRA Activities.	ML111400183	05/20/2011	1.3 Mb	05/31/2011 08:45 AM EDT

Figure 2.11 - Package Contents Panel

### Viewing Documents

To view a document, right-click on the **document** and select **View** or double-click on it. Figure 2.12 below demonstrates the right-click menu from which you can view a document.

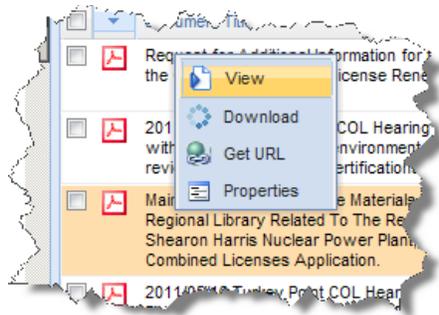


Figure 2.12 - View Document from Right-Click Menu

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 to 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, these documents can be ordered, [for a fee](#), by contacting [NRC's Public Document Room](#) staff.*

### 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 2.13) or select the **checkbox** to the far left of the record and select the **Download** option from the top of the Contents Panel (see Figure 2.14).

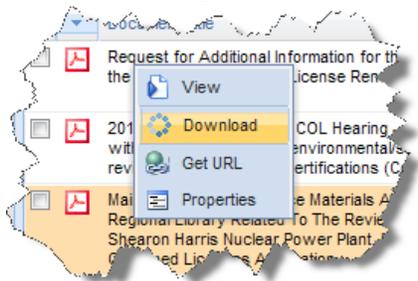


Figure 2.13 - Right-Click Download

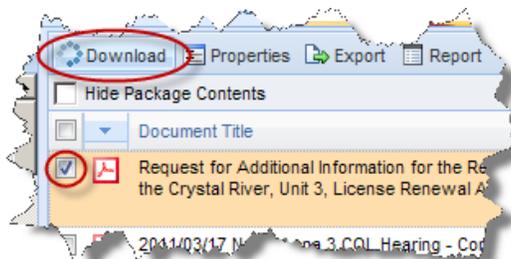


Figure 2.14 - Checkbox Download

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.

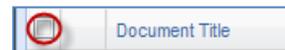


Figure 2.15 - Selecting All Records on a Page

Next, click on the **Download** option at the top of the Contents Panel (see Figure 2.16).

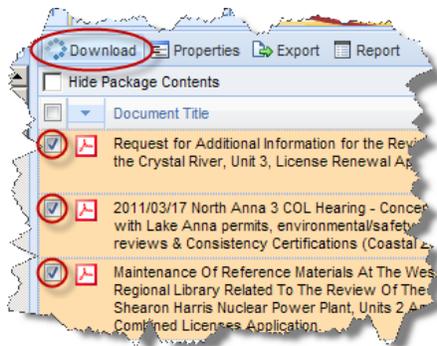


Figure 2.16 - Downloading Multiple Records via Right-Click

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 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 2.17); or checking the **checkbox** to the left of the record and clicking the **Properties** option at the top of the Contents Panel (see Figure 2.18).

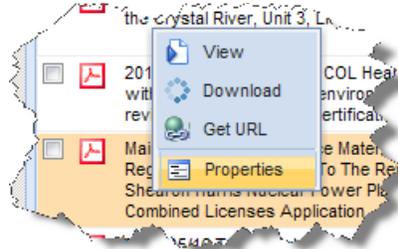


Figure 2.17 - Right-Click Properties

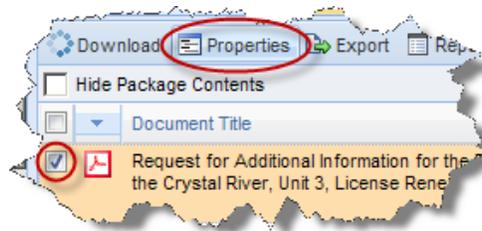


Figure 2.18- Checkbox Properties

When you perform the steps above, a window like Figure 2.19 will provide four tabs for your document: General, Custom, Folders Filled In, and Parent Documents.

