

Web-based ADAMS User Guide

Release 1.3
May 2012

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1. Introduction

Purpose

This User Guide provides you with needed information and tips for using Web-based ADAMS (WBA). The WBA application allows you to search for, view, copy, and print Nuclear Regulatory Commission (NRC) public documents stored in ADAMS public libraries. From the Web-based interface, the following libraries are accessible:

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

Terms and Acronyms

- zip file** - File containing a single or multiple items which have been compressed
- ADAMS** - Agency-wide Documents Access and Management System
- CSV** - Comma Separated Values
- EHD** - Electronic Hearing Docket
- FACA** - Federal Advisory Committee Act
- HTML** - Hypertext Markup Language
- KB** - Kilobyte, used to measure the size of an electronic file
- MB** - Megabyte, used to measure the size of an electronic file
- LSN** - Licensing Support Network
- Metadata** - Data which identifies a document or record, including Title, Accession Number, etc.
- MS** - Microsoft
- NARA** - National Archives and Records Administration
- NRC** - Nuclear Regulatory Commission
- OCR** - Optical Character Recognition
- PARS** - Publicly Available Records System
- PDF** - Portable Document Format
- PII** - Personally Identifiable Information
- Record** - Refers to objects found in the Content Panel
- SECY** - Office of the Secretary
- SQL** - Structured Query Language
- UI** - User Interface
- URL** - Uniform Resource Language
- WBA** - Web-based ADAMS

What's new in WBA 1.3

WBA provides the following two enhancements:

- Ability to display the Microform field column when browsing WBA.
- Open the parent package of a document while inside the document property window.

WBA Basics

WBA provides a tab-based user interface (UI) to view, search, and create reports. In order to access WBA, your system must meet the following requirements:

- Internet Browser: Microsoft Internet Explorer 7.0 or 8.0 with scripting enabled. Unexpected behavior may occur for unsupported browsers.
- PDF Reader: Adobe Acrobat Reader 6.0 or greater

If your system meets the requirements above, access WBA at <http://adams.nrc.gov/wba>. Figure 1.1 below displays the WBA banner available at that location.



Figure 1.1 - WBA Banner

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

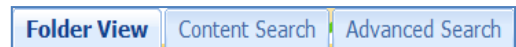


Figure 1.2 - WBA Tabs

For more information about the Folder View tab, see the section 'Folder View'. The Content Search tab allows you to search for records based on terms found within the records or within their metadata. For more information on the Content Search tab, see the section 'Content Search'. The Advanced Search tab also allows you to search for records based on metadata. For more information on the Advanced Search tab, see the section 'Advanced Search'.

Within each of these tabs, four buttons are provided: Download, Properties, Export, and Report. Whether viewing the contents of a folder selected in the Tree Panel or viewing the results of a Content or Advanced search, these buttons provide you with quick, easy access to four basic features:

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

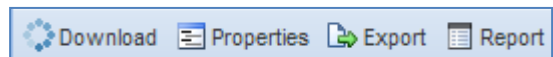


Figure 1.3 - Contents Panel Buttons

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

2. Folder View

The Folder View is the default tab shown when you first access WBA. As shown in Figure 2.1 below, two sections comprise the Folder View tab – the Tree Panel on the left of the screen; and the Contents Panel on the right. The Tree Panel presents the folders available within WBA. The Contents Panel displays the contents of your selected folder and provides navigation options as well as, the ability to manipulate folder contents.

