ADAMS USER GROUP MEETING
August 6, 2003
1:00-3:00 p.m.
NRC Headquarters
Room T2 B1

Agenda for ADAMS User Group Meeting #7

Opening remarks - Tom Smith, Moderator (1:05-1:10 p.m.)

General announcements (1:10-1:20 p.m.)

How the meeting will be conducted for

Persons present

Persons on the telephone bridge

Introduction of Ellis Merschoff, NRC's new CIO

Action items from the 4/02/03 meeting update (1:20-1:30 p.m.)

Does RetrievalWare index the OCR'd text of the FileNet document? Is the text file in RetrievalWare the OCR'd text?

After refining that search with another key word the user received 100 hits. The refinement of the original search automatically defaults back to a 100-hit limit. Can this 100-hit limit default be overridden?

Could a list of abbreviations used in BRS/NUDOCS titles be developed to aid searching the Legacy Library?

Could a table be created that would give a docket number and all forms of the names of the licensee (utility) associated with that docket number?

Could a table be developed to show the NRC affiliation code from BRS/NUDOCS and the "decoded" affiliation used in PARS?

How is a document date determined on an undated document?

Issues related to ADAMS (1:30-2:00 p.m.)

Will it be possible to allow ADAMS searches on both the PARS and Legacy databases? Would it at least be possible to save the search box entries (i.e., docket number, date range, keywords, etc.) to facilitate identical searches of both databases?

Currently when one accesses ADAMS to conduct a Legacy search, once you click on the Legacy database, you're prompted to enter the "guest" password, when you go to the "Find" option, the screen defaults to PARS; can this be changed?

Can a PDR staffer be present to give us searching tips on Web-based ADAMS?

ADAMS has default headers not relevant to public users that should be deleted in favor of the Date Added. (text source and document size). In the PDR's BRS system (Bibliographic Retrieval System) the first field (accession number) related more or less to when the document was added to the system. This date, and the date of the document, were two important dates and easy to sort using either one.

Authority Files: a problem with ADAMS is the apparent failure to maintain or a lack of authority files for the author names. User reports issues in searching where a specific author has records with disparity of name-forms, including one with a single initial and one with two initials, also instances of misspellings. As an example, a single author with the name Kinneman has 8 different spellings and initial variations.

Retrieval issues related to responses/comments to Federal Register Notices (FRNs) and how they are entered into the ADAMS database. Responses/comments are not placed under a single FRN number (example: 57FR202525) but include an additional number after the FRN number (example: 57FR202525-1) for a specific response. All you can do is bring up one record at a time in a search. Unlike BRS, it is very hard to bring up a complete listing of responses/comments with other pertinent records associated with a particular FRN. User would like the FRN to function similar to a docket number, not as a way to identify only one record at a time. The NRC should fix ADAMS so users can identify the FRN as a case or report a number and easily bring up a list of all the relevant records associated with that FRN. In ADAMS, the NRC should place on the docket of a facility a copy of any notice to be published in the Federal Register.

Include in the Reports Format a listing format equivalent to the old BRS "REG" format. This format was not carried over into ADAMS; the user found this format to be very valuable and should be available to ADAMS users. A user would like ADAMS to allow users to create their own format using specified fields rather than current format choices presented to them.

Break (2:00-2:10 p.m.)

An AUG member requests NRC web site include listing of Part 40 dockets with the name of the facility, licensee, and docket number, the same as they have for the Part 50 dockets/licensees.

Licensing fee statements and related correspondence are not being placed in the docket. FOIA requests must now be filed to view these records. The requestor wants NRC to return to the old policy of including these documents in the docket files.

What is the status of fixing records in Web-based ADAMS that won't hit on word searching because the text got incorrectly spaced?

Will NRC make any effort to update packages if the missing ACN numbers are identified?

What effort will the NRC make to improve usefulness of titles? What priority would fixing of existing titles receive ?