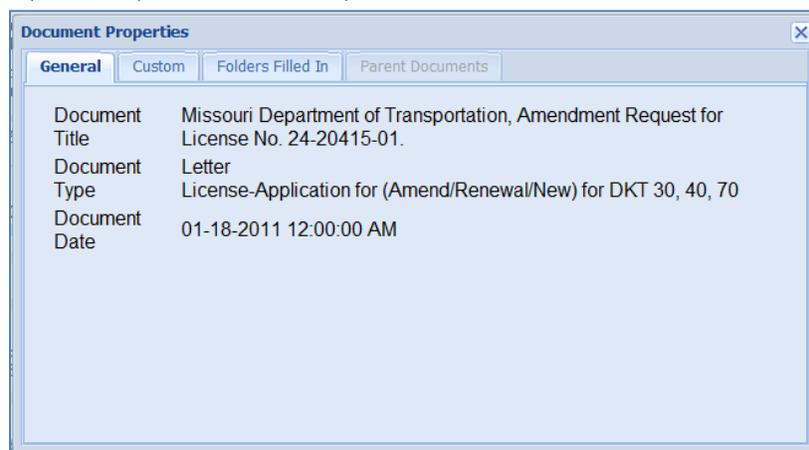


Figure 2.19 - Document Properties Tabs

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

**Table 2.2 - Property Information by Tab**

<b>Tab</b>	<b>Property</b>	<b>Description</b>
<b>General</b>	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.
<b>Custom</b>	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 document or package in that designated library.
	Accession Number	A unique system-generated number assigned to a document or package.
	Estimated Page Count	The approximate number of pages in this document.
	Availability	Indicates the Public Availability of the documents or packages 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.
	Addressee Name	The name of the individual(s) to whom the document 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 or package 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.
	Package Number	Indicates the Accession Number of the 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.	

<b>Tab</b>	<b>Property</b>	<b>Description</b>
<b>Custom</b>	Comment	Additional textual information deemed important about the document or package. Comments can be added after the record 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 File 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.
	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 was made public through the Electronic Hearing Dockets (NOTE: This date will change if new updates are required for the document).
<b>Folders Filed In</b>	All folders the document or package is filed in.	
<b>Parent Documents</b>	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

The export function 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.

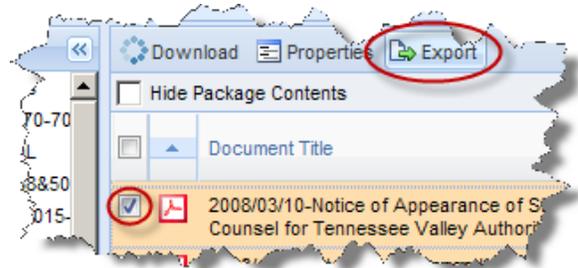


Figure 2.20 - Export List

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).

A screenshot of a software interface showing a table of document properties. The table has columns for Document Title, Accession Number, Document Date, Size, Date Added-EHD, and Date Added-NRC Staff. Two rows of data are visible, each with a red document icon in the first column.

Document Title	Accession Number	Document Date	Size	Date Added-EHD	Date Added-NRC Staff
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	
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 2.21 - Export Documents

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.

## Running Reports

WBA provides a reporting function that allows you to generate printable versions of record properties. You can run several types of reports:

Custom	LEGACY Custom
LEGACY Short	LEGACY SkimDkt
LEGACY SkimRpt	PARS Custom
PARS Short	PARS SkimDkt
PARS SkimRpt	SkimReport

A complete list of the properties available in each report can be found in the Appendix.

*Note: You can run a report on single or multiple records.*

To run a report, select the record(s) by checking the **checkbox** to the far left of each record. You can select one record or as many as all of the records shown in the Contents Panel. To select all the records shown, click the **checkbox** located in the column header.

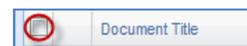


Figure 2.22 - Selecting All Records on a Page

*Note: Navigating to another page of the Contents Panel will remove all the checkmarks on the previous page.*

Once you have selected the applicable records by checking their **checkboxes**, select the **Report** option found at the top of the Contents Panel.

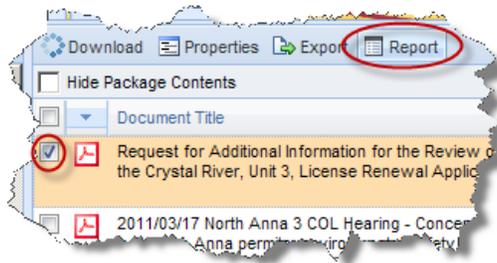


Figure 2.23 - Report Option

After clicking the Report button, choose the type of report to run by clicking the **radio button** next to your choice as depicted in Figure 2.24. Once you have selected the report, click the **Select** button to run the report.