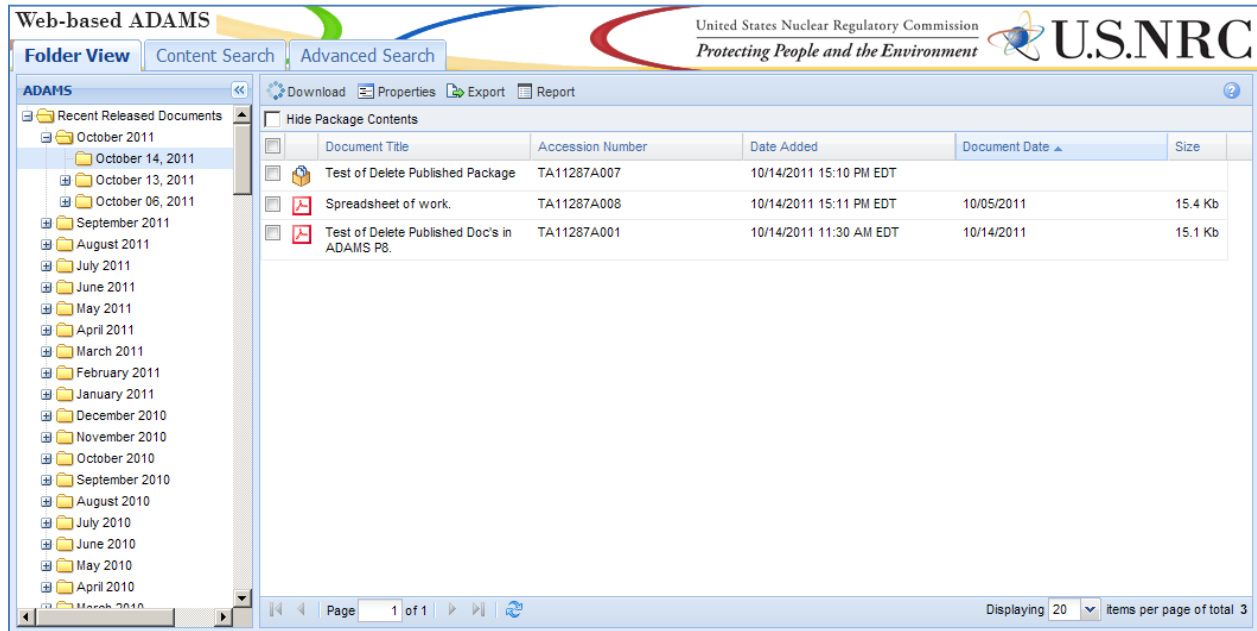





Figure 2.1 - Folder View

Folder View Tree Panel

The Tree Panel is similar to Windows Explorer. Folders are displayed with expandable buttons. The  symbol next to a folder indicates it contains subfolders that you may access by clicking on the folder. Folders with subfolders displayed, will have a  symbol. Folders without subfolders, as indicated by the  symbol, will display their contents in the Contents Panel when clicked.

Use the scroll bar to move up and down within the Tree Panel. Once you have chosen a folder, you have the option of hiding the Tree Panel by clicking the **double arrows** to the right of the word 'ADAMS'. If you would like to make the Tree Panel visible again, click the **double arrows**.

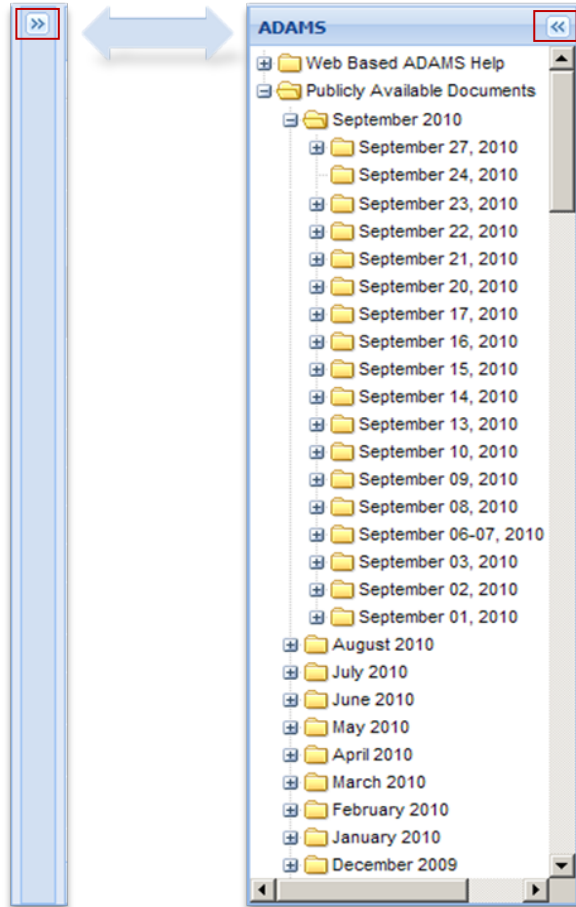


Figure 2.2 - Expanding and Collapsing the Folder View Tree Panel

Contents Panel

The Contents Panel displays the contents of the following:

- Within the Folder View tab, the lowest level folder selected within the Tree Panel. This is the folder with both the month and the date.
- Within the Content Search and Advanced Search tabs, the search results.

