



U.S. Nuclear Regulatory Commission

License Verification System (LVS) User's Guide

Version 1.04

July 2013



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License Verification System (ISMP) – LVS (Task 2)

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

Revision History

Date	Version	Description	Author
June 14, 2012	1.0	Initial Draft	Lockheed Martin
March 25, 2013	1.01	Addressed IV&V comments	Lockheed Martin
April 25, 2013	1.02	Addressed IV&V comments	Lockheed Martin
May 03, 2013	1.03	Addressed IV&V comments	Lockheed Martin
July 23, 2013	1.04	Added wording clarifying user responsibilities	NRC – A. Randall

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1 Introduction

The License Verification System (LVS) is a web-based system used to ensure only authorized quantities of radioactive materials are obtained by legitimate users. The LVS will assist in assuring that parties involved in radioactive materials transfers are completing a valid transfer between legitimate license-holders. It will provide a way for licensees nationwide to confirm license validity, and ensure maximum possession limit compliance of licensees seeking to obtain radioactive materials. This verification helps protect the nation from the threat of the malevolent use of radioactive materials.

IMPORTANT NOTE: LVS users have the ability to view sensitive (not publically available) licenses issued by the NRC or by an Agreement State. Licenses shall be viewed only when there is a need to know the information; i.e. the licensee is transferring radioactive material to another licensee and they need to verify the legitimacy of the license for license verification purpose. The LVS records every time a license is viewed in the system. Should licensees abuse their access to sensitive license information, action will be taken according to the Integrated Source Management Portfolio (ISMP) Rules of Behavior:

Consequence for Noncompliance

The Rules of Behavior comply with the Rules of Behavior for all Nuclear Regulatory Commission (NRC) Automated Information System (AIS) Users provided in NRC Management Directive 12.5, "NRC Automated Information Security Program," Section 2.5 (ML052310031). The Rules of Behavior are to be followed by all ISMP resident application users. Users shall be held accountable for their actions on the ISMP resident applications. Non-compliance with the Rules of Behavior may subject the user to sanctions including, but not limited to, verbal or written warnings; removal of access to an ISMP resident application for a specific period of time or permanently; and/or prosecution under applicable Federal law consistent with the nature and the severity of the violation. NRC employees may also be subject to reassignment to other duties or termination. The Office of the Inspector General (OIG) is charged with the investigation of allegations of misconduct related to the misuse of ISMP resident applications, and ISMP management shall report all allegations of violations of the Rules of Behavior to the OIG.

1.1 Purpose

This *User Guide* provides the LVS users with the information necessary to understand and use the LVS system. This manual provides the LVS user with information to search for, and verify licenses and radioactive materials possession limits. Each of the LVS functions is documented in detail, including examples of system windows (Figures) and explanatory notes.

1.2 Scope

This *LVS User Guide* is designed to be used by the following user groups:

- Supplier Licensees – Represents the organizations licensed by the NRC or Agreement State Agencies to possess and transfer to other licensees radioactive materials in

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specific quantities and types.

- LVS Analyst – Represents a specific type of “Super User” who has controlled access to LVS Radioactive Materials Request verification information for purposes of analysis and reporting.
- System Administrator – Represents an individual with special access privileges in LVS who is responsible for performing maintenance and system utility functions, and troubleshooting system problems.

1.3 Assumptions

This User Guide is directed toward individuals who have had some instruction and hands-on training with the LVS and Microsoft Windows. It is not intended for the first-time computer user.

It is assumed that users will have the following minimum skills and knowledge to use the LVS:

- Familiar with web-based browsers, e.g., Internet Explorer or Netscape Navigator, versions 7.0 or higher.
- Familiar with Microsoft Windows (or other operating system).

1.4 Applicable Documents

License Verification System (LVS) v1.0, Software Development Plan (SDP), v1.0, June, 2011.

License Verification System (LVS) v1.1, System Requirements Specification (SRS), v1.3, December, 2012.

License Verification System (LVS) UI Design, v2.1, January 2012.

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2 System Summary

2.1 Standard Format

The LVS was developed as a three-tiered web application. Many features in this application are common to any web application and are easy to learn and use. The LVS uses these common features: a main menu or landing page, and online help.

2.2 Sorting

Columns can be sorted. Select columns to sort ascending or descending. Click once to sort ascending; click again on the same column to sort descending. Within the same sort, it is possible to have some columns sorted ascending and descending in the same set.

Note: *Not all columns can be sorted.*

2.3 Design

- The LVS Logo and associated graphical images are present on the header section of all Web pages, as depicted in Figure 2-1: Design (NRC Logo & LVS Graphics/Banners). Links labeled "Logout", and "Home" are present in the header section of all Web pages. "Help" links are present on all pages with Help topics.

LVS information is designated as Official Use Only The 'Official Use Only' designation appears on all of the LVS windows with print or export option and on the printout.

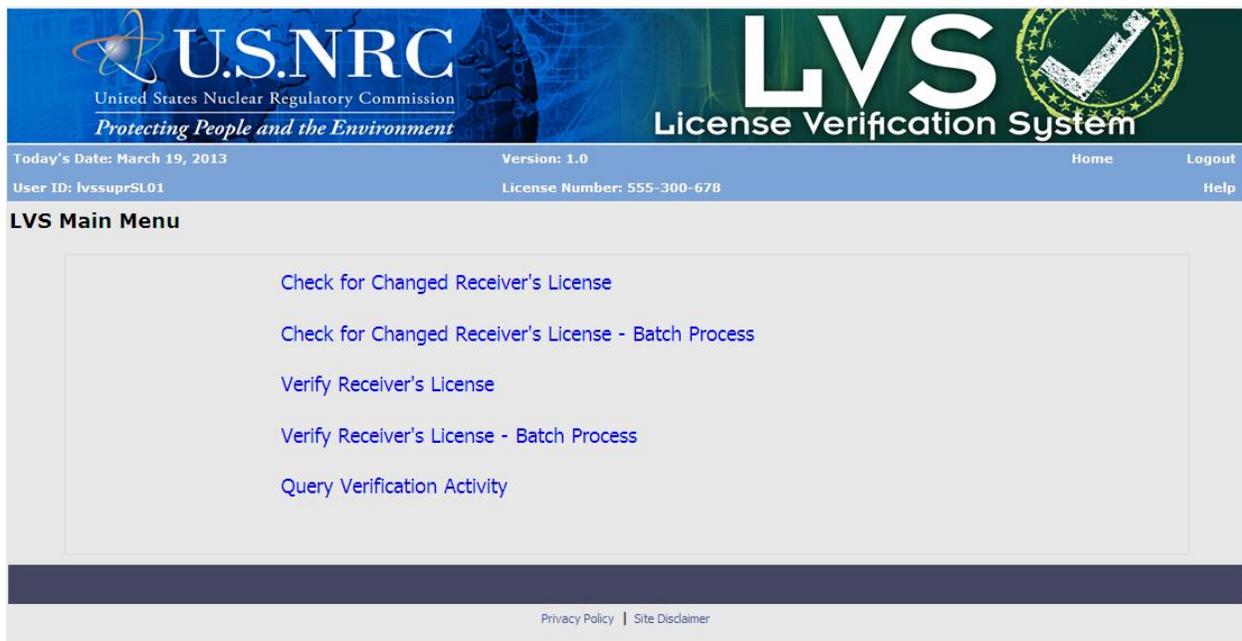


Figure 2-1: Design (NRC Logo & LVS Graphics/Banners)

- Required fields have a red asterisk (*) beside them and a line of text that reads, "indicates required field."

Figure 2-2: Design (Required Fields)

- Buttons (to submit a page) appear at the bottom of the page and are left-justified, as shown in Figure 2-3: Design (Buttons)

Figure 2-3: Design (Buttons)

- Long lists have scroll bars.
- All Section 508 of the Rehabilitation Act compliance standards have been applied.
- All labels are left-aligned.
- All tables have column headers.
- Text displayed in a table is left-justified; numeric values in a table are right-justified.

2.3.1 Widget Use Guidelines

- **Radio buttons** are used when there is a list of two or more options that are mutually exclusive, and the user must select exactly one choice. There is a default selection.

Figure 2-4: Widget Use (Radio Button)

- **Check boxes** are used when there are lists of options, and the user may select any number of choices, including zero, one, or several.

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- A **stand-alone check box** is used for a single option that the user can either select or clear.

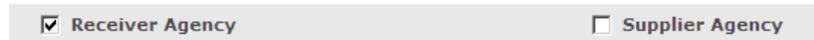


Figure 2-5: Widget Use (Check Box)

- **Standard visual representations:** A check box is a small square that is populated with a check mark when selected. A radio button is a small circle that contains a solid circle inside it when selected.



Figure 2-6: Widget Use (Standard Visual Representations)

2.3.2 Common Action/Navigation Buttons

Many screens in the LVS share navigation and actions buttons that have the same function on each screen where they are available:

Submit - After viewing a license, click **Submit** to record verification of license to the system.

Search – After entry of the desired search parameters, click **Search** to display a list of items meeting the specified criteria. Clicking **Search** without defining any search parameters will usually return an error message.

Reset – To return the fields on a page to the default parameters, click **Reset**.

Continue – When using a function that employs a series of screens, click **Continue** to go to the next screen.

Verify – The system shall search the WBL database and retrieve the license that matches the search criteria.

Cancel – Prior to completion of a task, click **Cancel** to terminate a function (without saving any changes) and return to the previous page.

Save – On an edit screen, click **Save** to record a new item with the properties described or to update the properties of an existing item.

2.3.3 Searching in the LVS

Using search criteria will help to narrow and filter search results. The more search criteria entered in a search, the more refined the search results will be. When multiple search criteria are entered, the results are “and” searches. This means that the results will be only items that contain **all** of the entered search criteria. For example, Receiver Agency X, Verification Type Y,

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and Verification Result ABC, will return results that contain all three values. Values that contain only one of the search criteria will not be displayed. If no results are found on a particular query, eliminating some of the entered search criteria may help.

In addition to standard searching, wildcard searches are permitted in text entry fields. A wildcard is a character that may be used in a search term to represent one or more characters. An asterisk * may be used to specify zero or more alphanumeric characters. For example, searching for the term "h*s" would yield results that contain such words as "his," "homes," "houses," "horses," "horticulturalists," and "herbaceous."

When searching for license verification activities license number should be entered as it was entered during the verification process in order to retrieve the exact verification activity record.

2.3.4 Error Messages

There are two types of error messages that can occur in the LVS: recoverable and unrecoverable.

A recoverable error occurs when there is a problem with a file being uploaded (see Figure 2-7: Error Messages (LVS Recoverable Error 1)).

If there is a problem with the file, an error message will be displayed, and the file will be rejected. In the example error in Figure 2-7: Error Messages (LVS Recoverable Error 1), you would click **Browser** to return to the Choose File to Upload page, change the selection, and then resubmit the file.



Figure 2-7: Error Messages (LVS Recoverable Error 1)

Another example of an error message is when data is missing (as shown in Figure 2-8: Error Messages (LVS Recoverable Error 2)). In this example, you would click **OK** to return to the page that caused the error, enter/select the missing data, and then resubmit.

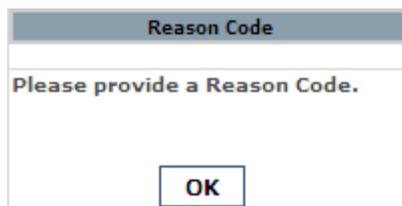


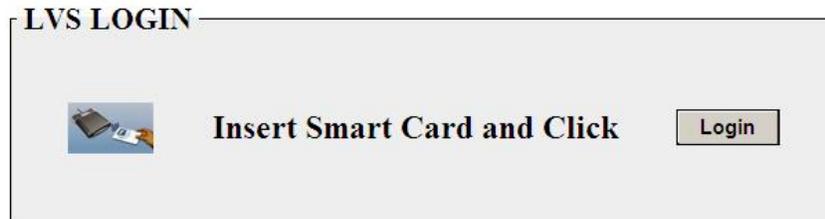
Figure 2-8: Error Messages (LVS Recoverable Error 2)

Note: Unrecoverable errors can occur due to programming or system data issues. If these errors occur, call the LVS Help Desk at 1-877-671-6787 or LVSHelp.Resource@nrc.gov.

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2.4 LVS Authentication

To log on to the LVS application, insert your Smart Card in your card reader, and connect to the application's Uniform Resource Locator (URL) through your web browser.



Click on Login and select a digital certificate. Enter your Personal Identification Number (PIN) at the prompt, and the OK button will be enabled. Click **OK**.

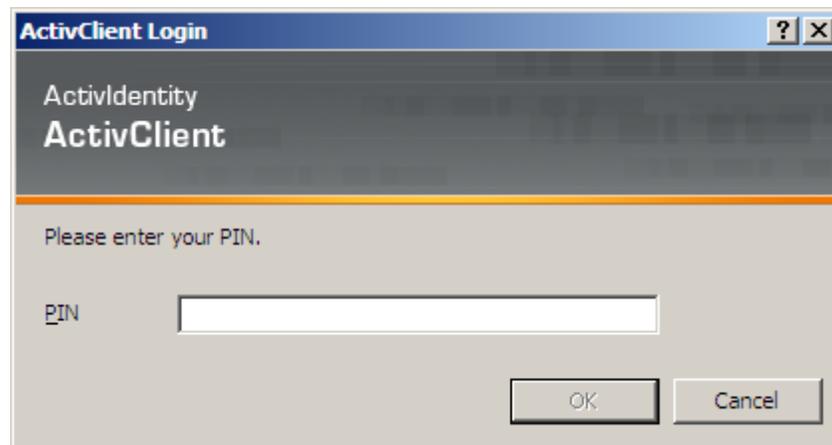


Figure 2-9: LVS Authentication (Enter PIN)

2.4.1 Smart Card

2.4.1.1 Using the Smart Card

1. Insert the USB end of the card reader into your USB port on your Personal Computer (PC).
2. Insert the Smart Card, with the gold metal tab up, into the card reader.
3. The light on the card reader will flicker as it reads the card (usually about 10 second).