*Note: You can select one report type at a time.*

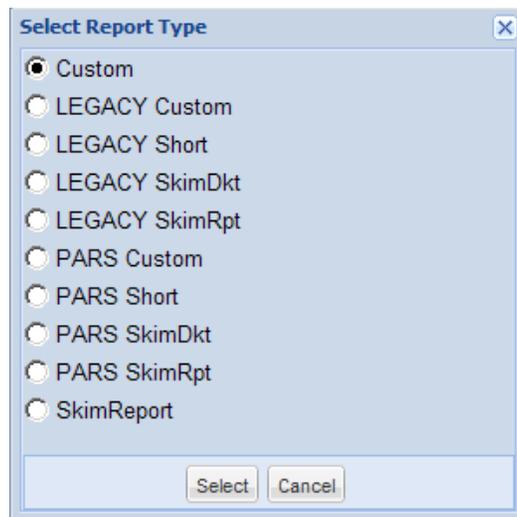


Figure 2.24 - Report Types

A new Internet browser window will open with the contents of your report.

### Get URL

WBA allows you to get a link directly to the record. This feature is very useful for sharing links via e-mail. To get access to the URL page right-click on the **record** and select **Get URL** (see Figure 2.25).

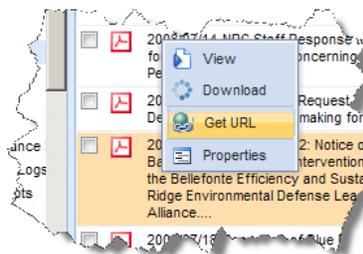


Figure 2.25 - Right-Click Properties

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) Highlight and right-click on the **link** and select 'Copy' to copy the URL to the clipboard, or use the key commands ('Ctrl' + 'C' or equivalent).

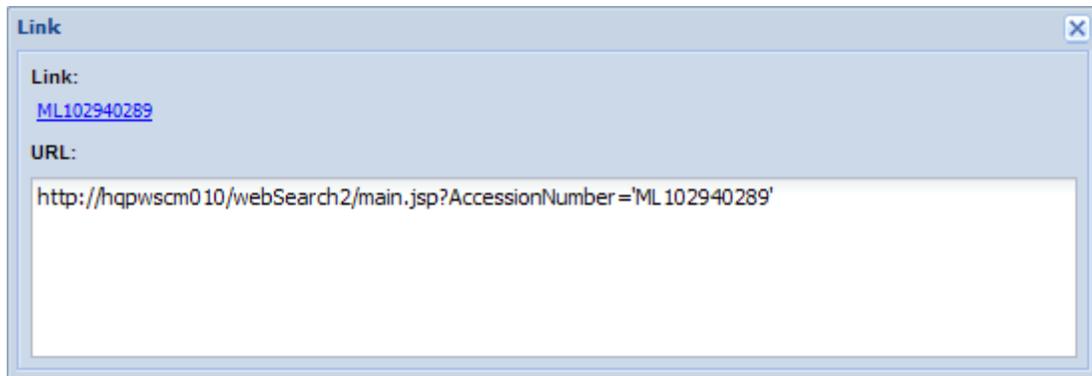


Figure2.26- Copy full URL from get URL dialog

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

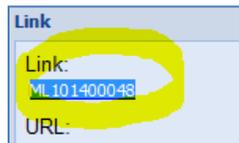


Figure 0.1 - Link formatted with Accession Number

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

### 3. Searching

WBA 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 of documents and metadata of documents and packages in the selected libraries. It is accessed by clicking the **Content Search** Tab located between the Folder View and Advanced Search tabs as depicted in Figure 3.1 below.