For PARS, describe any changes in processing of text words by ocr since the shift from tif to pdf was made in May 2003, or can you say that text searching is better or same as before.

Question on Training

Web-based ADAMS has been operational for eight months. Do you feel that the hands-on training, the online help screens and the help tips on the PDR Web page are adequate to learn how to use the application? Is there a need for such a course? What would you like to see covered? Would it be used if it was available online?

New business (2:55-3:00 p.m.)

Plans for next meeting

Set a date (November 12, December 10 ???)

Adjournment (3:00 p.m.)

Meeting Minutes

The ADAMS User Group (AUG) met on August 6, 2003. The proposed agenda was noticed in the Public Meeting Notice System, and the agenda was sent to members by e-mail.

Opening Remarks

The seventh meeting of the AUG was held on Wednesday, August 6, 2003. Thomas Smith called the meeting to order at 1:05 p.m. Three AUG members were present along with special guest Ellis Merschoff, CIO, Patricia Vacherlon, OCIO/ADD/IMT, Kathleen Ruhlman, PDR, and Marsha Ward, PDR. At least six members participated via the phone bridge. Mr. Smith asked the attendees present, then the members on the phone bridge, to introduce themselves.

Mr. Smith introduced Mr. Merschoff to the group. Mr. Merschoff commented on the importance of groups such as this, the importance and necessity of feedback, and assured the AUG of his support. An AUG member asked for clarification of Mr. Merschoff's relation to the NRC and the PDR; Mr. Merschoff responded that OCIO has two main functions, Information Technology (IT) and Information Management (IM), and the PDR fell under the IM function. As CIO he manages the continuing operations and integration of both functions. Mr. Merschoff then asked the AUG members concerning their "sense" of ADAMS usefulness to public users.

There followed a short discussion between parties concerning the Citrix and Web-based versions of ADAMS, access to the Legacy Library, and questions regarding access to the Legacy Library through the Web-based ADAMS. Pat Vacherlon reported she was currently working on the Statement of Work (SOW) for Web-based access to the Legacy Library. An AUG member voiced concern that NRC would do away with Citrix-based ADAMS in favor of Web-based ADAMS because the Citrix version could be manipulated to do things the Web-based version could not. This concern was seconded by other AUG members, both present and via the phone bridge. Mr. Merschoff suggested the possibility of developing a Web-based interactive tutorial for ADAMS users and asked the group about their thoughts on that option.

Several members responded that the money should be spent to upgrade the system and fix current issues. One AUG member uses Citrix exclusively and is still learning the system. He finds that when he uses the Web version he loses formatting. Another member uses the Web version because Citrix crashes his system.

General Announcements

Mr. Smith detailed how the meeting would be conducted and procedures for use of the phone bridge for offsite attendees so all could participate. Meeting minutes for this meeting will be posted on the AUG page of the NRC Web site.

Members then joined in a round-table discussion of viewing-vs.-opening documents and clickables vs. dirty text, with additional discussion on Web-based search results. Pat Vacherlon asked the group if they found it more confusing because clicking on the titles brings up the dirty text. A member participating via the phone bridge said she found it necessary to open the document to look at it, that the titles were not enough. Pat replied the titles were clickable to dirty text to take into account the time element. The text pops up almost immediately, and searchers can then review it and determine if it meets their needs. Pat asked the group if this feature was valuable or just confusing. One member said she found it to be valuable. Some of the group members on the phone bridge expressed confusion regarding the underlined titles, since clicking on the titles only brought up the dirty text. This protocol differs from what they expect from Web-based documents, the underlining normally indicates a link to an actual document. A member on the phone bridge said that she continues to have problems when opening or viewing the documents in the Web version, and that the actual display of the documents continues to be an issue. Mr. Smith mentioned this may be a result of the custom-coding that NRC was required to do. An AUG member on the phone bridge suggested users click on the icon, not on the text or date, to open the official copy. Pat Vacherlon asked users if it would be better for them to just open the image as opposed to opening the summary (open vs. download). A general discussion followed.