Note: Features described for the Contents Panel of the Folder View tab also apply to the Contents Panel of the Content Search and Advanced Search tabs.

Figure 2.3 below provides an example of the Contents Panel.

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

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

Figure 2.3 - Contents Panel

Twenty records is the default number of records, per page, shown in the Contents Panel. For folders with more than 20 records, a section in the lower left-hand corner of the panel can be used to navigate to additional records.

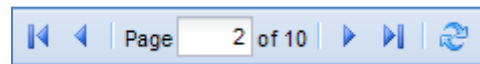


Figure 2.4 - Contents Panel Navigation

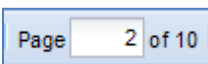
You can navigate pages within the Contents Panel by using the following options:



Return to the first page – click to return to the very first page of records



Previous Page – click to return to the previous page of records



Select a specific page – choose a specific page to review or search. The number entered within the box must be between 1 and the number listed after the word ‘of’. Entering a number greater than the number listed will bring you to the last available page. Once you have entered the number, hit ‘Enter’ on your keyboard.



Next Page – click to move to the next page of records



Forward to the last page – click to move to the last page of records



Refresh – used to refresh the page you are viewing

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

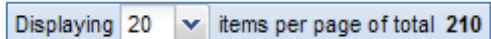


Figure 2.5 - Display Range

Managing Columns

Column headers can be used to sort records shown in the Contents Panel. This section will cover how to sort records, add, and remove columns to the Contents Panel, and rearrange the order of those columns.

Adding or Removing Columns

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

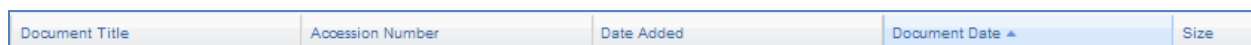


Figure 2.4 - Contents Panel Default Columns

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

Table 2.1 - Columns Available in Contents Panel

Column	Description
<i>Default Columns</i>	
Accession Number	A unique system-generated number assigned to a document or an ADAMS Package.
Date Added	The date the document was added to PARS (NOTE: This date will change if new updates are required for the document).
Document Date	The date of the document.
Document Title	A brief description of the subject and/or contents of a document
Size	The size of the record as measured in bytes, kilobytes (KB), or megabytes (MB).
<i>Other Available Columns</i>	
Addressee Affiliation	The Addressee Affiliation is the name of the company or organization with which you are exchanging agency documents.
Addressee Name	The name of the individual(s) to whom the document is addressed.
Author Name	The name if the individual(s) who approved the document or who is listed on the title page of the publication.
Author Affiliation	The name of the company or organization with which you are exchanging agency documents.
Case/Reference	Unique identifier that refers to a specific action or identification of a document or package and is applied to all related documents and associated records.
Docket Number	An NRC-assigned number that uniquely identifies a facility, licensee, or activity.
Date Docketed	The date that a document is officially accepted by the NRC's Office of the Secretary (SECY) as part of an adjudicatory record of an agency hearing. This may or may not be the date the document was received at NRC.

Document Type	An indicator of a specific type of document. For example, an NRC Bulletin, Contract, or SECY Paper.
Document/Report	A unique number used to identify and retrieve the actual document. The Document/Report Number will include any of its derivatives, such as the new edition, revision, supplement, or errata data.
Estimated Page Count	The approximate number of pages in the document.
Keyword	Unique Information and keywords used to describe a specific document or package.
License Number	An NRC or State assigned number that uniquely identifies an NRC or an agreement state license or permit holder.
Package Number	Indicates the Accession Number of the package in which the document is contained.

As depicted in Figure 2.5, the steps to add or remove a column are as follows:

1. Hover over one of the default **column headers**.
2. Click on the **drop-down menu** that appears on the very right of the column header.
3. Click on the **Columns** option which will display a list of columns.
4. Clicking within the **checkbox** next to the column name will add or remove a checkmark within that box. If a checkmark is present, that column will appear in the Contents Panel. If a checkmark is not present, it will not appear in the Contents Panel.