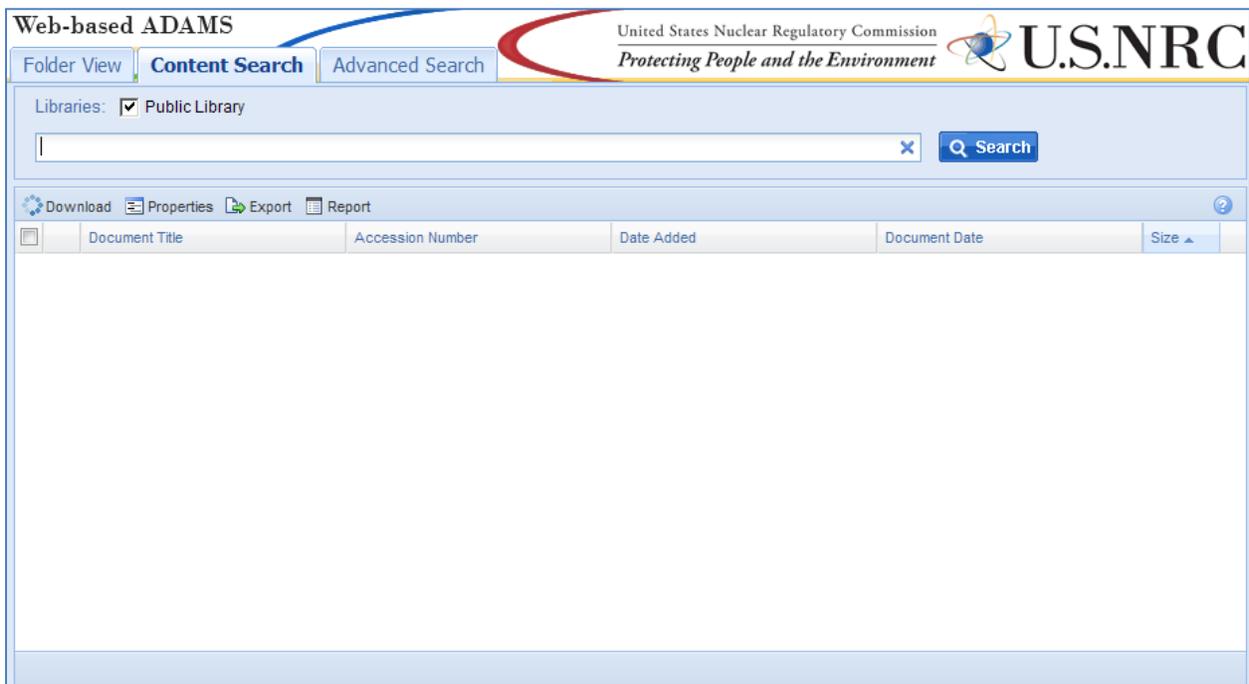


Figure 3.1 - Content Search Tab

The Content 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 3.2, 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. Currently you can only choose the Public Library.



Figure 3.2 - Content Search Panel

Beneath the library selection, a textbox is provided to enter search terms. The 'X' located in the far right of the textbox is used to clear the terms you have entered in the textbox. To the right of the textbox, there is a search button which is used to execute the search.

### Running Content Searches

When you run a Content Search, you will find all records containing your search terms within document contents or within records metadata (i.e., Document Title, etc.). If you enter more than one search term, WBA will return only those records containing all the terms entered. You can use a variety of wildcards and operators when entering your search terms.

If the search returns more than 1,000 results, you will receive a warning message notifying you that only 1,000 records are being shown, as shown in Figure 3.3 below. You can use the Advanced Search to refine your search results.

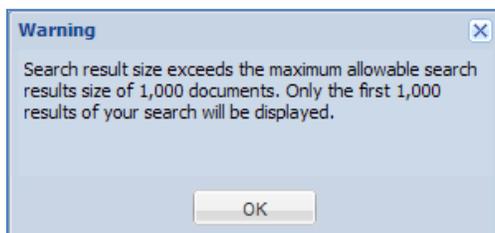


Figure 3.3 - Results Warning Message

If you run a search that returns no results, you will get the message shown in Figure 3.4.

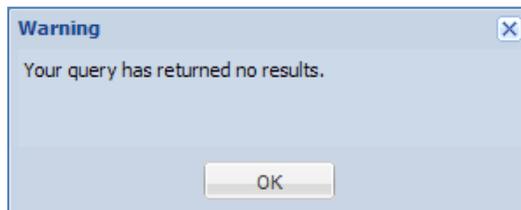


Figure3.4 - No Query Results Warning

### Wildcards

Wildcards can be used to represent a single or multiple characters when using the Content Search. Within WBA, 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, WBA 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 3.5 below.