A member present inquired when users could expect to have access to the Legacy Library through Web-based ADAMS, and what costs were involved in making it available. Mr. Smith replied that this item is on the agenda, but that he would be pleased to address it now. The NRC is assessing what is required for releasing a Web-based version of the Legacy Library. The process is moving forward, although he cannot yet give members a specific date. Pat Vacherlon reported that she was currently working on the Statement of Work (SOW). Mr. Smith reminded the group that there were factors that needed to be reviewed and addressed, especially the subject of bibliographic records versus full-text records, and that the search statements may need to be modified for successful searching.

Action items from the 4/02/03 meeting update (1:20-1:30 p.m.)

The following action items from the last AUG meeting were presented and discussed with the AUG members:

Does RetrievalWare index the OCR text of the FileNet document? Is the text file in RetrievalWare the OCR'd text?

Retrieval Ware creates its own OCR image and text. However, the image file is identical because it comes from the FileNet repository.

After refining a search with another key word, the user received 100 hits. The refinement of the original search automatically defaults back to a 100-hit limit. Can this 100-hit limit default be overridden?

The default was changed since the last meeting from 100 to 1000 hits when performing a search in Web-based ADAMS. AUG members indicated they were pleased with the change.

Could a list of abbreviations used in BRS/NUDOCS titles be developed to aid Legacy Library searching?

A list of abbreviations does exist. It can be found in NUREG-0544. AUG members were also referred to the two attached handouts from the Friday e-mail. These were prepared by the PDR staff to assist users in searching the Legacy Library. Ms. Ruhlman and an AUG member present discussed the NUREG report and the abbreviations used in the old NUDOCS system**.**

Could a table be created that would give a docket number and all forms of the names of the licensee (utility) associated with that docket number?

There is now a link to Docket 50 reactor facilities on the ADAMS web page. This list was linked to an existing listing from NRR. The link was added since the April meeting.

Could a table be developed to compare the NRC affiliation code from BRS/NUDOCS and the "decoded" affiliation used in PARS?

There is no easy automated way to show this. Such a table would have to be developed manually. It would be a very extensive table, and a major undertaking. The most efficient way to find the author and addressee affiliation in ADAMS is to combine truncation with the words that you believe will be there.

How is a document date determined on an undated document?

Mr. Smith was able to obtain this answer from the NRC staff: Internally generated documents are returned to the author for a date. Externally generated documents are referred to the Project Officer to obtain a date.

Issues related to ADAMS (1:30-2:00 p.m.)

Will it be possible to allow concurrent ADAMS searches on both the PARS and Legacy databases?

Concurrent searches are not possible due to the way Citrix is constructed. In addition, the data in the PARS and the Legacy Library are different. The searchable fields are distinct and may require different search strategies, and/or statements. Mr. Smith mentioned again that the NRC is planning to add the ADAMS Public Legacy Library to its new Web-based interface in the future.

Would it at least be possible to save the search box entries (i.e., docket number, date range, keywords, etc.) to facilitate identical searches of both databases?

The two databases are quite different. The Legacy Library is primarily a bibliographic database with limited full text, while PARS contains full-text electronic files. The fields are in many cases different (i.e., keywords in Legacy but not in PARS; text in PARS, but only in limited cases in Legacy, such as LERS). The display is different, too.

Currently when accessing ADAMS to conduct a Legacy search, clicking on the Legacy database prompts a user to enter a password again. When selecting the Find option, the screen again defaults to PARS. Can this be changed?

The PDR staff could not answer this question, so Mr. Smith found a staffer knowledgeable about FileNet to answer the question. FileNet modules look at the desktop configuration file for a default library when they start up. For the public, this desktop is shared by many users on the ADAMS Citrix server. Both the ADAMS Document Manager and the ADAMS Find are separate FileNet modules. Thus, when either module starts up, it looks independently at the configuration file, which defaults to the PARS Library. Because most people access the PARS Library, we need to keep PARS as the default. This basic FileNet function cannot be changed.