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4. After the card has been read, launch your Internet Explorer browser.

Note: Do not remove the card from the reader.

5. Once the browser starts, go to the LVS Website.

6. You will be prompted to enter a PIN (see 2.4 LVS Authentication).

2.4.1.2 Safeguarding your Smart Card

Do not give your card to someone else. Do not leave your card unattended.

2.4.2 Failed Logon

If you have trouble logging on to the LVS application, contact the Help Desk at 1-877-671-6787 or LVSHelp.Resource@nrc.gov.

2.4.3 Session Timeouts

If your session is inactive for 13 minutes, the system will prompt the user to confirm the extension of the session. After another 2 minutes of inactivity, the system will log the user off and the browser will be closed.

2.4.4 Logging off the System

To log off the system, click [Logout](#) (located on the upper-right portion of the LVS window).



Figure 2-10: Logging Off (Logout Button)

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2.5 User Groups

2.5.1 Categories

The following two categories of user groups are authorized to use the LVS:

1. Users – Supplier Licensees¹ and LVS Analyst.
2. Administrator – LVS Administrator (system administration, reporting, time-triggered processing, and external interfaces).

2.5.2 Roles and Their Functions

2.5.2.1 Administration

The Administration role accesses and modifies all LVS information. This role is responsible for maintaining LVS-specific configuration information (e.g., business rules, lookup values, etc.). The Administration module allows you to perform the following functions:

- Administrator – Licensing Agency and Code Table Management

2.5.2.2 Supplier Licensee

The Supplier Licensee represents the company or person authorized by the NRC or Agreement State Agencies to possess and transfer radioactive materials to other licensees. In addition, the NRC and Agreement State Agencies can themselves have licenses and thus be considered Supplier Licensees. In the Supplier Licensee module, you can perform:

- Supplier Verifies Receiver's License
- Supplier Checks for Changed Receiver's License
- Perform Verification Activity Query
- Supplier Checks for Changed Receivers' Licenses Batch Process
- Supplier Verifies Receivers' Licenses Batch Process

2.5.2.3 LVS Analyst

The LVS Analyst represents a specific type of super user, who has controlled access to LVS Radioactive Materials Request verification information for purposes of analysis and reporting. This is a view-only privilege and the LVS Analyst may not alter data. NRC, Agreement State agencies, and other Government agencies may be granted an LVS Analyst role. In the LVS Analyst module, you can:

- Perform Verification Activity Query

¹ Supplier is the licensee supplying a source to another licensee; manufacturer or otherwise

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3 LVS Main Menu

Starting from the LVS Main Menu, the user can perform many LVS functions, including:

- Supplier Verifies Receiver's License – Search and verify Receiver Licensee's license validity and possession limit compliance.
- Supplier Checks for Changed Receiver's License – Check for any changes in a repeat customer's License since the previous check.
- Perform Verification Activity Query – Retrieve verification information from system in order to provide a report for analysis.
- Supplier Check for Changed Licenses Batch Process – Check for multiple changed Receivers Licenses through an automated batch process.
- LVS System Administrator Maintains/Updates Lookup Tables – Maintain LVS specific values (codes) used for lookups, defaults, validations.
- Supplier Verifies Receivers' Licenses Batch Process – Verify multiple Receiver Licensees' license validity and possession limit compliance via a batch process.

Depending on the user role, different menu items will appear after you log on to the LVS. For example, a supplier licensee will have different menu items available on their main menu than an LVS analyst. An Analyst only or Administrator only role will not have a landing page and is taken directly to the only function available for that role. The Main Menu for the supplier licensee menu items is shown in Figure 3-1: LVS Main Menu (Supplier Licensee – Landing Page).

Landing pages for other types of licensee users are shown in the graphical exhibits that follow as:

- Figure 3-1: Supplier Licensee
- Figure 3-2: System Administrator with Analyst role



Figure 3-1: LVS Main Menu (Supplier Licensee – Landing Page)

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Figure 3-2: LVS Main Menu (System Administrator & Analyst role – Landing Page)

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3.1 LVS Main Menu – (Landing Page)

When a user logs on to the system, the LVS Main Menu window appears. The user with multiple licenses will be presented with a license number drop-down selection listing, preconfigured with the license numbers associated with the user. The user will select a license number from the drop-down listing.



Figure 3-3: LVS Main Menu (Landing Page – multiple licenses)

Once the license number is selected, the links on the Main Menu will be displayed. The links displayed on the Main Menu are based on the role and access privileges for the user logged in.

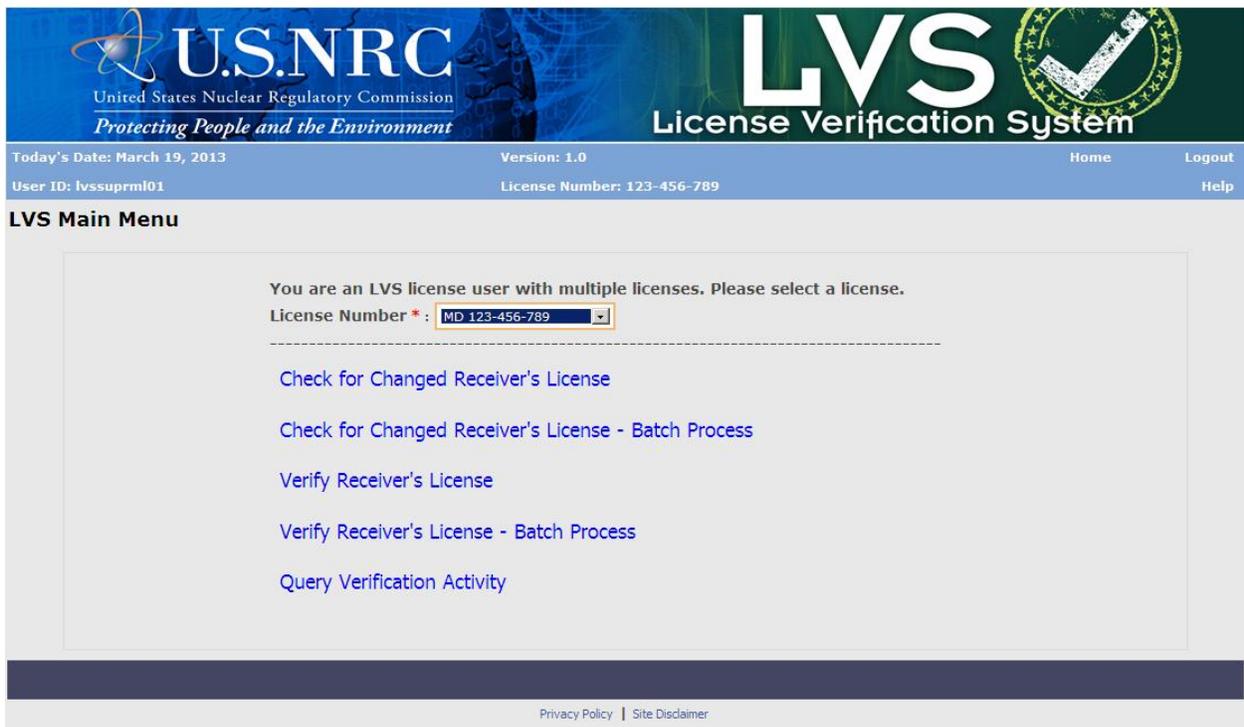


Figure 3-4: LVS Main Menu (Landing Page – license selected)

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To change the license number under which the user wants to perform the functions in LVS, select the license number in the **License Number** drop-down list. The license number on the upper banner of the window will change to reflect the user's current choice.

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4 LVS Modules

4.1 Supplier Verifies Receiver's License

User – Supplier Licensee

Use – Verify a Receiver Licensee's license validity and possession limit compliance.

1. From the LVS Main Menu, click **Verify Receiver's License**.

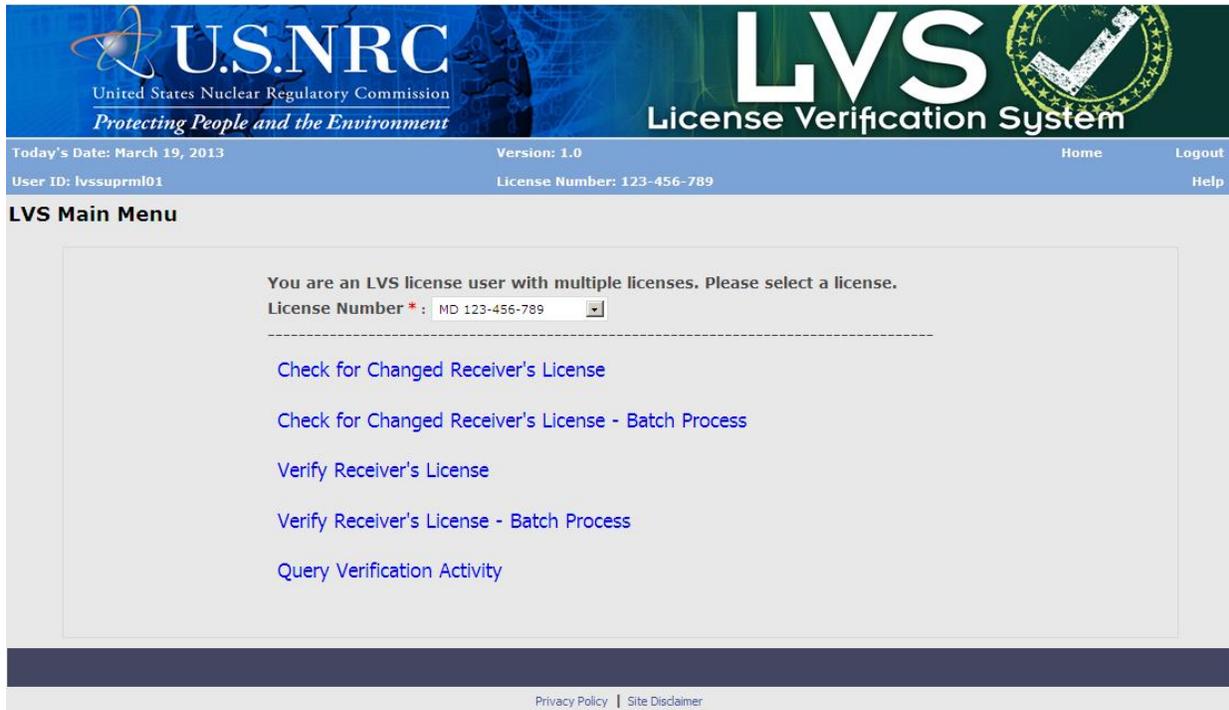


Figure 4-1: Verify Receiver's License (LVS Main Menu)

2. The Verify Receiver License window appears.



Figure 4-2: Verify Receiver's License (Search Criteria)

The following fields are available to enter as search criteria:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Receiver Agency	Y	Represents the Agency who issued license to the Receiver	Drop-down	US Nuclear Regulatory Commission
Receiver License Number	Y	Represents the license number associated with a Receiver	Alphanumeric and punctuation up to 25 characters	A424-19
Amendment Number		Amendment number of the Receiver License	Numeric up to 5 digits	12345
Issue Date		Issue date of the Receiver License	mm/dd/yyyy not to precede 01/01/1970	03/02/2012

- To initiate a request to view the Receiver License, enter search criteria in the fields and then click **Verify**.

Note: Receiver Agency, Receiver's License Number and either Amendment Number or Issue Date must be entered.

- If found, the license is displayed in the next window (Figure 4-4: Verify Receiver's License (License Image)). If the license is not found, a message will be displayed (Figure 4-3: License not found message).