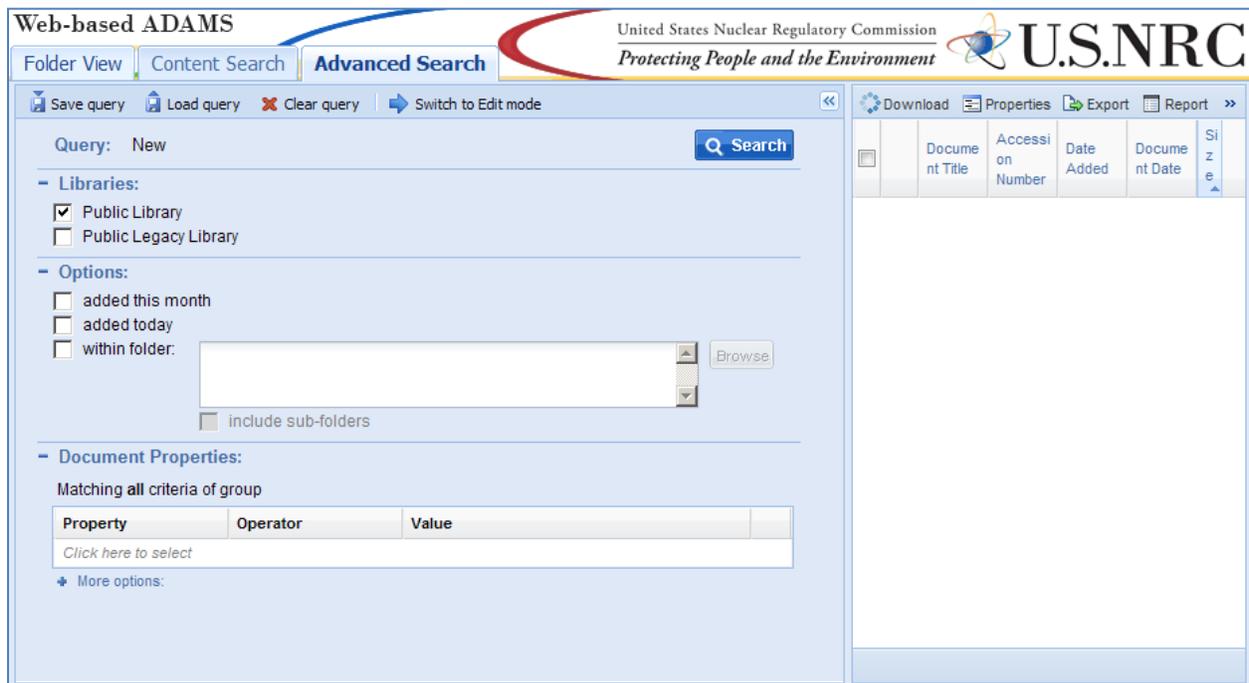


Figure 3.5 - Advanced Search Tab

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 Tab.

You can hide the entire Query Builder Panel by clicking the **double arrows** to the right of the word 'Query'. You can expand the Query Builder Panel by clicking the double arrows again. As shown below in Figure 3.6, the Query Builder Panel is broken into three different sections— Libraries, Options, and Document Properties. The Document Properties section contains the option to search for documents based on document properties.

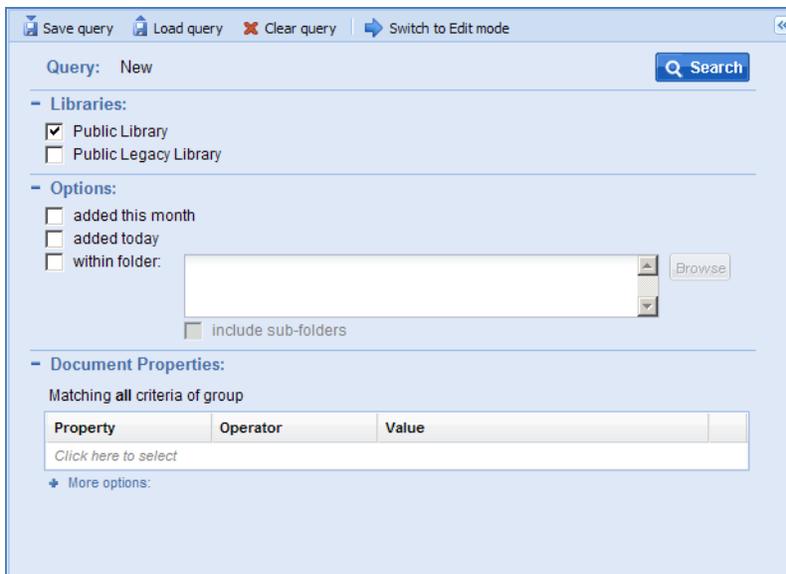


Figure 3.6 - Advanced Search Tab Query Builder

## 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 toolbar. 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.

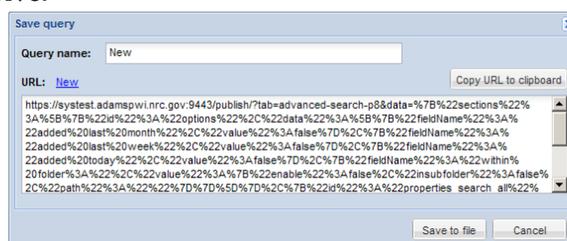
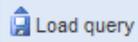