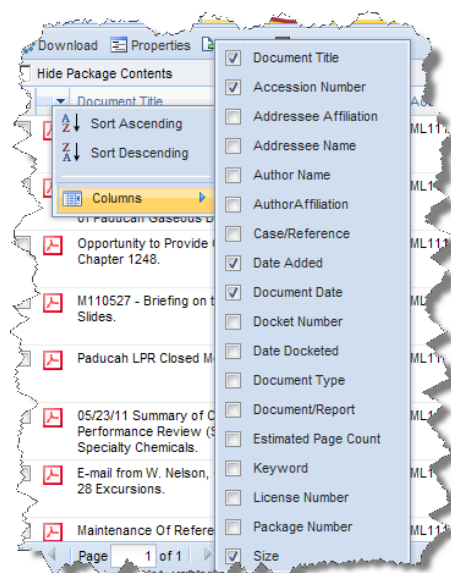


Figure 2.5 - Changing Columns in Contents Panel

Sorting Columns

You can sort records found in the Contents Panel in ascending or descending order based on the selected column header. Initially, records will be sorted in ascending order by Document Date.

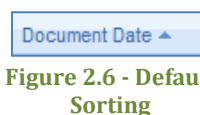


Figure 2.6 - Default Sorting

Note: Packages are displayed at the top of the Contents Panel when sorted in ascending order.

There are two methods to sort records by a column. The first method is to click on the **column header** by which you would like to sort the contents. You will see an arrow in the column header to the right of the column name, indicating whether contents are displayed in ascending (up arrow) or descending (down arrow) order.

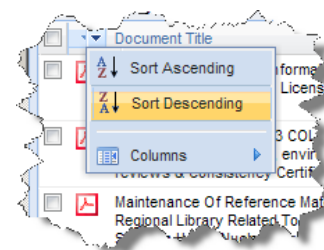


Figure 2.7 - Sorting Contents by Column Headers

The second method is to hover over a **column header** and click the **drop-down menu** to the right of the column header. When you click on this drop-down menu, you can select whether you wish to sort by **ascending or descending** order. Once you make

your selection, you will see an arrow in that column header, either pointing up for ascending or pointing down for descending.

Rearranging Columns

Within the Contents Panel, you can also move columns left or right. To move a column, click and hold the **column header**, and move it until the up and down arrows are in the location you would like to place the column. As an example, Figure 2.8 begins with example columns displayed below.

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

Figure 2.8 - Example - Contents Panel Default Columns

To move the Document Date column to the left of the Accession Number column, you click and hold on the **Document Date column**, and drag it to the left until the arrows appear between the Document Title and Accession Number columns as shown in Figure 2.9.

Document Title ▲	Accession Number	Document Date	Size
2010/09/03 CCNPP3 – COL - FINAL RAI 262 NSIR EP 5001	ML111400180	2010	135 Kb
2010/09/03 Camanche Park COL - 2010-09-03 Review Status	ML111400182	2010	284 Kb

Figure 2.9 - Example - Moving a Column

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

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

Figure 2.10 - Example - Columns after Moving Document Date

Viewing Records

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

Viewing Packages

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

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

Figure 2.11 - Package Contents Panel

Viewing Documents

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

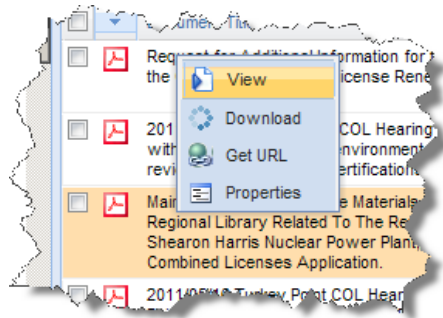


Figure 2.12 - View Document from Right-Click Menu

Documents of a PDF file type will open in your Internet browser or in Adobe Acrobat Reader. Any other file type will require you to save it to a specific location and open it using an application.

Note: Documents only available on Microform, found in the Legacy Library, cannot be viewed in WBA. However, these documents can be ordered, [for a fee](#), by contacting [NRC's Public Document Room](#) staff.