Figure 4-3: License not found message

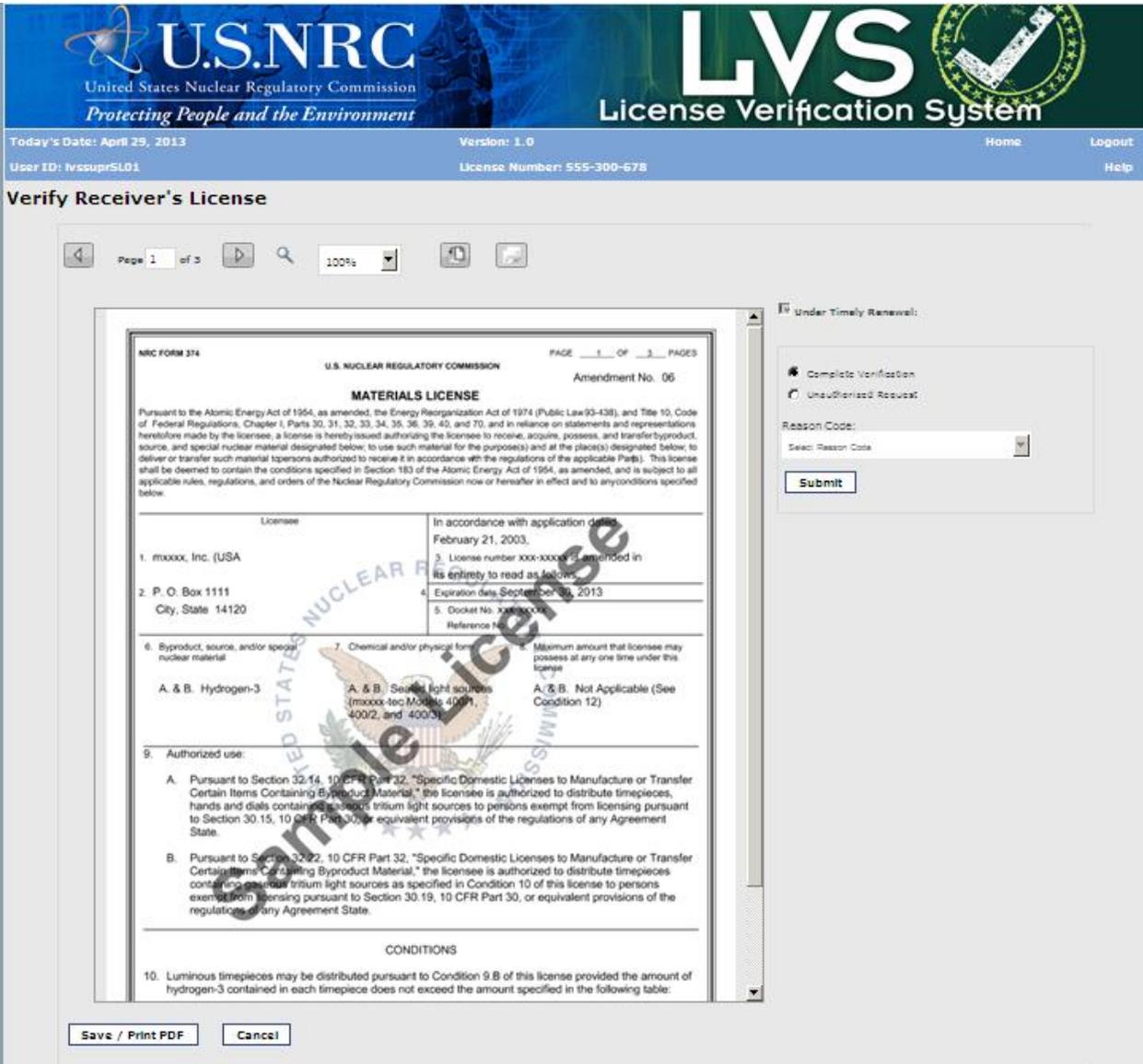


Figure 4-4: Verify Receiver's License (License Image)

Note: Navigation Options

The  1, 2  options on the top of the License image window allow you to navigate through the pages. The user can also enter the page number to navigate to that page.

The user can zoom in or out on the License image by selecting from the drop-down.

The user can rotate the License image by clicking on  to rotate to the left and  to rotate to the right.

5. The user can print the license by clicking on the **Save/Print PDF** button². The user will be taken through a series of screens to open/save the license in PDF and to select the printer to print the license.
6. The user can cancel the verification activity by clicking the **Cancel** button to return to LVS Verify Receiver's License.
7. The user can indicate that he/she has completed verifying the license by ensuring the 'Complete Verification' radio button is selected and clicking the **Submit** button. The Verification Activity Record window will display.

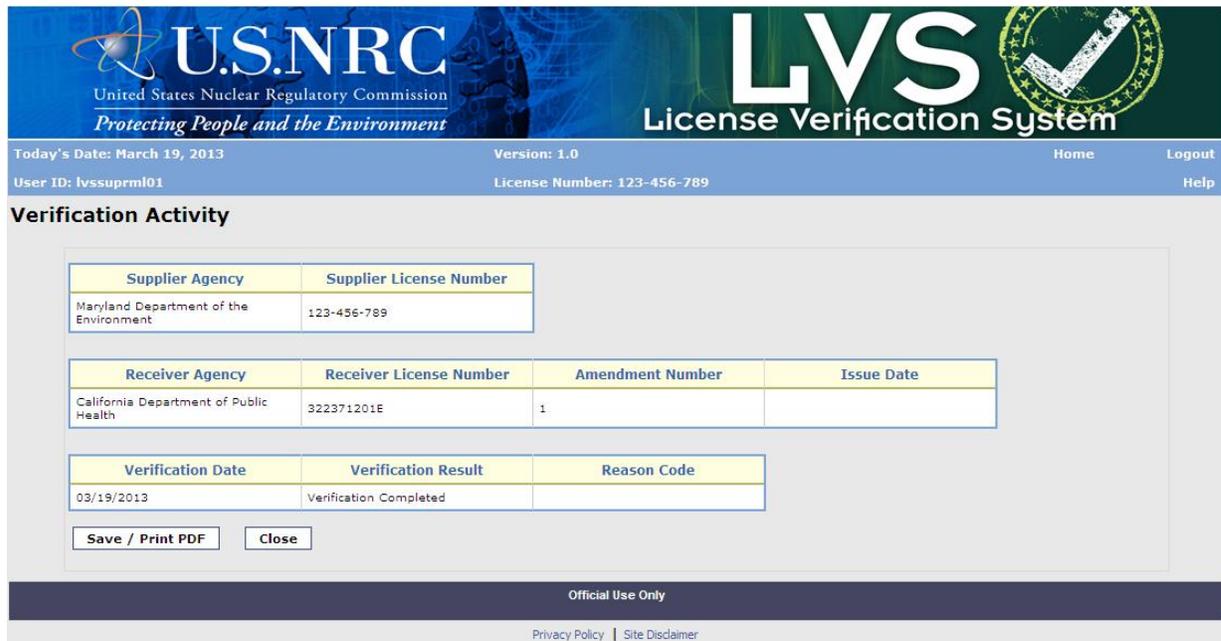


Figure 4-5: Verify Receiver's License (Verification Activity Record)

8. The user can indicate that the license is not authorized by clicking on the Unauthorized Request radio button, selecting a reason code from the drop-down, and clicking the **Submit** button. The Confirm Unauthorized Request window will display.

² The user will need to have Adobe Acrobat to open or print the licenses.

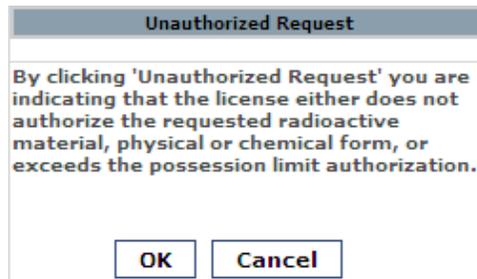


Figure 4-6: Unauthorized Request Confirmation

9. The user clicks OK to confirm and the Verification Activity Record window displays.

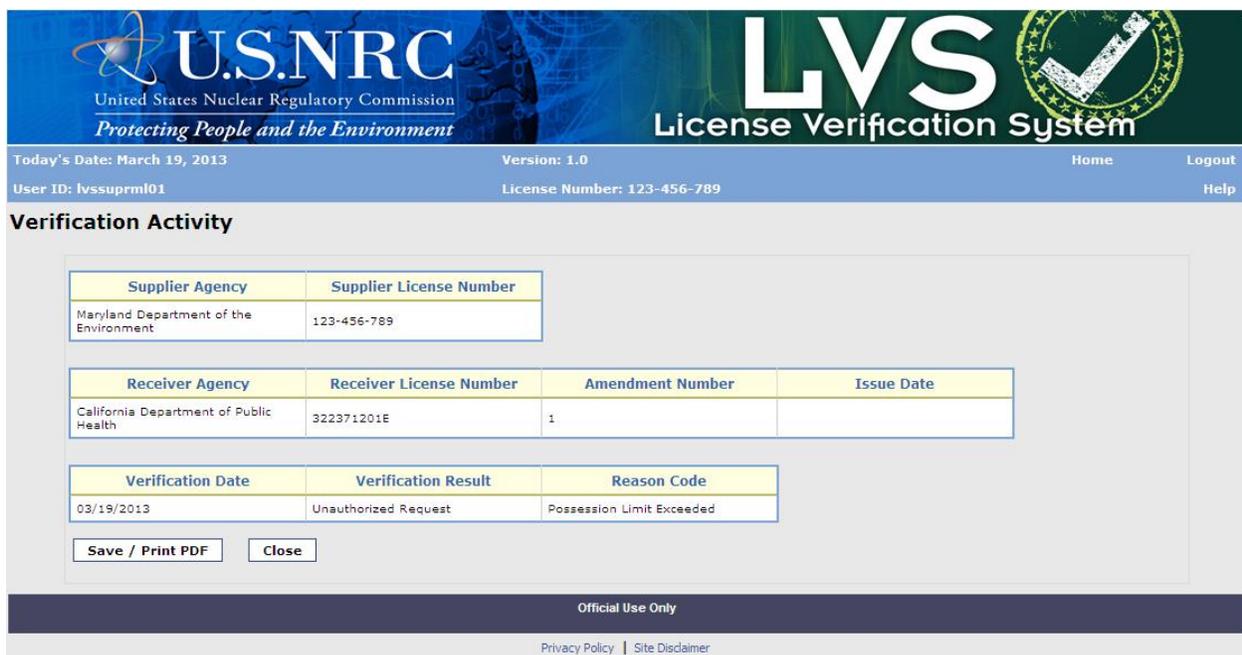


Figure 4-7: Verify Receiver's License (Verification Activity Record)

9. The user can choose to save/print a formal record of the verification activity with the displayed information by clicking on **Save/Print as PDF**.

10. When user is done with the verification activity, click **Close** to return to Verify Receiver's License page.

4.2 Supplier Checks for Changed Receiver's License

User – Supplier Licensee

Use – Check for any changes in a repeat customer's license since the previous check.

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1. From the LVS Main Menu, click **Check for Changed Receiver's License**.

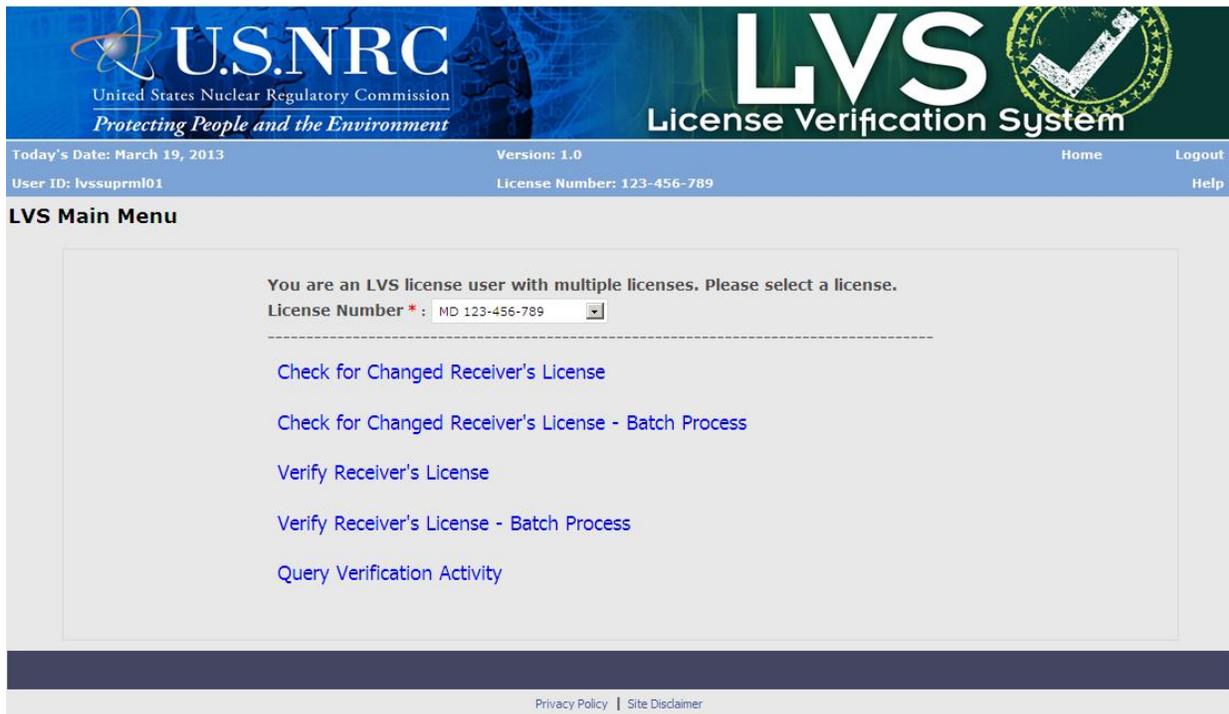


Figure 4-8: Check for Changed Receiver's License (LVS Main Menu)

2. The Check for Changed Receiver's License window appears.



Figure 4-9: Check for Changed Receiver's License (Search Criteria)

The following fields are available to enter search criteria:

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Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Receiver Agency	Y	Represents the Agency who issued license to the Receiver	Drop-down	US Nuclear Regulatory Commission
Receiver License Number	Y	Represents the license number associated with a Receiver	Alphanumeric and punctuation up to 25 characters	A424-19
Amendment Number		Amendment number of the Receiver License	Numeric up to 5 digits	12345
Issue Date		Issue date of the Receiver License	mm/dd/yyyy not to precede 01/01/1970	03/02/2012

- To initiate a request to check the Receiver License, enter search criteria in the fields and then click **Check**. The Receiver License has to be entered as originally entered when initial verification was performed.

Note: Receiver Agency, Receiver's License Number and either Amendment Number or Issue Date must be entered.

- If found, the verification activity is displayed in next window. If a license has been changed, a link will be available (if user is authenticated at a level that allows viewing of Sensitive License information or license's Sensitive Security Flag is set to 'No') and the user can view or print the license image. If a license has not been changed, the license image will not be available for view or print.

The screenshot displays the LVS License Verification System interface. At the top, there is a header with the U.S. NRC logo and the text "U.S. NRC United States Nuclear Regulatory Commission Protecting People and the Environment". To the right, it says "LVS License Verification System" with a checkmark icon. Below the header, there is a navigation bar with "Today's Date: March 19, 2013", "Version: 1.0", "Home", and "Logout". Below that, it shows "User ID: lvssuprm01" and "License Number: 123-456-789" with a "Help" link.