Figure 3.7 - Save Query Window

### 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.

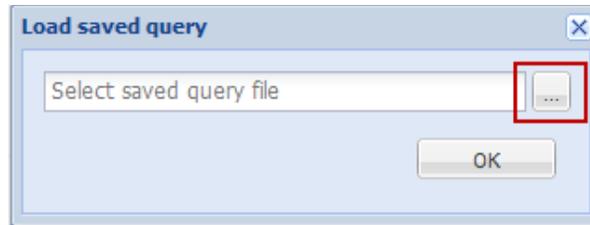
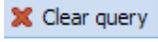
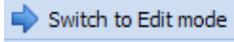


Figure 3.8 – Load Saved Query Window

### 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.

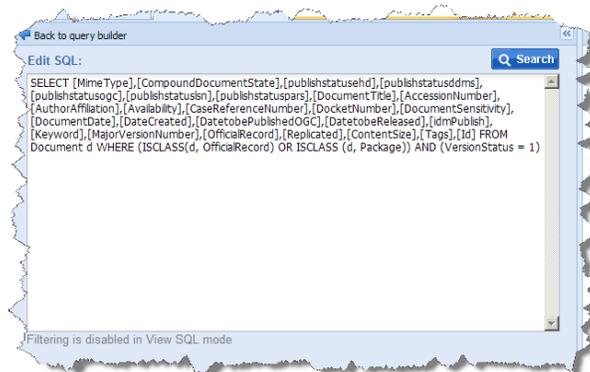


Figure 3.9 – Edit SQL Window

### Libraries

The Libraries section provides the ability to search for documents or packages within the Public Library or the Public Legacy Library by selecting the associated **checkbox**. The Public Library is selected by default.



Figure 3.10 - Libraries

## Options

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

- Added this month – this option is activated when the ‘added this month’ **checkbox** is checked. This option will limit the search results to those objects added during the month you are performing the search.
- Added today – this option is activated when the ‘added today’ **checkbox** is checked. This option will limit the search results to those objects added during the day that you are performing the search.
- 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 clicking the ‘include subfolders’ **checkbox**.

## Document Properties

The properties section enables the selection and addition of one or more document or package properties to 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.

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 textbox 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



Figure 3.11 - Document Properties

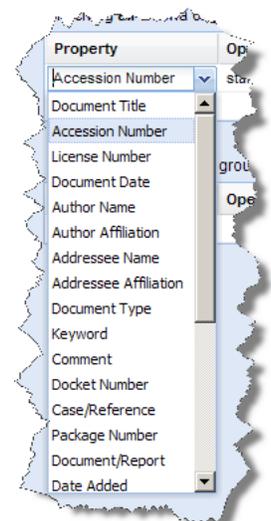


Figure 3.12 - Properties Drop-Down Menu

expands the section, and allows you to see the 'Match any criteria of group' section.

### Running Advanced Searches

To run Advanced Searches follow the steps below:

1. Enter the criteria in either or both of the Options and Document Properties sections.
2. Select either or both of the **libraries** in the Libraries section.
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 WBA 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:



Figure 3.13 - Date and Time control

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

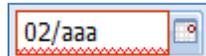


Figure 3.14 - red squiggle indicating invalid date

Pressing the calendar button  will cause the calendar to appear (see figure 3.15), 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 **Apr** and **2003**, then press **OK**. Then select the **9th** on the calendar control. The dialog box will close and the date will be set to .

