

**International Safeguards Project Office  
Brookhaven National Laboratory  
Upton, New York 11973**

**Documentation For  
Web Based Submission Of Active Task Capsule Summary**

**“ REMINDER – Internet Explorer must be used as the Web Browser “**

## Quarterly Comment Submission Web Page

1. Display the comment submission web page:

[HTTP://WWW.BNL.GOV/ISPO/POTAS/INSERT/ISPO.ASP](http://www.bnl.gov/ISPO/POTAS/INSERT/ISPO.ASP)



2. Type the **User Name**:

- *The user name must be lowercase.*

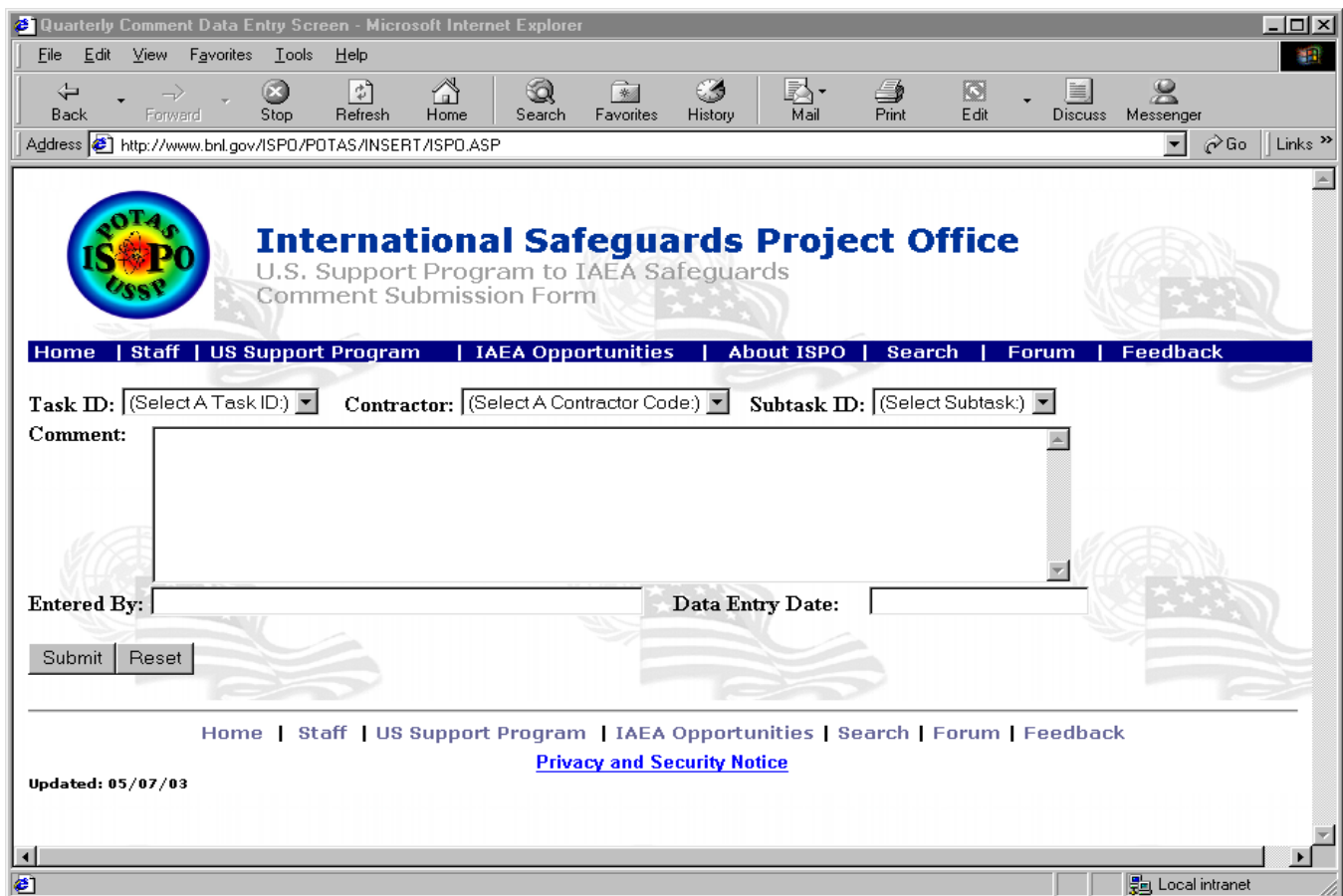
3. Type the **Password**:

4. Ignore **Domain**.

5. *The password is case sensitive.*

*Note: **DO NOT save the password** in your password list, because it will change periodically.*

6. Click **OK**.



7. Use **TAB** key to move through the fields.

<b>Field Name</b>	<b>Action</b>	<b>Notes</b>
Task ID	Click the down arrow and select the Task ID.	This is a required field.  <b>Special tasks are identified with the prefix “S”, not “SP” . (Example: SP.050 would be in the drop down list as S.050.)</b>  <b>Note: If an active Task ID is missing from this drop down list, please notify Michele Rabatin (rabatin@bnl.gov) or Susan Pepper (pepper@bnl.gov).</b>
Contractor Code	Click the down arrow and select the Contractor Code.	This is a required field.  <b>Note: If an active Contractor Code is missing from this drop down list, please notify Michele Rabatin (rabatin@bnl.gov) or Susan Pepper (pepper@bnl.gov).</b>
Subtask ID	Click the down arrow and select the Subtask ID.	Not Required.  <b>If a comment is being submitted for a subtask, the subtask must have at least a 2 digit suffix. (Example: A.230.01)</b>  <b>Note: If an active Subtask ID is missing from this drop down list, please notify Michele Rabatin (rabatin@bnl.gov) or Susan Pepper (pepper@bnl.gov).</b>
Comment	Type the comment to be submitted into this field.	This is a required field. (Maximum number of characters=4000.)
Entered By	Type the name of the individual typing the comment.	This is a required field. (Maximum number of characters=50.)
Data Entry Date	Type the date the comment was typed.	This is a required field.
SUBMIT button	Click this button to send the data to the database.	Validates all fields to ensure they meet the necessary requirements. Then sends the data to the SQL database.
RESET button		Clears all the fields on the form without sending the data to the database.

**Special Note:**

If a comment was prematurely submitted, it may be resubmitted. Please make a note at the beginning of the Comment box, to notify ISPO that this comment will replace the previously submitted comment. (All comments also have timestamps assigned.)

## Quarterly Comment Query Web Page

1. Display the query web page:

[HTTP://WWW.BNL.GOV/ISPO/POTAS/ISPO\\_QUERY.ASP](http://www.bnl.gov/ispo/potas/ispo_query.asp)



2. Type the **User Name: potasqry**
  - *The user name must be lowercase.*
3. Type the **Password: Qu+827#y**
  - *The password is case sensitive.*

**Note:** DO NOT save the password in your password list, because it will change periodically.

4. Click **OK**.



**Note:** Newly submitted comments **can not** be queried instantaneously. The ISPO Review must be finalized prior to querying on the web page.

5. Type the **Task ID**, then press the **TAB** key.
6. Type the **Contractor Code**.
7. Click the **Submit Query** button.
8. The task and, if applicable, subtasks for the contractor are displayed below the query submission area.

**Note:**

The drop down lists can be used as a reference for looking up accurate Task Ids and Contractor Codes. However the Task ID and Contractor code must still be typed in the text boxes displayed at the top of the web page.