The main content area is titled "Verification Activity" and contains three tables:

Supplier Agency	Supplier License Number
Maryland Department of the Environment	123-456-789

Receiver Agency	Receiver License Number	Amendment Number	Issue Date
California Department of Public Health	322371201E	2	

Verification Date	Verification Result	License Image
03/19/2013	License Changed	322371201E

At the bottom of the verification activity section, there are two buttons: "Save / Print PDF" and "Close".

At the very bottom of the page, there is a footer with "Official Use Only", "Privacy Policy", and "Site Disclaimer".

Figure 4-10: License Verification Activity (License Changed)

Note: To print verification activity, user must save as PDF and then print from there.

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

5. Supplier can choose to save/print a formal record of the verification activity with the displayed information.
6. Supplier can also choose to print the license image, if authorized for view, by clicking on the license image link.
7. When Supplier is done with the verification activity, click **Close** to return to LVS Check for Changed Receiver's License page.

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

4.3 Perform Verification Activity Query

User – Supplier, LVS Analyst

Use – Retrieve verification information from the system in order to provide a report for analysis.

1. From the LVS Main Menu, click **Query Verification Activity**.

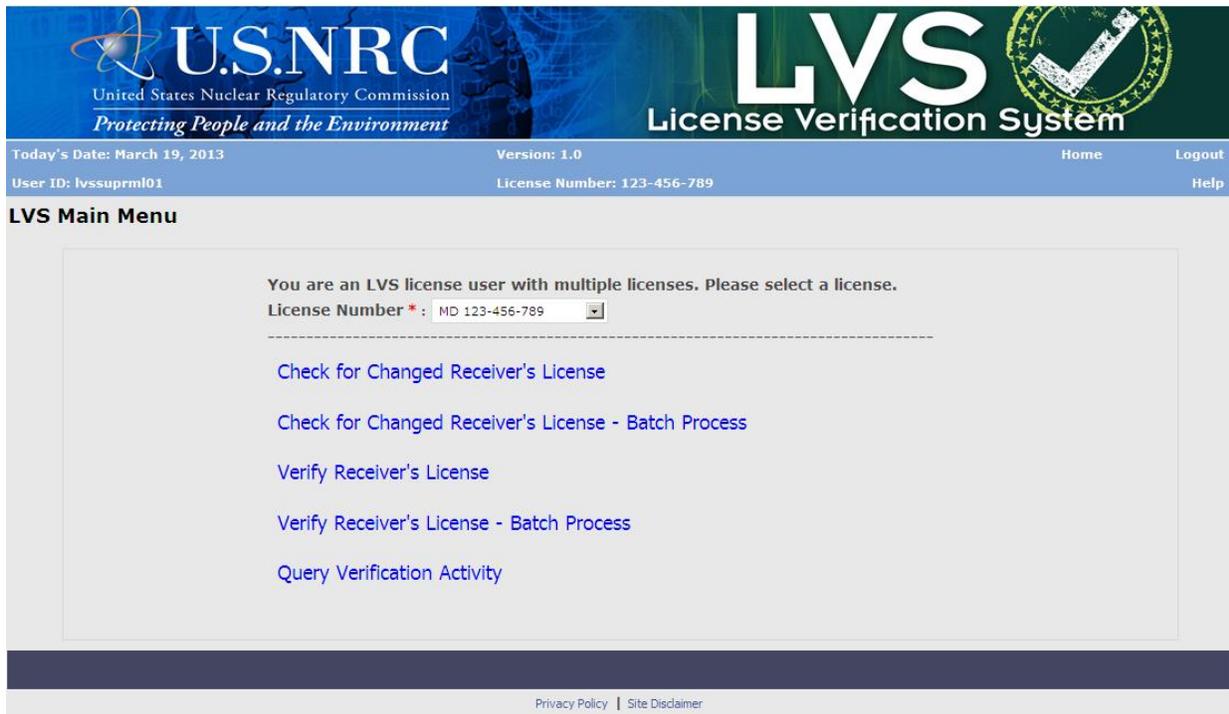


Figure 4-11: Query Verification Activity (LVS Main Menu)

2. The Query Verification Activity window displays below. If user logs in as Analyst or Administrator/Analyst, the Query Verification Activity window will be that of figure 4-13.

Figure 4-12: Query Verification Activity (as Supplier)

Figure 4-13: Query Verification Activity (as Analyst)

The following fields are available as search criteria:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Receiver Agency		Represents the Agency who issued license to the Receiver	Drop-down	US Nuclear Regulatory Commission
Receiver License Number		Represents the license number associated with a Receiver	Alphanumeric and punctuation up to 25 characters	A424-19

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Supplier Agency		Represents the Agency who issued license to the Supplier	Drop-down	US Nuclear Regulatory Commission
Supplier License Number		Represents the license number associated with a Supplier	Alphanumeric and punctuation up to 25 characters	A424-19
Verification Result		Result of the license verification	Drop-down	Verification Cancelled
Verification Type		Type of verification	Drop-down	Possession Compliance Check
Verification Date Range		The 'from' and 'to' date criteria values used to search	mm/dd/yyyy	03/02/2012

3. Select the search criteria (Receiver Agency, Receiver License Number, Supplier Agency (if applicable), Supplier License Number (if applicable), Verification Result, Verification Type, Verification Date Range).

Note: At least one search criteria must be chosen.

4. Click **Search**.
5. The Verification activity is displayed in next window.

The screenshot displays the LVS License Verification System interface. At the top, there is a header with the U.S. NRC logo and the text "U.S. NRC United States Nuclear Regulatory Commission Protecting People and the Environment". To the right, it says "LVS License Verification System". Below the header, there is a navigation bar with "Today's Date: April 24, 2013", "Version: 1.0", "User ID: lvsanst01", "Logout", and "Help".

The main section is titled "Query Verification Activity". It contains a search form with the following fields:

- Receiver Agency: Select an Agency (dropdown)
- Receiver License Number: [Text Input]
- Supplier Agency: Select an Agency (dropdown)
- Supplier License Number: [Text Input]
- Verification Date Range (mm/dd/yyyy): From: 04/24/2013 To: [Text Input]
- Verification Result: Select Verification Result (dropdown)
- Verification Type: Select Verification Type (dropdown)

There are "Search" and "Reset" buttons. Below the search form, there is a link "Click to select columns to display +".

The results are displayed in a table with the following columns: Verification ID, Verification Date, Verification Type, Verification Result, Receiver Agency, Receiver License Number, Amendment Number, Issue Date, and Verification User Name. The table shows 10 records (Page 1/2).

Verification ID	Verification Date	Verification Type	Verification Result	Receiver Agency	Receiver License Number	Amendment Number	Issue Date	Verification User Name
2863	04/24/2013	License Changed Check	Contact Agency	TEST AGENCY 1	35666		12/12/2012	lvssuprSL01
2862	04/24/2013	Possession Compliance Check	Contact Agency	TEST AGENCY 1	1234	1		lvssuprSL01
2861	04/24/2013	Possession Compliance Check	Contact Agency	Georgia Department of Natural Resources	10100100	1		lvssuprSL01

Figure 4-14: Query Verification Activity (Result)

- User can choose to display additional columns by clicking on the 'Click to select columns to display +' link, and selecting the columns to display by clicking on the corresponding check box.

Note: The Verification Notes field is only available to LVS Analyst.

Today's Date: April 25, 2013 Version: 1.0 Logout
 User ID: lvsanst01 Help

Query Verification Activity

Receiver Agency : Verification Date Range (mm/dd/yyyy)
 Receiver License Number : From : To :
 Supplier Agency : Verification Result :
 Supplier License Number : Verification Type :

Collapse --

Select All

Verification ID Receiver Agency Supplier Agency
 Verification Date Receiver License Number Supplier License Number
 Verification Type Verification Result Amendment Number
 Verification User Name Issue Date
 Verification Notes

View

10 / 14 Records | Page 1 / 2

Verification ID	Verification Date	Verification Type	Verification Result	Receiver Agency	Receiver License Number	Amendment Number	Issue Date	Verification User Name
2863	04/24/2013	License Changed Check	Contact Agency	TEST AGENCY 123	35666		12/12/2012	lvsuprSL01
2862	04/24/2013	Possession Compliance Check	Contact Agency	TEST AGENCY 123	1234	1		lvsuprSL01

Figure 4-15: Query Verification Activity (Result – Additional columns selection)

- User can choose to save/print the list of verification result by clicking on the **Save/Print PDF** button.
- User can also choose to export the list of verification result, by clicking on the **Export as Excel** button.
- When user is done with the verification activity, click **Cancel** or **Home** to return to LVS Main Menu. There is no Cancel or Home for user logged in as an Analyst or as an Administrator.

4.4 Check for Changed Receiver's License - Batch Process

User – Supplier.

Use – Check for multiple changed Receiver Licenses through an automated batch process.

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

1. From the LVS Main Menu, click **Check for Changed Receiver's License – Batch Process**.

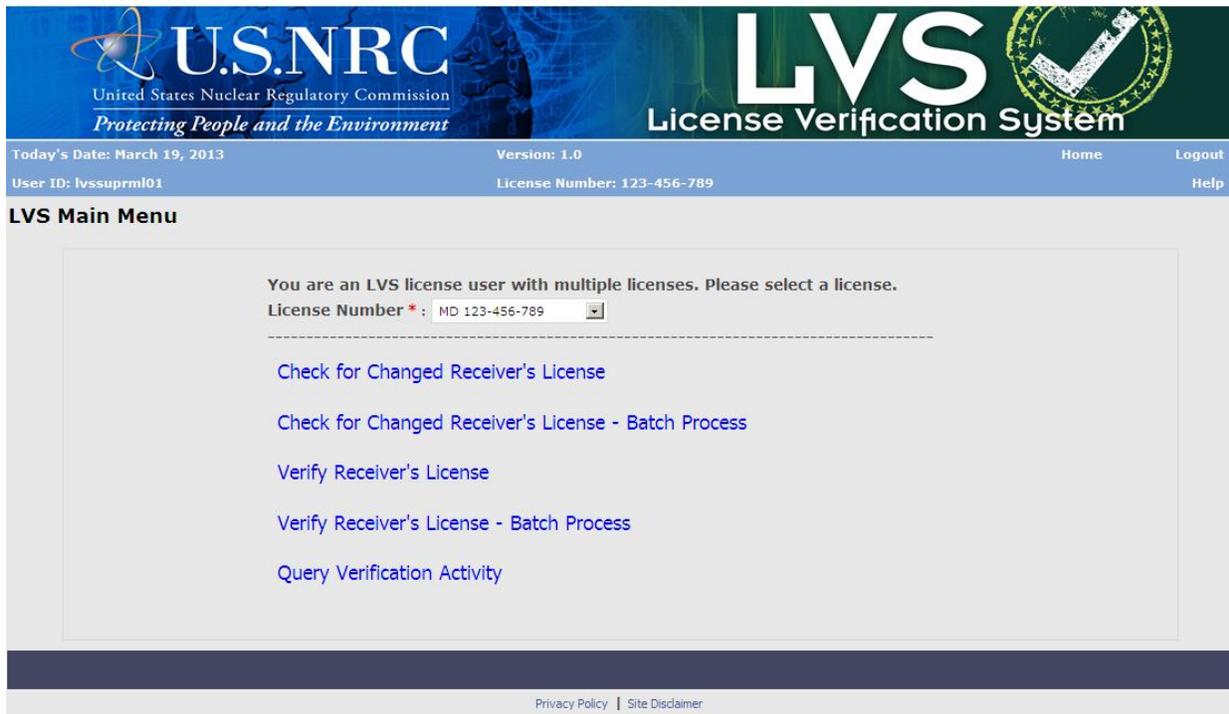


Figure 4-16: Check for Changed Receiver's License – Batch Process (LVS Main Menu)

2. The Check for Changed Receiver's License – Batch Process window displays.

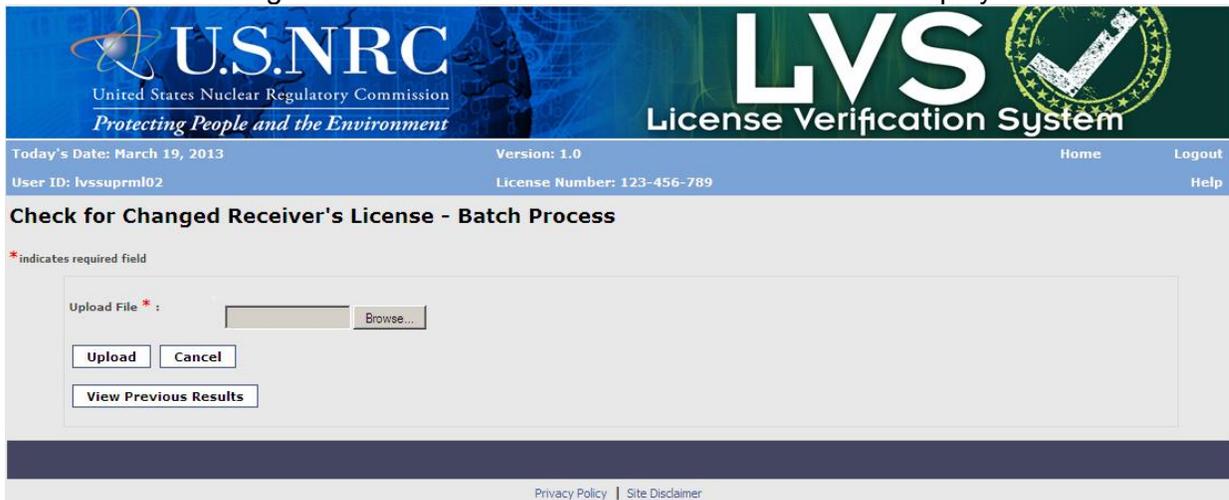


Figure 4-17: Check for Changed Receiver's License – Batch Process (File Upload)