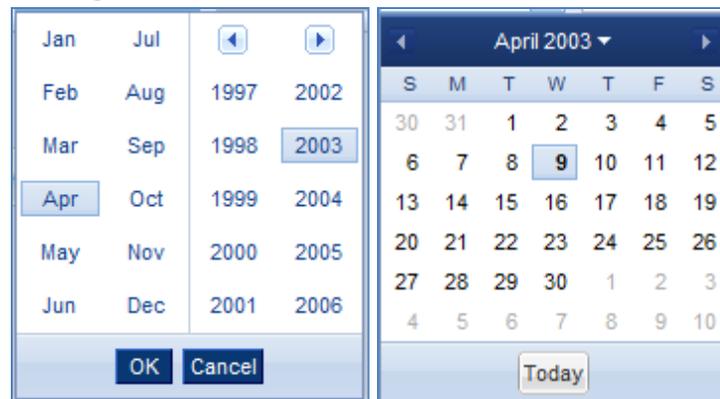
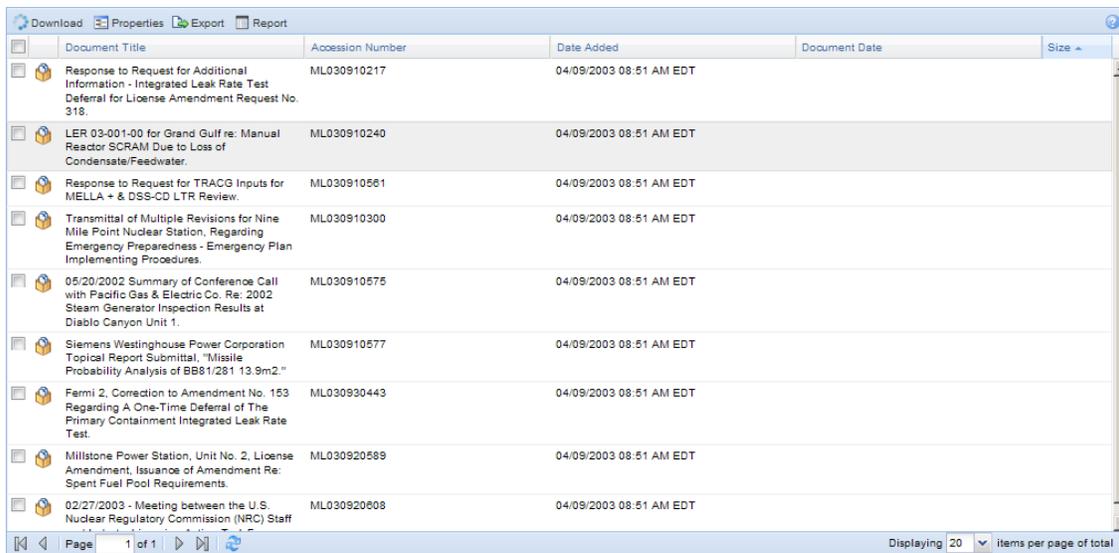


Figure 3.15 - Calendar control pages

You can use the drop-down  to pick a value within 15 minutes and then manually type a time value such as 08:51 AM. Click the **search button** . A range of documents will be returned that were added at 08:51 AM on the date selected:



Document Title	Accession Number	Date Added	Document Date	Size
Response to Request for Additional Information - Integrated Leak Rate Test Deferral for License Amendment Request No. 318.	ML030910217	04/09/2003 08:51 AM EDT		
LER 03-001-00 for Grand Gulf re: Manual Reactor SCRAM Due to Loss of Condensate/Feedwater.	ML030910240	04/09/2003 08:51 AM EDT		
Response to Request for TRACG Inputs for MELLA + & DSS-CD LTR Review.	ML030910561	04/09/2003 08:51 AM EDT		
Transmittal of Multiple Revisions for Nine Mile Point Nuclear Station, Regarding Emergency Preparedness - Emergency Plan Implementing Procedures.	ML030910300	04/09/2003 08:51 AM EDT		
05/20/2002 Summary of Conference Call with Pacific Gas & Electric Co. Re: 2002 Steam Generator Inspection Results at Diablo Canyon Unit 1.	ML030910575	04/09/2003 08:51 AM EDT		
Siemens Westinghouse Power Corporation Topical Report Submittal, "Missile Probability Analysis of BB81/281 13.9m2."	ML030910577	04/09/2003 08:51 AM EDT		
Fermi 2, Correction to Amendment No. 153 Regarding A One-Time Deferral of The Primary Containment Integrated Leak Rate Test.	ML030930443	04/09/2003 08:51 AM EDT		
Millstone Power Station, Unit No. 2, License Amendment, Issuance of Amendment Re: Spent Fuel Pool Requirements.	ML030920589	04/09/2003 08:51 AM EDT		
02/27/2003 - Meeting between the U.S. Nuclear Regulatory Commission (NRC) Staff	ML030920608	04/09/2003 08:51 AM EDT		

Figure 3.16 – Results for documents added on 04/09/2003 08:51 AM

WBA has the ability for you to search for documents down to the second. Using the example provided in Figure 3.16, modifying the query directly and adding **:05** to the generated search create\_date: "04/09/2003 08:51:**05** AM" will return documents added on April 9<sup>th</sup> 2003 at 08:51:05 AM when you run the search again.

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.

## 4. Appendix

### Report Types and Associated Properties

All report types are provided below with associated properties generated in each report.

