



eRAI: Getting Started

Logging into eRAI

1. Launch Internet Explorer
2. Type <http://eraf.nrc.gov/> in the browser address bar.

Navigating with the Main Menu

In the Navigation Pane, on the left side of the screen, click the link that corresponds to the task that you need to perform. For example, click **eRAI Reports** to run one of the system's reports, or **All RAIs** to see a list of all RAI records, or to create a new RAI record.

Returning to the Main Menu

Use the Home Icon:



If the Home icon is displayed at the top of the screen, click it to return to the eRAI main menu page.

Use the Browse Tab:

Click the Browse Tab, in the upper-left corner of the screen, to display the **Home** link. Click the **Home** link to return to the eRAI Home Page.

Logging Out

1. Click your name in the upper right corner of the screen.
2. Click **Sign Out**.

Displaying Item Headers

In the eRAI left navigation pane, click the link corresponding to the item header you want to display.

Populating Fields

To Select a Drop-down Value:

1. Click the drop-down arrow to the right of the field.
2. Scroll to the desired value.
3. Click the value.

To Pick a Date:

1. Click the Calendar icon to the right of the field.
2. Use the left/right arrows to find the correct month.
3. Click the desired date.

Reports

1. Click the **eRAI Reports** link in the left navigation pane.
2. Click a **Report Name**.
3. Specify the **Parameters** for the report.
4. Click the **Apply** button.

Adding Items

1. Select the **Items** tab under the **List Tools** ribbon at the top of the screen.
2. Click the drop-down arrow on the **New Item** button.
3. Select **Non-DC RAI** or **DC RAI** as appropriate.

Displaying Item Details

On the **All RAIs** list screen, click the **RAI Title** for the record you want to display.

Entering Text

Typing text into a field:

1. Click on the text field.
2. Type desired text.

To copy text into a field:

1. Select and copy the text in the source file.
2. Click on the text field.
3. Right click and select **Paste**.

To Spell Check:

1. Click the **Spell Check** icon in the **Edit Item** ribbon at the top of the screen.
2. Ignore or change the spelling as needed.
3. Click **OK** to complete the check.

Getting Help

For RAI Help:

Click the **RAI Resource Page** hyperlink at the top of the left navigation menu (just below the NRC logo).

For eRAI Support:

Send an email to EPM.Resource@nrc.gov for eRAI Support.

RAI FAQs:

1. Click the **RAI FAQs** link in the left navigation pane.
2. Click the **+** button to expand the desired category.
3. Review the **Question** values in the list to find your question.

For Help with SharePoint Features:

1. Click the **Help** (?) icon in the upper right corner of the screen, to open a help screen.
2. Click the desired link.



eRAI: Workflow

TBR Creates New RAI

1. Click the **All RAIs** link in the left Navigation Pane.
2. Click the **Items** tab in the upper left of the screen, under **List Tools**.
3. Click the **New DC or Topical Report RAI** button or the **New Non-DC RAI** button.
4. Update the required fields and click **Save**.
5. Click the **New Question** button.
6. Fill out the fields & click **Save**.

TBR Sends to TBC Review

1. Click the **Workflow** button in the top left corner of the screen.
2. Confirm that all Questions comply with the "RAI Quality Control Checklist".
3. Click the **Start** button.

TBC Sends to TDM Review

1. TBC receives email from eRAI.
2. Reviews RAI and Questions.
3. Click **Approve Question** button.
4. Click **Workflow** button.
5. Click **Submit**.

Note: Can also send back to TBR.

TDM Sends to Chapter PM Review

1. TDM receives email from eRAI.
2. Reviews RAI and Questions.
3. Click **Approve Question** button.
4. Click **Workflow** button.
5. Click **Submit**.

Note: Can also send back to TBC.

Chapter PM Sends to LBC Review

1. TDM receives email from eRAI.
2. Reviews RAI and Questions.
3. Click **Approve Question** button.
4. Click **Workflow** button.
5. Click **Submit**.

Note: Can send back to TBC or TBR Review.

LBC Sends RAI Forward for Review

1. LBC receives email from eRAI.
2. Reviews RAI and Questions.
3. Click **Approve Question** button.
4. Click **Workflow** button.
5. Click **Submit**.

Note:

1. Non-DC RAI will go to OGC.
2. DC RAI will go to Final Review.
3. Can send back to Chapter PM Review.

OGC Sends Non-DC RAI to Final Review

1. OGC receives email from eRAI.
2. Review RAI and Question(s).
3. Click **Approve Question** button (optional).
4. Click **Workflow** button.
5. Click **Submit**.
6. **Note:** Can send back to Chapter PM Review.

PM Issues RAI

1. PM receives eRAI email.
2. Review RAI and Question(s).
3. Click **Approve Question** button.
4. Click **Edit Item** button.
5. Enter **NRC Letter Number**.
6. Click **Workflow Action** button.
7. Click **Submit**.
8. Receive eRAI email with RAI document.
9. Review RAI document before sending to Applicant.

Note: Can also send RAI back to Chapter PM.

Chapter PM Enters Response & Sends to TBR

1. Click **Question Title**.
2. Click **Add Response**.
3. If the RAI has more than 1 question, and the Applicant's response answers those questions, you can apply the response to those other questions, by clicking their check-box.
4. Enter:
 - **Answer**
 - **Response Date**
 - **Response Accession Number**
 - **Response Type**
4. Click **Save**.
5. Click **Workflow** button to start the Question Workflow.
6. Click **Submit** to send question (s) to TBR.

TBR Reviews Response

1. TBR receives eRAI email.
2. Click **RAI ID** link in email.
3. Review Response.

PM Updates RAI Status

1. Click **Workflow** button.
2. Select appropriate **Action**.
3. Click the **Submit** button.

Re-Assigning Workflows

1. Open any RAIs list and select an RAI.
2. Click **Items** tab of the Ribbon.
3. Click **Re-Assign** button.
4. Use the people-picker control to select a user.
5. Click the **Redirect** button

Reopen a Closed Question

1. Open the Question and click **Add Response** button.
2. Enter required information.
3. Click **Save**.
4. Click **Workflow** button.
5. Click **Start** button.