The following fields are available to enter:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Upload File	Y	Represents the file and	Comma separated	ABC123.csv

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
		location to be uploaded	value files	

The Batch File should contain the following fields (Field Name) and in the correct format (Acceptable Values):

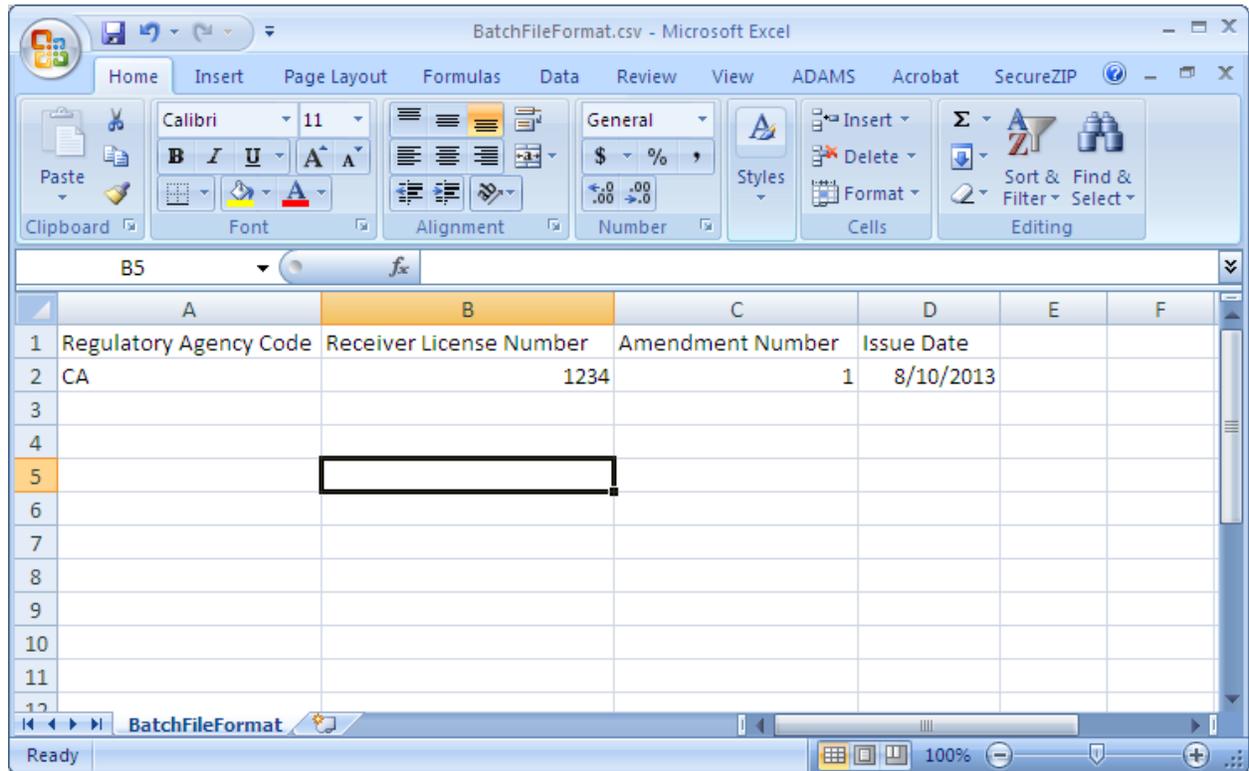


Figure 4-18: Batch File Format

3. Click **Browse** to choose the file to upload. The Choose File box appears.

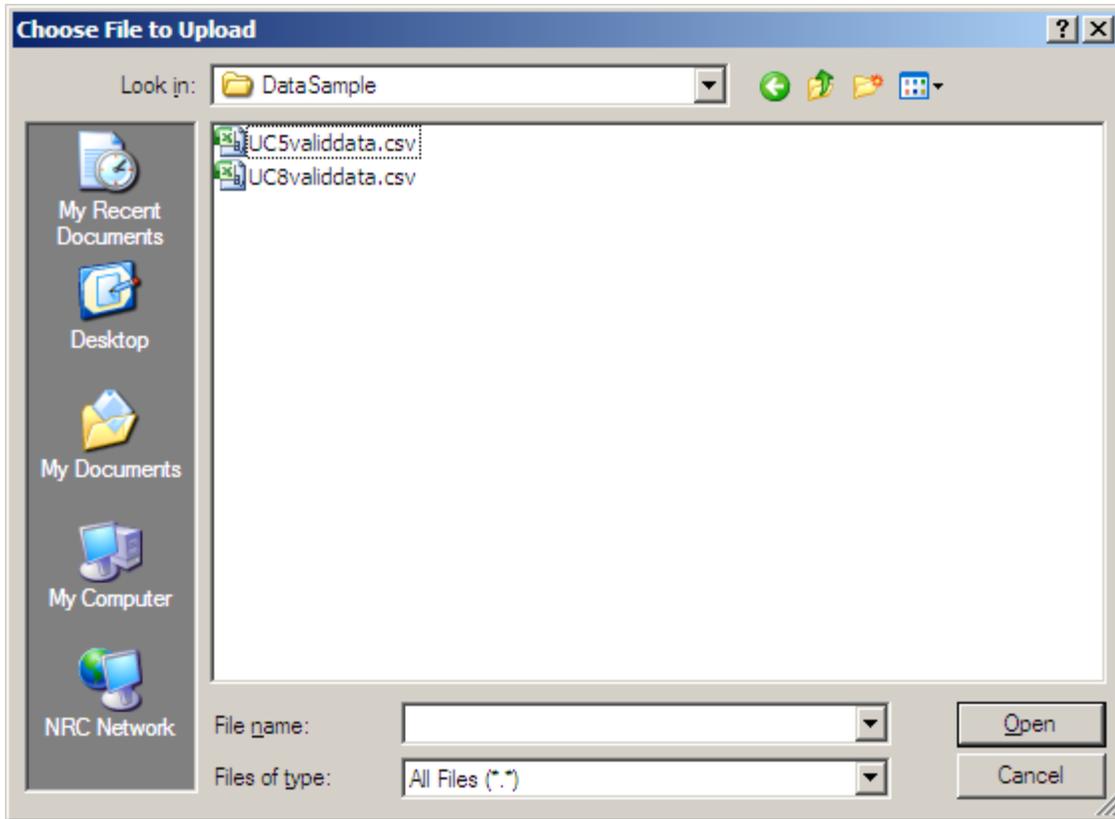


Figure 4-19: Choose File to Upload

4. Select the file, which will be populated into the File Name box, and then click **Open**.



Figure 4-20: Check for Changed Receiver's License – Batch Process (Upload)

5. Once the file is selected, Click **Upload**. The result of the File Upload will display below.

Today's Date: March 19, 2013 Version: 1.0 Home Logout
 User ID: lvssuprml02 License Number: 123-456-789 Help

Batch Verification Result

View 7/7 Records | Page 1/1

Complete	Line Number	Verification Result	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Verification Date	Supplier Agency	Supplier License Number	License Image
<input type="checkbox"/>	1	Initial Verification is Required	Florida Department of Health	33-23712-01E		1	03/19/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	2	Initial Verification is Required	US Nuclear Regulatory Commission	34-23712-01E		3	03/19/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	3	Contact Agency	Texas Department of State Health Services	37-23712-01E		1	03/19/2013	Maryland Department of the Environment	123-456-789	
	4	License Unchanged	Alabama Department of Public Health	312371201E	05/18/2005		03/19/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	5	Initial Verification is Required	Maryland Department of the Environment	00035[23712] 01E	06/15/2009	2	03/19/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	6	License Changed	Georgia Department of Natural Resources	00-10100100		1	03/19/2013	Maryland Department of the Environment	123-456-789	00-10100100
<input type="checkbox"/>	7	License Changed	Arkansas Department of Health	2001120	09/12/2008	1	03/19/2013	Maryland Department of the Environment	123-456-789	2001120

Figure 4-21: Batch Verification Result

- The user may choose to save/print the list of verification batch result by clicking on **Save/Print PDF** button.
- The user may also choose to export the verification batch result into Excel format by clicking on **Export as Excel** button.
- If there is any format error in the uploaded file, the Supplier may correct the file data and retry.

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License Verification System

Today's Date: March 19, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Batch Verification Result

Batch File Format is not correct.

View 10

A total of 14 parsing error(s) found. Page 1 / 2.

Line Number	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Error Description
1	CA	38-23712-01E	06/19/2013		Issue Date must be on or prior to today's date.
3	AL	31-23@12-01E	03/09/2011	1	Invalid License Number.
9	NR	33-23712-01E	10/29/2013	1	Issue Date must be on or prior to today's date.
10		36-23712-01E	04/02/2010	1	Receiver Agency cannot be empty.
13	CA	38\$23712-01E	06/19/2011		Invalid License Number.
14	CO	39&23712-01E	05/21/2011	1	Invalid License Number.
15	OH	36%23712%01E	04/02/2010	1	Invalid License Number.
16	VA	40-2%712-01E	07/22/2011		Invalid License Number.
17	AL		03/09/2011	1	Receiver License Number cannot be empty.
18	MD	32%23712 01E	04/09/2011	2	Invalid License Number.

Cancel

Figure 4-22: Batch Verification Result (File with data error)

- To return to the LVS Check for Changed Receiver's License – Batch Process, click **Cancel**.
- From the Check for Changed Receiver's License – Batch Process page, the user may also view previously uploaded files' results by clicking on **View Previous Results**. The file name of the previous batch results will display along with the date and time it was uploaded and its status. A status of 'In Progress' indicates not all of the lines have been marked as Completed. A status of 'Complete' indicates that all of of the lines have been marked as Completed.

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LVS
License Verification System

Today's Date: March 19, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Previous Batch Results

View 10

0 / 6 Record(s). Page 1 / 1.

Select	Upload Date/Time	File Name	Status
<input type="radio"/>	03/19/2013 03:51 PM	CheckChangevaliddata.csv	In Process
<input type="radio"/>	03/19/2013 03:43 PM	UCSvaliddata.csv	In Process
<input type="radio"/>	03/19/2013 03:37 PM	UCSvaliddata.csv	In Process
<input type="radio"/>	03/06/2013 09:11 AM	NTverificationactivity-verify.csv	Complete
<input type="radio"/>	03/06/2013 09:07 AM	NTverificationactivity-verify.csv	Complete
<input type="radio"/>	03/06/2013 09:06 AM	NTverificationactivity-verify.csv	In Process

Load Batch Results Cancel

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Figure 4-23: Previous Batch Results

- To view any previous batch result in the list, select the radio button and click **Load Batch Results**. The batch result from Figure 4-21: Batch Verification Result will display. Licenses that have not changed since the initial verification will be indicated by the verification result of 'License Unchanged'. These lines do not require follow-up and do not have the corresponding checkboxes.
- The user can indicate a license has been reviewed by clicking on the corresponding check box and saving progress.

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LVS
License Verification System

Today's Date: March 19, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Batch Verification Results

The updates for the batch verification results have been saved.

View 10

7 / 7 Record(s), Page 1 / 1

Complete	Line Number	Verification Result	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Verification Date	Supplier Agency	Supplier License Number	License Image
<input checked="" type="checkbox"/>	1	Initial Verification is Required	Florida Department of Health	33-23712-01E		1	03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	2	Initial Verification is Required	US Nuclear Regulatory Commission	34-23712-01E		3	03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	3	Contact Agency	Texas Department of State Health Services	37-23712-01E		1	03/19/2013	Maryland Department of the Environment	123-456-789	
	4	License Unchanged	Alabama Department of Public Health	312371201E	05/18/2005		03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	5	Initial Verification is Required	Maryland Department of the Environment	00035[23712]01*E	06/15/2009	2	03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	6	License Changed	Georgia Department of Natural Resources	00-10100100		1	03/19/2013	Maryland Department of the Environment	123-456-789	00-10100100
<input checked="" type="checkbox"/>	7	License Changed	Arkansas Department of Health	2001120	09/12/2008	1	03/19/2013	Maryland Department of the Environment	123-456-789	2001120

Save Progress Save / Print PDF Export as Excel Cancel

Figure 4-24: Batch Verification Results (Save Progress)

- If user chooses to Cancel after clicking on any checkbox, user will be prompted to confirm the discard of changes.

The screenshot shows the 'Batch Verification Results' page in the LVS system. At the top, there is a header with the U.S. NRC logo and 'LVS License Verification System'. Below the header, there is a navigation bar with 'Today's Date: March 19, 2013', 'Version: 1.0', 'Home', and 'Logout'. The user ID is 'lvssuprml02' and the license number is '123-456-789'. The main content area shows a table with 7 records. A 'Cancel Confirmation' dialog box is overlaid on the table, stating: 'There may be some unsaved changes. Click OK, all changes will be discarded. Click Cancel to close this popup window.' The dialog has 'OK' and 'Cancel' buttons. Below the table, there are buttons for 'Save Progress', 'Save / Print PDF', 'Export as Excel', and 'Cancel'.

Complete	Line Number	Verification Result	Receiver Agency	Receiver License	Amendment	Verification Date	Supplier Agency	Supplier License Number	License Image
<input checked="" type="checkbox"/>	1	Initial Verification is Required	Florida Department of Health	33-237		03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	2	Initial Verification is Required	US Nuclear Regulatory Commission	34-237		03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	3	Contact Agency	Texas Department of State Health Services	37-23712-01E	1	03/19/2013	Maryland Department of the Environment	123-456-789	
	4	License Unchanged	Alabama Department of Public Health	312371201E	05/18/2005	03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	5	Initial Verification is Required	Maryland Department of the Environment	00035[23712]01E	06/15/2009	03/19/2013	Maryland Department of the Environment	123-456-789	
<input checked="" type="checkbox"/>	6	License Changed	Georgia Department of Natural Resources	00-10100100		03/19/2013	Maryland Department of the Environment	123-456-789	00-10100100
<input checked="" type="checkbox"/>	7	License Changed	Arkansas Department of Health	2001120	09/12/2008	03/19/2013	Maryland Department of the Environment	123-456-789	2001120

Figure 4-25: Batch Verification Results (Discard Changes)

- Once all check boxes are checked and saved, the file status will be set to 'Complete'. The user can see the file status of 'Complete' by clicking Cancel to return to the Previous Batch Results page.