#### Custom Report

Accession Number:  
Estimated Page Count:  
Document Date:  
Document Type:  
Availability:  
Document Title:  
Author Name:  
Author Affiliation:  
Addressee Name:  
Addressee Affiliation:  
Docket Number:  
License Number:  
Case/Reference Number:  
Document/Report Number:  
Keyword:  
Package Number:  
Document Date Received:  
Date Docketed:  
Related Date:  
Comment:  
Vital Records Category:  
Document Status:  
Media Type:  
Physical File Location:  
FACA Document:  
Date to be Released:  
Distribution List Codes:  
Contact Person:  
Text Source Flag:  
Document Sensitivity:  
File Name:  
Content Size:

### **Legacy Custom**

Accession Number:  
Estimated Page Count:  
Document Date:  
Document Type:  
Availability:  
Document Title:  
Author Name:  
Author Affiliation:  
Addressee Name:  
Addressee Affiliation:  
Docket Number:  
License Number:  
Case/Reference Number:  
Document/Report Number:  
Keyword:  
Package Number:  
Document Date Received:  
Date Docketed:  
Related Date:  
Comment:  
Document Status:  
Media Type:  
Physical File Location:  
Date to be Released:  
Distribution List Codes:  
Contact Person:  
Text Source Flag:  
Official Record?:  
Document Sensitivity:  
File Name:  
Content Size:

### **Legacy Short**

Accession Number:  
Document Title:  
Document Date:  
Estimated Page Count:  
Document Type:  
Document/Report Number:  
Author Affiliation:  
Physical File Location:  
Package Number:

### **Legacy SkimDkt**

Accession Number:  
Document Title:  
Document Date:  
Estimated Page Count:  
Docket Number:  
Package Number:

### **Legacy SkimRpt**

Accession Number:  
Document Title:  
Document Date:  
Estimated Page Count:  
Document/Report Number:  
Physical File Location:  
Package Number:

### **PARS Custom**

Accession Number:  
Estimated Page Count:  
Document Date:  
Document Type:  
Availability:  
Document Title:  
Author Name:  
Author Affiliation:  
Addressee Name:  
Addressee Affiliation:  
Docket Number:  
License Number:  
Case/Reference Number:  
Document/Report Number:  
Keyword:  
Package Number:  
Document Date Received:  
Date Docketed:  
Related Date:  
Comment:  
Vital Records Category:  
Document Status:  
Media Type:  
Physical File Location:  
Date to be Released:

Distribution List Codes:  
Contact Person:  
Text Source Flag:  
Document Sensitivity:  
File Name:  
Content Size:

### **PARS Short**

Accession Number:  
Estimated Page Count:  
Document Date:  
Document Type:  
Availability:  
Document Title:  
Author Affiliation:  
Docket Number:  
License Number:  
Case Reference Number  
Document Report Number  
Keyword:  
Package Number:  
Document Date Received:  
Date Docketed:  
Related Date:  
Comment:  
Vital Records Category:  
Document Status:  
Media Type:  
Physical File Location:  
Date to be Released:  
Distribution List Codes:  
Contact Person:  
Text Source Flag:  
Document Sensitivity  
File Name:  
Content Size:

### **PARS SkimDkt**

Accession Number:  
Document Title:  
Document Date:  
Estimated Page Count:  
Docket Number:

Content Size:

**PARS SkimRpt**

Accession Number:  
Document Title:  
Document Date:  
Estimated Page Count:  
Document/Report Number:  
Content Size:

**SkimReport**

Accession Number:  
Document Date:  
Document Title:  
Author Affiliation:  
Document/Report Number:

**Sample Custom Report**

Accession Number: ML110540028  
Estimated Page Count: 2  
Document Date: 02/14/10 12:00 AM  
Document Type: Letter  
Availability: Publicly Available  
Document Title: Cover Letter to Monsanto Company, License No. 24-32488-01.  
Author Name: Casey C C  
Addressee Name: Eades J W  
Addressee Affiliation: Monsanto Co  
Docket Number: 03036488  
License Number: 24-32488-01  
Case/Reference Number: 574048  
Document/Report Number:  
Keyword: cxs7  
Package Number:  
Document Date Received:  
Date Docketed:  
Related Date:  
Comment:  
Vital Records Category: No  
Document Status:  
Media Type: Electronic  
Physical File Location: ADAMS  
FACA Document: No  
Date to be Released: 03/02/11 12:00 AM  
Distribution List Codes:  
Contact Person:  
Text Source Flag: PDF document file - text source unknown  
Document Sensitivity: Non-Sensitive  
File Name:  
File Size: 2791797

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