Can a PDR staffer be present to give us searching tips on Web-based ADAMS?

Two PDR staffers are present to respond to questions related to searching. Kathleen Ruhlman and Marsha Ward have both worked with many of the members in providing reference service and training in the past. In addition, the PDR reference staff has devised a tip sheet. A copy can be obtained here at the meeting or requested from the PDR later. If you contact the PDR later, a PDR reference librarian will be available to answer any additional questions regarding search strategies.

Some default headers in the ADAMS results list are not relevant to public users (text source and document size). These headers should be deleted in favor of Date Added. In the PDR's Bibliographic Retrieval System (BRS), the accession number field revealed more or less when the document was added to the system. Date added and document date are two important dates, and it is easy to sort using either one.

The accession number is constructed using the Julian date/calender. ML stands for Main Library.
Headers that are useful or relevant to one user may not be useful or relevant to another user. Date Added can easily be searched by using the Advance Find capability, or by using the Folder feature in the Document Manager to view the most recent 3 months of documents.

Another problem is the apparent lack of authority files for author names. A user reports problems because records for a specific author are indexed with a variety of name forms, for example, one with a single initial and one with two initials. There are also instances of misspellings. As an example, a single author with the name Kinneman has 8 different spellings and initial variations.

Mr. Smith acknowledged that there are profile consistency problems with author names in the PARS Library. Advance Find has a wildcard feature that can be used to locate the author name variants. The Legacy Library, as a carryover from NUDOCS/BRS, was cleaned-up prior to

deployment. Although the Legacy Library is essentially a static database, we do make an effort to fix errors. It should be noted that some cleanup or QC work has been done on the author and addressee name authority files in PARS. Since March 2003, some 11,000 plus names have been investigated. For example, the name Virgilio M had six variant forms in the database. One of the six was selected and the other five variations were edited. We have defined a format: last name, space, first name initial, space, and middle name initial. (There is a problem if the name on the document has one or two initials.) NRC has adopted a day-forward approach for this project, and the contractor is checking the profiles for author and addressee names.

Another retrieval issue is related to responses/comments to *Federal Register* notices (FRNs) and how they are entered into the ADAMS database. The NRC should enter the docket number in the profile of any notice about a licensee which is published in the *Federal Register*. In addition, responses/comments are not placed under a single FRN number (example: 57FR202525) but are assigned an additional number after the FRN number (example: 57FR202525-001) to designate a specific comment. Using Simple Find, only one record at a time can be located in a search. Unlike BRS, it is very hard to locate a complete listing of responses/comments and other pertinent records associated with a particular FRN. A user would like the FRN to be treated similar to a docket number, not as a way to identify only one record at a time, so users can search the FRN with one case or report number and easily bring up a list of all the relevant records associated with that FRN.

Ms. Ruhlman indicated this search can be easily performed in both Citrix and Web-based ADAMS by selecting Advance Find and using the wildcard (*) search feature.

Add a Report format equivalent to the old BRS REG format. This format was not carried over into ADAMS; the user found this format to be very valuable and it should be available to ADAMS users. A user would like ADAMS to allow users to create their own format using specified fields rather than current format choices presented to them.

The Custom format in ADAMS is similar to the Full format in the former BRS system and is the closest match to the BRS REG format. The PDR staff will ask the ADAMS technical staff if it is possible to create additional formats, similar to those in the old BRS system. Currently there is no ad hoc report-generating software. Due to the nature of the system, it is not likely that public users will be able to construct their own personalized formats.

An AUG member would like the NRC Web site to post a listing of Part 40 dockets with the name of the facility, licensee, and docket number, the same as for the Part 50 dockets/licensees.

The PDR staff has a list of facility names and docket numbers and the will ask the web staff to post it. There was a request from a member of the public on the phone bridge about Docket 72 licensees. Mr. Smith said the PDR would investigate this issue as well.