The screenshot shows the 'Previous Batch Results' page in the LVS system. At the top, there is a header with the U.S. NRC logo and 'LVS License Verification System'. Below the header, there is a navigation bar with 'Today's Date: March 19, 2013', 'Version: 1.0', 'Home', and 'Logout'. The user ID is 'lvssuprml02' and the license number is '123-456-789'. The main content area shows a table with 6 records. A red arrow points to the 'Complete' status of the first record.

Select	Upload Date/Time	File Name	Status
<input checked="" type="checkbox"/>	03/19/2013 03:51 PM	CheckChangevaliddata.csv	Complete
<input type="checkbox"/>	03/19/2013 03:43 PM	UC5validdata.csv	In Process
<input type="checkbox"/>	03/19/2013 03:37 PM	UC5validdata.csv	In Process
<input type="checkbox"/>	03/06/2013 09:11 AM	NTverificationactivity-verify.csv	Complete
<input type="checkbox"/>	03/06/2013 09:07 AM	NTverificationactivity-verify.csv	Complete
<input type="checkbox"/>	03/06/2013 09:06 AM	NTverificationactivity-verify.csv	In Process

Figure 4-26: Previous Batch Results

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

4.5 Supplier Verifies Receiver's License – Batch Process

User – Supplier Licensee

Use – Verify multiple Receiver Licensees' license validity and possession limit compliance via a batch process.

1. From the LVS Main Menu, click **Verify Receiver's License – Batch Process**.

Figure 4-27: Verify Receiver's License – Batch Process (LVS Main Menu)

2. The Verify Receiver's License – Batch Process window appears.

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

Figure 4-28: Verify Receiver's License – Batch Process (File Upload)

The following fields are available to enter:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Upload File	Y	Represents the file and location to be uploaded	Comma separated value files	ABC123.csv

The Batch File should contain the following fields (Field Name) and in the correct format (Acceptable Values):

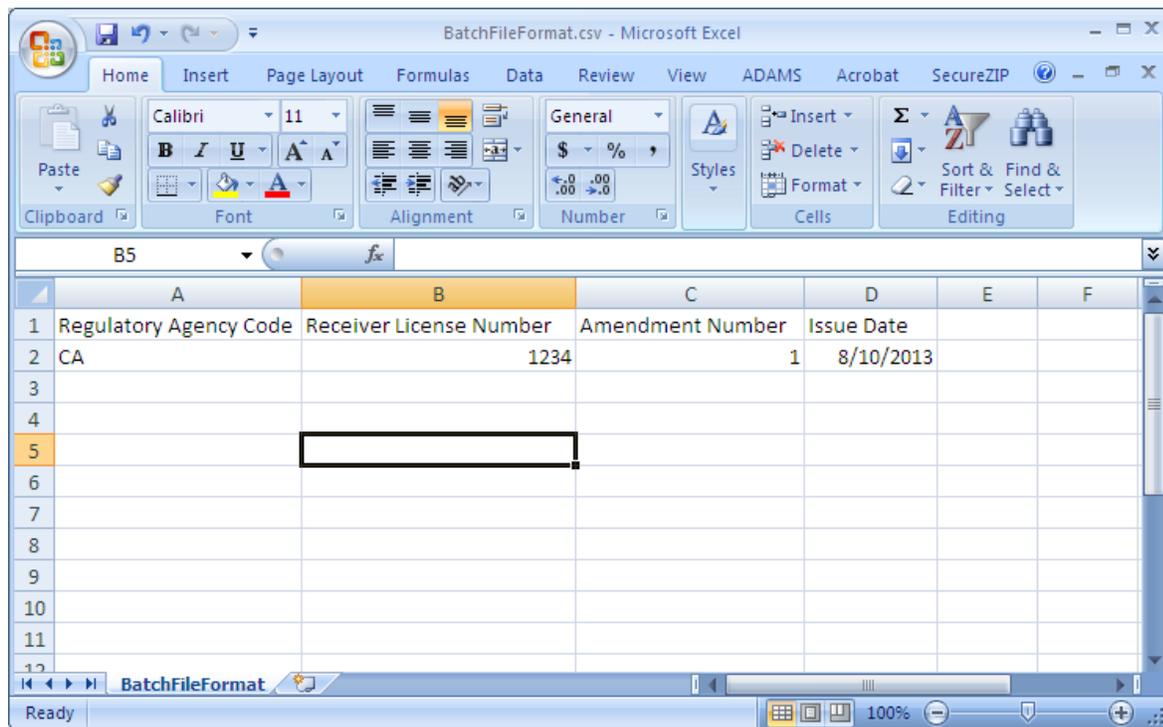


Figure 4-29: Batch File format

3. Click **Browse** to choose the file to upload. The Choose File box appears.

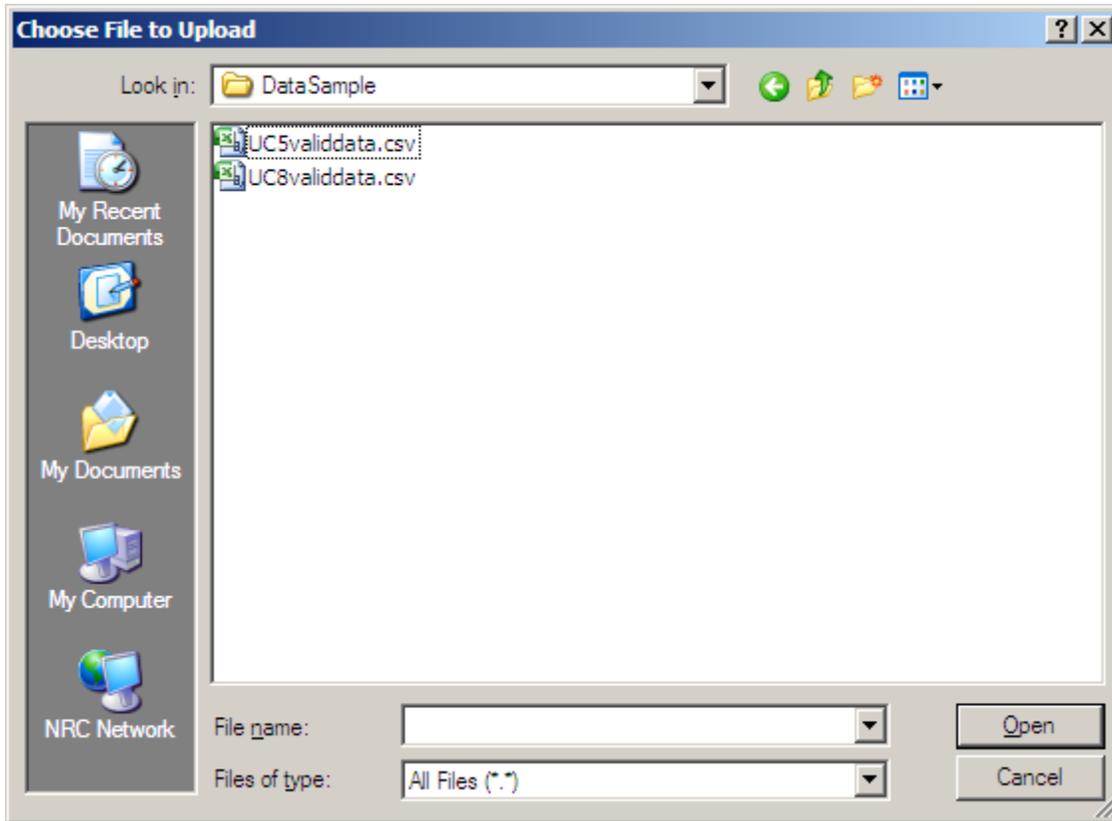


Figure 4-30: Choose File to Upload

4. Select the file, which will be populated into the File Name box, and then click **Open**.



Figure 4-31: Verify Receiver's License – Batch Process (Upload)

5. Once the file is selected, Click **Upload**. The status of the File Upload will display below.

Today's Date: March 20, 2013 Version: 1.0 Home Logout

User ID: lvssuprml02 License Number: 123-456-789 Help

Batch Verification Result

View: 10 10 / 11 Records | Page 1 / 2 K << < > >> X

Complete	Line Number	Verification Result	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Verification Date	Supplier Agency	Supplier License Number	License Image
<input type="checkbox"/>	1		Florida Department of Health	33-23712-01E		1	03/20/2013	Maryland Department of the Environment	123-456-789	33-23712-01E
<input type="checkbox"/>	2		California Department of Public Health	32-23712-01E	06/12/2008		03/20/2013	Maryland Department of the Environment	123-456-789	32-23712-01E
<input type="checkbox"/>	3		US Nuclear Regulatory Commission	34-23712-01E		3	03/20/2013	Maryland Department of the Environment	123-456-789	34-23712-01E
<input type="checkbox"/>	4	Contact Agency	Texas Department of State Health Services	37-23712-01E		1	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	5		Alabama Department of Public Health	312371201E	05/18/2005		03/20/2013	Maryland Department of the Environment	123-456-789	312371201E
<input type="checkbox"/>	6		Maryland Department of the Environment	000352371201E	06/15/2009	2	03/20/2013	Maryland Department of the Environment	123-456-789	000352371201E
<input type="checkbox"/>	7	Contact Agency	Texas Department of State Health Services	36(23712)01E		2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	8	Contact Agency	South Carolina Department of Health and Environmental Control	833555583F	10/10/2010	2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	9		New York City Department of Health	NYNYC8551212	02/01/2000		03/20/2013	Maryland Department of the Environment	123-456-789	NYNYC8551212
<input type="checkbox"/>	10		Maryland Department of the Environment	35(23712)01E	06/15/2009		03/20/2013	Maryland Department of the Environment	123-456-789	35(23712)01E

Save Progress Save / Print PDF Export as Excel Cancel

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Figure 4-32: Batch Verification Result

- The user may choose to save/print the list of verification result by clicking on **Save/Print PDF** button.
- The user may also choose to export the verification result into Excel format by clicking on **Export as Excel** button.
- If there is any error, the Supplier may correct the upload file data and retry.

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LVS
License Verification System

Today's Date: March 20, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Batch Verification Result

Batch File Format is not correct.

View 10

A total of 14 parsing error(s) found. Page 1 / 2. [K] [←] [←] [1] [2] [→] [→] [X]

Line Number	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Error Description
1	CA	38-23712-01E	06/19/2013		Issue Date must be on or prior to today's date.
3	AL	31-23@12-01E	03/09/2011	1	Invalid License Number.
9	NR	33-23712-01E	10/29/2013	1	Issue Date must be on or prior to today's date.
10		36-23712-01E	04/02/2010	1	Receiver Agency cannot be empty.
13	CA	38\$23712-01E	06/19/2011		Invalid License Number.
14	CO	39&23712-01E	05/21/2011	1	Invalid License Number.
15	OH	36%23712%01E	04/02/2010	1	Invalid License Number.
16	VA	40-2%712-01E	07/22/2011		Invalid License Number.
17	AL		03/09/2011	1	Receiver License Number cannot be empty.
18	MD	32%23712 01E	04/09/2011	2	Invalid License Number.

Cancel

Figure 4-33: Batch Verification Result with errors

- To return to the LVS Verify Receiver's License – Batch Process, click **Cancel**.
- From the Verify Receiver's License – Batch Process page, the user may also view previously uploaded files' results by clicking on **View Previous Results**.

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LVS
License Verification System

Today's Date: March 20, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Previous Batch Results

View 10

0 / 0 Record(s). Page 1 / 1.

Select	Upload Date/Time	File Name	Status
<input type="radio"/>	03/20/2013 01:39 PM	UC8validdata.csv	In Process
<input type="radio"/>	03/14/2013 09:54 AM	NT_valid.csv	In Process
<input type="radio"/>	03/14/2013 09:28 AM	UseCase8data.csv	In Process
<input type="radio"/>	03/14/2013 09:27 AM	validUC8data1.csv	In Process
<input type="radio"/>	03/06/2013 09:10 AM	NTverificationactivity-verify.csv	In Process
<input type="radio"/>	03/06/2013 09:08 AM	NTverificationactivity-verify.csv	In Process

Load Batch Results Cancel

Privacy Policy | Site Disclaimer

Figure 4-34: Previous Batch Results

20. To view any previous batch result in the list, select the radio button and click **Load Batch Results**. The most recent batch results, up to a configurable number, (Figure 4-32: Batch Verification Result) will be retrieved and will display.
21. The user can verify each license by clicking on the license image link and then select to verify or unauthorize the license. If the user chooses to cancel the verification request, by clicking on Cancel button on the license image page, the user will be returned to this page and the Verification Result will be updated with a status of 'Verification Cancelled'.

The screenshot shows the LVS License Verification System interface. At the top, there is a header with the U.S. NRC logo and the text "U.S. NRC United States Nuclear Regulatory Commission Protecting People and the Environment". To the right, it says "LVS License Verification System". Below the header, there is a navigation bar with "Today's Date: March 20, 2013", "Version: 1.0", "Home", "Logout", "User ID: lvasuprm02", and "License Number: 123-456-789".

The main content area is titled "Batch Verification Results". It features a table with the following columns: Complete, Line Number, Verification Result, Receiver Agency, Receiver License Number, Issue Date, Amendment Number, Verification Date, Supplier Agency, Supplier License Number, and License Image. The table contains 10 rows of data. A red arrow points to the "License Image" column.