Licensing fee statements and related correspondence are not being placed in the docket. FOIA requests must now be filed to view these records. The requestor wants NRC to return to the old policy of including these documents in the docket files.

Mr. Smith responded that a lot of this type of information is made publicly available. He would need clarification as to exactly what types of documents the requestor is looking for in ADAMS to help with a search strategy. One caller on the bridge phone indicated this information is not available for Docket 50s but may have been available for Docket 40 licensees.

What is the status of the Web-based ADAMS problem in which specific documents cannot be located because the text was incorrectly spaced?

PDR reference librarians have reported this problem. Pat Vacherlon discussed the conversations she has had with FileNet and Adobe concerning the text spacing issue. Currently the two companies disagree on the root cause of the problem, who is responsible, and how to correct it. A caller on the phone bridge mentioned that they had a similar problem in their database which was determined to be an Adobe problem. Pat thanked the caller for the input and made a note for her follow up calls with FileNet and Adobe.

Will NRC make any effort to update packages if the missing ACN numbers are identified?

The package issue also was discussed at a recent public meeting. There are several issues involved.

Packages with one item.
First are packages (containers) that have only one item. The packages may have only one item because the office released the package early, or because the other item is nonpublic. As always, the PDR staff will continue to check the package enclosures in the Main Library for requesters.   NRC staff has been encouraged to profile the package container as nonpublic if a package has only one public document. Then the public document will be released as a stand-alone item. Staff training and awareness is one remedy for this problem.

Misleading package titles.
Another problem is that the descriptive title of the package may be confusing, for example a user may believe a package contains a meeting summary when in fact there is only a meeting agenda. The indexing rules dictate the title of the package.

Older packages that contain just one item.
To go back and fix these packages would be a massive QC project. On a case-by-case basis, we could do this; but the office responsible for the documents would have to be involved.

Newer packages.
Once a package is locked down, documents are rarely added to it. In the early days of ADAMS this did happen, but not now. Currently, if a package was declared too soon and has already been made publicly been available, then a new package will be created with the final list of attachments. Sometimes the older package will be deleted. In most cases, an entry in the comment field will then refer the user to the correct ML number.

Question on Training

Mr. Smith asked the AUG members for their views about training for Web-based ADAMS users. A number of training tools are available on the NRC Web site, but are they enough? Web-based ADAMS has been operational for 8 months. Do AUG members feel that the hands-on

training, the online help screens, and the help tips on the PDR Web page are adequate for learning how to use the application? Is there a need for an online interactive tutorial? What would they like to see covered? Would it be used?

Attendees and members participating via the phone bridge commented that the current arrangement of help screens, tips, phone, and e-mail assistance from the PDR staff was adequate, and the hands-on training (both the general overview training and more specific training in advance searching when requested) was adequate to meet their needs.   An attendee on the phone bridge wanted NRC to spend any available resources on improving the ADAMS system as opposed to developing more user guides.

An AUG member present at the table asked Mr. Smith a question regarding statistics on usage of Citrix versus Web-based ADAMS. Mr. Smith replied that NRC is compiling statistics. He said that the amount of activity in Citrix-based ADAMS had fallen by about 50%.

New business (2:50 p.m.)

Topics for next meeting:

What efforts will the NRC make to improve the usefulness of titles? What priority would fixing existing titles receive?

For PARS, describe any changes in processing of text words since the shift from tif to pdf was made in May 2003, or can you say that text searching is better or the same as before?

Mr. Smith asked the AUG members if a January meeting would be preferable to a late December meeting, to accommodate members various holiday schedules and plans. The AUG members decided a meeting in mid to late January would be acceptable.   The PDR staff will make arrangements for a meeting room, phone bridge, and special telephone, with the specific date to be determined by room availability. AUG members will be notified and the information posted on the NRC web site.

Adjournment (3:00 p.m.)