Complete	Line Number	Verification Result	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Verification Date	Supplier Agency	Supplier License Number	License Image
<input type="checkbox"/>	1		Florida Department of Health	33-23712-01E		1	03/20/2013	Maryland Department of the Environment	123-456-789	33-23712-01E
<input type="checkbox"/>	2		California Department of Public Health	32-23712-01E	09/12/2008		03/20/2013	Maryland Department of the Environment	123-456-789	32-23712-01E
<input type="checkbox"/>	3		US Nuclear Regulatory Commission	34-23712-01E		3	03/20/2013	Maryland Department of the Environment	123-456-789	34-23712-01E
<input type="checkbox"/>	4	Contact Agency	Texas Department of State Health Services	37-23712-01E		1	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	5		Alabama Department of Public Health	312371201E	05/18/2005		03/20/2013	Maryland Department of the Environment	123-456-789	312371201E
<input type="checkbox"/>	6		Maryland Department of the Environment	000352371201E	06/15/2009	2	03/20/2013	Maryland Department of the Environment	123-456-789	000352371201E
<input type="checkbox"/>	7	Contact Agency	Texas Department of State Health Services	36(23712)01E		2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	8	Contact Agency	South Carolina Department of Health and Environmental Control	835555583F	10/10/2010	2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	9		New York City Department of Health	NYYC55551212	02/01/2000		03/20/2013	Maryland Department of the Environment	123-456-789	NYYC55551212
<input type="checkbox"/>	10		Maryland Department of the Environment	35(23712)01E	06/15/2009		03/20/2013	Maryland Department of the Environment	123-456-789	35(23712)01E

At the bottom of the table, there are buttons for "Save Progress", "Save / Print PDF", "Export as Excel", and "Cancel".

Figure 4-35: Batch Verification Results

U.S. NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

LVS
License Verification System

Today's Date: April 29, 2013 Version: 1.0 Home Logout
User ID: lvsuprSL01 License Number: 555-300-678 Help

Verify Receiver's License

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Amendment No. 06

MATERIALS LICENSE

Pursuant to the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974 (Public Law 93-438), and Title 10, Code of Federal Regulations, Chapter I, Parts 30, 31, 32, 33, 34, 35, 36, 39, 40, and 70, and in reliance on statements and representations heretofore made by the licensee, a license is hereby issued authorizing the licensee to receive, acquire, possess, and transfer byproduct, source, and special nuclear material designated below; to use such material for the purpose(s) and at the place(s) designated below; to deliver or transfer such material to persons authorized to receive it in accordance with the regulations of the applicable Parts. This license shall be deemed to contain the conditions specified in Section 183 of the Atomic Energy Act of 1954, as amended, and is subject to all applicable rules, regulations, and orders of the Nuclear Regulatory Commission now or hereafter in effect and to any conditions specified below.

Licensee	In accordance with application dated February 21, 2003.	
1. xxxxx, Inc. (USA)	3. License number XXX-XXXX-06 amended in its entirety to read as follows.	
2. P. O. Box 1111 City, State 14120	4. Expiration date September 30, 2013	
	5. Docket No. XXX-XXXX-XXXX Reference No.	
6. Byproduct, source, and/or special nuclear material	7. Chemical and/or physical form	Minimum amount that licensee may possess at any one time under this license
A. & B. Hydrogen-3	A. & B. Sealed light sources (xxxxx-tec Models 400/1, 400/2, and 400/3)	A. & B. Not Applicable (See Condition 12)

9. Authorized use:

A. Pursuant to Section 32.14, 10 CFR Part 32, "Specific Domestic Licenses to Manufacture or Transfer Certain Items Containing Byproduct Material," the licensee is authorized to distribute timepieces, hands and dials containing tritium light sources to persons exempt from licensing pursuant to Section 30.15, 10 CFR Part 30, or equivalent provisions of the regulations of any Agreement State.

B. Pursuant to Section 32.22, 10 CFR Part 32, "Specific Domestic Licenses to Manufacture or Transfer Certain Items Containing Byproduct Material," the licensee is authorized to distribute timepieces containing tritium light sources as specified in Condition 10 of this license to persons exempt from licensing pursuant to Section 30.15, 10 CFR Part 30, or equivalent provisions of the regulations of any Agreement State.

CONDITIONS

10. Luminous timepieces may be distributed pursuant to Condition 9 B of this license provided the amount of hydrogen-3 contained in each timepiece does not exceed the amount specified in the following table:

Save / Print PDF Cancel

Under Timely Renewal:

Complete Verification
 Unauthorized Request

Reason Code:
Search Reason Code

Submit

Figure 4-36: License Image

U.S.NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

LVS
License Verification System

Today's Date: March 20, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Verification Activity

Supplier Agency	Supplier License Number
Maryland Department of the Environment	123-456-789

Receiver Agency	Receiver License Number	Amendment Number	Issue Date
Florida Department of Health	33-23712-01E	1	

Verification Date	Verification Result	Reason Code
03/20/2013	Verification Completed	

Save / Print PDF Close

Figure 4-37: Verification Activity

- Click **Close** to go back to list of licenses and their results. Note that the status of the verification is updated in the Verification Result column.

U.S.NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

LVS
License Verification System

Today's Date: March 20, 2013 Version: 1.0 Home Logout
User ID: lvssuprml02 License Number: 123-456-789 Help

Batch Verification Results

The updates for the batch verification results have been saved.

View 10

10 / 11 Records, Page 1 / 2

Complete	Line Number	Verification Result	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Verification Date	Supplier Agency	Supplier License Number	License Image
<input checked="" type="checkbox"/>	1	Verification Completed	Florida Department of Health	33-23712-01E		1	03/20/2013	Maryland Department of the Environment	123-456-789	33-23712-01E
<input type="checkbox"/>	2		California Department of Public Health	32-23712-01E	09/12/2008		03/20/2013	Maryland Department of the Environment	123-456-789	32-23712-01E
<input type="checkbox"/>	3		US Nuclear Regulatory Commission	34-23712-01E		3	03/20/2013	Maryland Department of the Environment	123-456-789	34-23712-01E
<input type="checkbox"/>	4	Contact Agency	Texas Department of State Health Services	37-23712-01E		1	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	5		Alabama Department of Public Health	312371201E	05/18/2005		03/20/2013	Maryland Department of the Environment	123-456-789	312371201E
<input type="checkbox"/>	6		Maryland Department of the Environment	000352371201E	06/15/2009	2	03/20/2013	Maryland Department of the Environment	123-456-789	000352371201E
<input type="checkbox"/>	7	Contact Agency	Texas Department of State Health Services	36(23712)01E		2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	8	Contact Agency	South Carolina Department of Health and Environmental Control	835555583F	10/10/2010	2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	9		New York City Department of Health	NYNYC5551212	02/01/2000		03/20/2013	Maryland Department of the Environment	123-456-789	NYNYC5551212
<input type="checkbox"/>	10		Maryland Department of the Environment	35(23712)01E	06/15/2009		03/20/2013	Maryland Department of the Environment	123-456-789	35(23712)01E

Save Progress Save / Print PDF Export as Excel Cancel

Figure 4-38: Batch Verification Results (updated after verification)

23. The user can indicate a license is reviewed by clicking on the corresponding checkbox and saving progress. The user can also revert by unchecking the checkbox and saving again if needed.
24. If user chooses to Cancel after clicking on any checkbox, user will be prompted to confirm the discard of changes.

The screenshot shows the LVS License Verification System interface. At the top, there is a header with the U.S. NRC logo and the text 'U.S. NRC United States Nuclear Regulatory Commission Protecting People and the Environment'. To the right, the 'LVS License Verification System' logo is displayed. Below the header, there is a navigation bar with 'Today's Date: March 20, 2013', 'Version: 1.0', 'Home', and 'Logout'. Below that, 'User ID: lvsuprmi02' and 'License Number: 123-456-789' are shown. The main content area is titled 'Batch Verification Results'. It features a table with columns: Complete, Line Number, Verification Result, Receiver Agency, Receiver License Number, Issue Date, Amendment Number, Verification Date, Supplier Agency, Supplier License Number, and License Image. A 'Cancel Confirmation' popup message is overlaid on the table, stating: 'There may be some unsaved changes. Click OK, all changes will be discarded. Click Cancel to close this popup window.' The popup has 'OK' and 'Cancel' buttons. At the bottom of the table, there are buttons for 'Save Progress', 'Save / Print PDF', 'Export as Excel', and 'Cancel'.

Complete	Line Number	Verification Result	Receiver Agency	Receiver License Number	Issue Date	Amendment Number	Verification Date	Supplier Agency	Supplier License Number	License Image
<input checked="" type="checkbox"/>	1	Verification Complete	Florida Department of Health	33-2371			2/2/2013	Maryland Department of the Environment	123-456-789	33-23712-01E
<input checked="" type="checkbox"/>	2		California Department of Public Health	33-2371			2/2/2013	Maryland Department of the Environment	123-456-789	33-23712-01E
<input type="checkbox"/>	3		US Nuclear Regulatory Commission	34-2371			2/2/2013	Maryland Department of the Environment	123-456-789	34-23712-04E
<input type="checkbox"/>	4	Contact Agency	Texas Department of State Health Services	37-2371			2/2/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	5		Alabama Department of Public Health	312371201E	05/18/2005		03/20/2013	Maryland Department of the Environment	123-456-789	312371201E
<input type="checkbox"/>	6		Maryland Department of the Environment	000352371201E	06/18/2009	2	03/20/2013	Maryland Department of the Environment	123-456-789	000352371201E
<input type="checkbox"/>	7	Contact Agency	Texas Department of State Health Services	3612371201E		2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	8	Contact Agency	South Carolina Department of Health and Environmental Control	835555553F	10/10/2010	2	03/20/2013	Maryland Department of the Environment	123-456-789	
<input type="checkbox"/>	9		New York City Department of Health	NWNYC5551212	02/01/2000		03/20/2013	Maryland Department of the Environment	123-456-789	NWNYC5551212
<input type="checkbox"/>	10		Maryland Department of the Environment	35123712*01E	06/18/2009		03/20/2013	Maryland Department of the Environment	123-456-789	35123712*01E

Figure 4-39: Cancel Confirmation message

25. Once all checkboxes are checked and saved, user can see the file status of 'Complete' by clicking **Cancel** to return to View Previous Results page

The screenshot shows the LVS License Verification System interface. At the top, there is a header with the U.S. NRC logo and the text 'U.S. NRC United States Nuclear Regulatory Commission Protecting People and the Environment'. To the right, it says 'LVS License Verification System'. Below the header, there is a navigation bar with 'Today's Date: March 20, 2013', 'Version: 1.0', 'Home', and 'Logout'. Below that, it shows 'User ID: lvssuprml02', 'License Number: 123-456-789', and 'Help'.

The main content area is titled 'Previous Batch Results'. It features a 'View' dropdown set to '10' and a status indicator '6 / 6 Record(s), Page 1 / 1.'. Below this is a table with the following data:

Select	Upload Date/Time	File Name	Status
<input checked="" type="checkbox"/>	03/20/2013 01:39 PM	UCBvaliddata.csv	Complete
<input type="checkbox"/>	03/14/2013 09:54 AM	NT_valid.csv	In Process
<input type="checkbox"/>	03/14/2013 09:28 AM	UseCase8data.csv	In Process
<input type="checkbox"/>	03/14/2013 09:27 AM	validUC8data1.csv	In Process
<input type="checkbox"/>	03/06/2013 09:10 AM	NTverificationactivity-verify.csv	In Process
<input type="checkbox"/>	03/06/2013 09:08 AM	NTverificationactivity-verify.csv	In Process

Below the table are two buttons: 'Load Batch Results' and 'Cancel'. At the bottom of the page, there is a footer with 'Privacy Policy | Site Disclaimer'.

Figure 4-40: Previous Batch Results

4.6 LVS System Administrator Maintains/Updates Lookup Tables

User – LVS System Administrator.

Use – To maintain and update various LVS-specific values (codes) used for lookups, defaults, and validations. The following Lookup Tables are available:

1. Reason Code – used to indicate reason for unauthorized request
 2. Regulatory Agency – list of all available Regulatory Agencies in drop-down list through LVS
 3. Verification Status – indicate the various verification status (e.g. Complete, Changed, Cancelled)
 4. Verification Type – type of verification that can be performed in LVS
1. If logged in as Administrator/Analyst, click on **Maintain Lookup Table** from the LVS Main Menu.

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Figure 4-41: Maintain Lookup Table (LVS Main Menu)

2. The Maintain Lookup Table window displays.



Figure 4-42: Maintain Lookup Table (Selection)

The following fields are available to choose:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
Select a Lookup Table	Y	Represents the Lookup Tables that can be added/updated	Drop-down	LVS Reason Code

3. Select the Lookup Table.
4. Click **Continue**.
5. The selected Lookup Table's content is displayed in next window.

Today's Date: March 20, 2013 Version: 1.0 Home Logout
 User ID: lvsadmnanst01 Help

Maintain Lookup Table

Reason Code Lookup

View 10 10 / 12 Record(s), Page 1 / 2 K << < 2 > >> X

Select	ID	Code	Status	Code Description	System Reason Indicator	Comment	Created By	Created Date	Last Updated By	Last Updated Date
<input type="radio"/>	1	LNF	Inactive	License Not Found	Y		DATA_ADMIN	06/15/2011	lvsadmnanst01	03/14/2013
<input type="radio"/>	2	PLE	Active	Possession Limit Exceeded	N		DATA_ADMIN	06/15/2011	Data Admin	04/24/2012
<input type="radio"/>	3	SAI	Active	Security Access Issue test	N		DATA_ADMIN	06/15/2011	lvsadmnanst01	03/15/2013
<input type="radio"/>	4	NAR	Active	Unauthorized Request	N		DATA_ADMIN	06/15/2011	Data Admin	06/11/2012
<input type="radio"/>	5	FTC	Active	First Time Check	N		Data Admin	02/08/2012		02/08/2012
<input type="radio"/>	6	INF	Inactive	Image Not Found	Y		DATA_ADMIN	10/23/2012	Data Admin	10/23/2012
<input type="radio"/>	7	NPC	Active	Initial Verification is Required	N		DATA_ADMIN	10/23/2012	lvsadmnanst01	03/16/2013
<input type="radio"/>	8	VCU	Active	Verification Cancelled by User	Y		DATA_ADMIN	03/13/2013	Data Admin	03/13/2013
<input type="radio"/>	29	test test	Active	test test test	Y	test this test	lvsadmnanst01	03/14/2013	lvsadmnanst01	03/16/2013
<input type="radio"/>	30	test lvs	Inactive	test lvs	Y	test lvs	lvsadmnanst01	03/14/2013		03/14/2013

Save / Print PDF Add Edit Cancel

Figure 4-43: Maintain Lookup Table (List of Codes)

6. User can choose to add to the list of Lookup codes by clicking on **Add**.
7. The Add Maintain Lookup window displays

Today's Date: March 20, 2013 Version: 1.0 Home Logout
 User ID: lvsadmnanst01 Help

Maintain Lookup Table

Add a Reason Code

ID	Code *	Status *	Code Description *	System Reason Indicator *
<input type="text"/>	<input type="text"/>	Active ▾	<input type="text"/>	Select a Status --> ▾
Comment	Created By	Created Date	Last Updated Date	
<input type="text"/>	lvsadmnanst01	<input type="text"/>	<input type="text"/>	

Save Cancel

Privacy Policy | Site Disclaimer

Figure 4-44: Maintain Lookup Table (Add)

The following fields are available:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
ID		Lookup ID	System-generated	47
Code	Y	Unique short Lookup Code to identify a lookup record		SECACC
Status	Y	Status of the lookup record	Drop-down	Active
Code Description	Y	Descriptive text pertaining to a lookup record	Free-form text	Security Access Issue
System Reason Indicator	Y	Indicator to differentiate a system code from user-selectable code (This field is only applicable to Reason Code lookup table).	Drop-down	Y
Comment			Free-form text	License is not Authorized
Created By		User that created the lookup record	System-generated	jdoe
Created Date		The date/timestamp when the lookup record was created	System-generated	2012-06-08 18:03:24:23
Last Updated By		User that last updated the lookup record	System-generated	tdoe
Last Updated Date		The date/timestamp when the lookup record was updated	System-generated	2012-06-08 18:03:24:23

8. Once required fields are entered, click on **Save**. A confirmation window will display.

The screenshot shows the LVS License Verification System interface. At the top, there is a header with the U.S. NRC logo and the text "U.S. NRC United States Nuclear Regulatory Commission Protecting People and the Environment". To the right, it says "LVS License Verification System". Below the header, there is a navigation bar with "Today's Date: March 20, 2013", "Version: 1.0", "Home", "Logout", "User ID: lvsadminst01", and "Help".

The main content area is titled "Maintain Lookup Table". It displays a "Confirmation" window with the following fields:

ID	Code *	Status *	Code Description *	System Reason Indicator *
69	TMPCODE	Active	TEMP REASON CODE	N

Below this table is another table with the following columns:

Comment	Created By	Created Date	Last Updated Date
Sample code	lvsadminst01	03/20/2013	03/20/2013

At the bottom of the confirmation window, there are two buttons: "Back to Reason Code Lookup" and "Close".

At the bottom of the page, there is a footer with "Privacy Policy | Site Disclaimer".

Figure 4-45: Maintain Lookup Table (Confirmation of Add)

9. User can choose to go back to the Maintain Lookup Table list by clicking on **Close** or to go back to Reason Code Lookup to add/edit more codes by clicking on **Back to Reason Code Lookup**.

10. From the selected Lookup Table, user can also choose to edit an existing code, by selecting on a code and clicking on **Edit**.

11. The Edit Lookup window displays.



Figure 4-46: Maintain Lookup Table (Edit)

The following fields are available:

Field Name	Req. Value	Description/Comments	Acceptable Values	Example Value
ID		Lookup ID	System-generated	04
Code	Y	Unique short Lookup Code to identify a lookup record		NAR
Status	Y	Status of the lookup record	Drop-down	Active
Code Description	Y	Descriptive text pertaining to a lookup record	Free-form text	Unauthorized Request
Comment			Free-form text	
Created By		User that created the lookup record	System-generated	jdoe
Created Date		The date/timestamp when the lookup record was created	System-generated	2012-06-08 18:03:24:23
Last Updated By		User that last updated the lookup record	System-generated	tdoe
Last Updated Date		The date/timestamp when the lookup record was updated	System-generated	2012-06-08 18:03:24:23

12. Once required fields are updated, click on **Save**. A confirmation window will display.



Figure 4-47: Maintain Lookup Table (Confirmation of Edit)

13. User can choose to go back to the Maintain Lookup Table list by clicking on **Close**.

4.7 Alert Management

Based on certain events, the system automatically generates an alert, sends it to designated alert recipients, and logs the alert in the system. All confirmation and administration for alerts will be done directly using RDBMS interface. There will be no user interface for alert configuration and management. The following is a listing of event(s) that will trigger an alert:

Event: Three Suppliers perform a verification activity on the same Receiver's license on the same day. LVS will generate and send an alert to the agency notifying them of this potential suspicious activity.

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User's Guide	Date: 05/03/2013

5 LVS User Responsibilities

It is critical that users of the LVS fulfill their responsibilities in protecting LVS' vital information. The people who access License information have a special responsibility to protect it from unauthorized use and disclosure. Understanding information security responsibilities and how to fulfill them will help to mitigate risks to the LVS.

The goal of this section is to provide simple everyday tools to protect the LVS' information while using its resources. End user roles and responsibilities for using the LVS are as follows:

5.1 Protection Controls

Protect LVS resources by applying system-wide protection controls. If your token or ID information is stolen, lost, or forgotten, immediately report it to the Help Desk at 1-877-671-6787 or LVSHelp.Resource@nrc.gov.

5.2 Workstation Security Controls

Protect data by implementing security controls at your workstation as follows:

- a. Protect your computer from unauthorized access by keeping it physically secure. Your LVS workstation is equipped with a password-protected screen saver. Anytime you leave your desk, be sure to invoke the screen saver, logout of LVS and close all browser and/or Adobe Acrobat windows or shut down your computer.
- b. Log on securely to the system.
- c. Preserve your PIN and keep it safe so that no one can access it.
- d. Identify and report LVS-related security incidents to the Help Desk.

5.3 Handling Sensitive Information

Federal guidance for sensitive but unclassified information security can be found on the NIST Website at <http://csrc.nist.gov/index.html>.

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

6 Training

6.1 Computer Based Training

6.1.1 Purpose

The goal of the LVS Computer Based Training (CBT) is to enable users to effectively learn the various LVS procedures required of their role as well as provide access to those various process training modules as quick reference resources. This feature will be made available at a later date.

6.1.2 Scope

The LVS CBT training will provide:

- An intuitive interface providing simple navigation tools.
- Background and key concepts of the LVS.
- A “big picture” overview of the LVS software including main systems function and features.
- Guided practice and interactive exercises using real-life scenarios.
- A detailed look at the LVS functionality and tasks required for each function.
- Post-lesson self-assessment testing to reinforce learning, with questions linked to specific learning objectives.

All tasks included in the LVS CBT modules will include steps in the classic instructional sequence: “hear, see, do.” Users listen to or read an explanation of a concept or task, observe a demonstration, and then complete the task independently. Users will not be required to complete the modules in any particular order. Access to any given module is not dependent on the completion or score of any other module within the user’s track.

6.1.3 Interface and Navigation

The typical user will:

- **Log on to the LVS web application**
- **Access the CBT “Main Menu” page from links on the LVS site.**
- **Select Role-Based Track** – Once on the CBT page, the user selects among the Training Tracks from the LVS Main Menu based on their role.
- **Select Module**- The user selects the module that they wish to complete.
- **View the Module**- Once in a specific module, the CBT interface will allow the user to move forward or backward through the individual screens of instruction.
- **Practice** - Each module guides the user through an interactive multimedia experience to learn the information and will provide guided practice where appropriate.

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User's Guide	Date: 05/03/2013

6.1.4 Accessing the LVS Computer Based Training Menu

This feature will be made available at a later date.

6.1.5 Roles and User Groups

The LVS computer-based training is intended for three primary roles, or user groups: Supplier Licensee, LVS Analyst, and System Administrator.

6.1.5.1 Supplier Licensee

Supplier Licensee represents the company or person authorized to verify Receiver's License under a license issued by the NRC or an Agreement State. Generally speaking, Supplier will use LVS to verify a licensee, and query verification activities.

6.1.5.2 LVS Analyst

Generally speaking, LVS Analyst will use the LVS to retrieve verification information for reports.

6.1.5.3 System Administrator

The System Administrator is the NRC staff member who maintains and updates various LVS Lookup tables.

LVS	Version: 1.03
User's Guide	Date: 05/03/2013

Appendix A: Abbreviations and Acronyms

CBT	Computer-Based Training
CSV	Comma separated value
LVS	License Verification System
NIST	National Institute of Standards and Technology
NRC	Nuclear Regulatory Commission
NSTS	National source Tracking System
OTP	One-Time Password
OUO	Official Use Only
PC	Personal Computer
PDF	Portable Document Format
PIV	Personal Identity Verification
PIN	Personal Identification Number
URL	Uniform Resource Locator
USB	Universal Serial Bus
WBL	Web-Based Licensing

Appendix B: LVS Windows, Functions, Alternatives, and Scenarios

The following table provides a general description of the LVS windows and their functions, and typical usage scenarios that show how various user types might perform the functional processes. Also included are alternative flows that show other ways that a user might interact with the system to perform the functional processes. The sections numbers correspond to the section numbers in the document.

Section	Window	Function	Alternative	Scenario
4.1 Supplier Verifies Receiver's License	Verifies Receiver's License	Allows Supplier Licensee to verify if receiver license is valid.	None	A Supplier needs to verify a Receiver's license upon their first request for Radioactive Materials
	License Image	Allows Supplier Licensee to view/save/print license image, if authorized.		
	Unauthorized Confirmation	Allows Supplier Licensee to indicate if receipt is allowed by completing the verification process or to indicate if unauthorized.		
	Cancel	Allows Supplier Licensee to cancel the verification.		
	Verification Activity Record	Allows Supplier Licensee to view/save/print verification result		
4.2 Supplier Checks for Changed Receiver's License	Supplier Checks for Changed Receiver's License	Allows Supplier Licensee to check if receiver license is still valid.		Supplier needs to verify any updates or changes to a Receiver's License since the previous verification.
	License Image	Allows Supplier Licensee to view/save/print license image, if license has changed and user is authorized.		
	Cancel	Allows Supplier Licensee to cancel the check.		
	Verification	Allows Supplier		

Section	Window	Function	Alternative	Scenario
	Activity Record	Licensee to view/save/print verification result		
4.3 Perform Verification Activity Query	Query Verification Activity Search Criteria Query Verification Activity Search Result	Allows LVS Analyst or Supplier to search for verification activity records. Allows LVS Analyst to view the result of the search, sort result, and print the result list.		LVS Analyst needs to view what 'Unauthorized Request' verifications have occurred in the past month. Supplier needs to provide an inspector with a list of verifications that it performed within the past year.
4.4 Changed License Verification Batch Process	Check for Changed License File Upload Choose File to Upload Invalid file errors displayed Batch Verification Result Previous Batch Results	Allows user to upload a csv file with correct format, of list of licensees to check. Allows user to choose the file to upload from any directory. Allows user to see the error messages and the line number of the data in error. Allows user to see the result of the verification. Allows user to save and go back to previous verification results.	None	Supplier has need to see if any of its 100 customers' licenses have changed since the previous verification. Supplier can't complete checking for changes of all its 100 customers' licenses and wants to check off and save the completed portion

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Section	Window	Function	Alternative	Scenario
				of the batch.
4.5 Supplier Verifies Receivers' Licenses Batch Process	Supplier Verifies License File Upload Choose File to Upload Invalid file errors displayed Batch Verification Result Previous Batch Results	<p>Allows user to upload a csv file with correct format, of list of licensees to verify.</p> <p>Allows user to choose the file to upload from any directory.</p> <p>Allows user to see the error messages and the line number of the data in error.</p> <p>Allows user to see the result of the verification.</p> <p>Allows user to save and go back to previous verification results.</p>	None	<p>Supplier wants to verify multiple receivers' licenses in a batch, rather than checking them one at a time.</p> <p>Supplier can't complete verification of all its 100 customers' licenses and wants to check off and save the completed portion of the batch.</p>
4.6 LVS System Administrator Maintains/Updates Lookup Tables	Lookup Table Selection Lookup Table's Content Add to Lookup	<p>Allows LVS System Administrator to choose the Lookup Table to update.</p> <p>Allows LVS System Administrator to select the code to edit.</p> <p>Allows LVS System</p>	None	The LVS System Administrator needs to change a Lookup table's values from Yes/No to True/False.

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Section	Window	Function	Alternative	Scenario
	Table Edit Lookup Table Confirmation of Add/Edit	Administrator to add additional code to the Lookup table Allows LVS System Administrator to edit the code in the Lookup table. Allows LVS System Administrator to confirm and complete the add/edit of Lookup table.		
4.7 LVS Alert Trigger Generates System Alerts	None	System generated	None	Three Suppliers perform a verification activity on the same Receiver's license on the same day. LVS generates and sends an alert to the agency notifying them of this suspicious activity.