Downloading Records

There are multiple options for downloading records to your local drive. It is possible to download more than one record at a time.

Downloading a Single Record

You can download a single record by right-clicking on a **record**, and selecting the **Download** option (see Figure 2.13) or select the **checkbox** to the far left of the record and select the **Download** option from the top of the Contents Panel (see Figure 2.14).

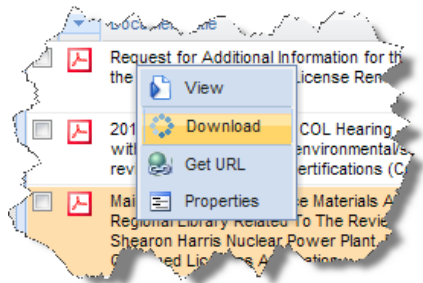


Figure 2.13 - Right-Click Download

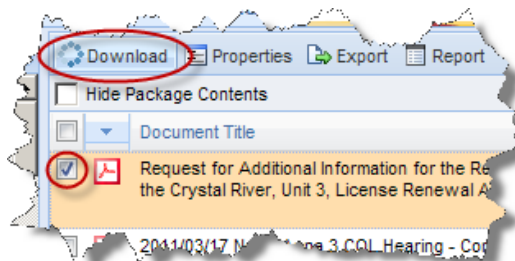


Figure 2.14 - Checkbox Download

If you are downloading a package, the documents within the package will be compressed into a zip file, and you can specify the location to save that file. Once saved, you will need to extract the documents from the zip file.

If you chose another type of record, you will have the option to save the file in a specific location or open the file directly.

Downloading Multiple Records

To download multiple records you must first select them all by checking the **checkbox** to the far left of the records. You can select all records on the page by checking the **checkbox** located in the column header row.

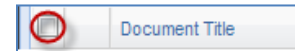


Figure 2.15 - Selecting All Records on a Page

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

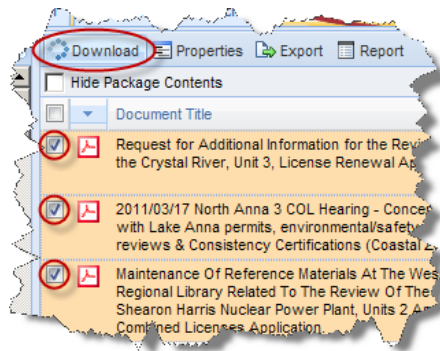


Figure 2.16 - Downloading Multiple Records via Right-Click

The records will be compressed into a zip file, and you can specify the location to save that file. Once saved, you will need to extract the documents from the zip file.

Note: All records you select do not have to be next to each other, although they must be selected from within the same page of results in the Contents Panel. You cannot select more than 25 records at once, and the total size of records downloaded may not be more than 25 MB at one time. If you exceed either of those two limits, you will receive an error message.

Viewing Properties

Properties provide information about a record, which can be used to organize and retrieve it. Properties include information such as Title, Accession Number, and Item ID.

Note: You can only look up property information for one record at a time.

There are two methods to access the properties of a record: (1) right-clicking on the **record** and selecting **Properties** (see Figure 2.17); or checking the **checkbox** to the left of the record and clicking the **Properties** option at the top of the Contents Panel (see Figure 2.18).

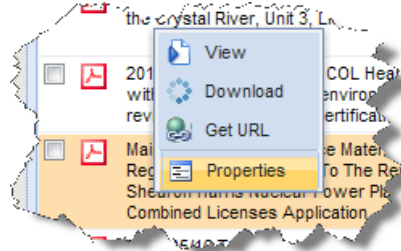


Figure 2.17 - Right-Click Properties

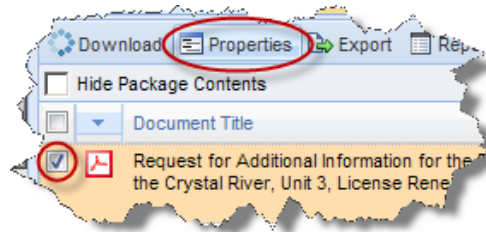


Figure 2.18- Checkbox Properties

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

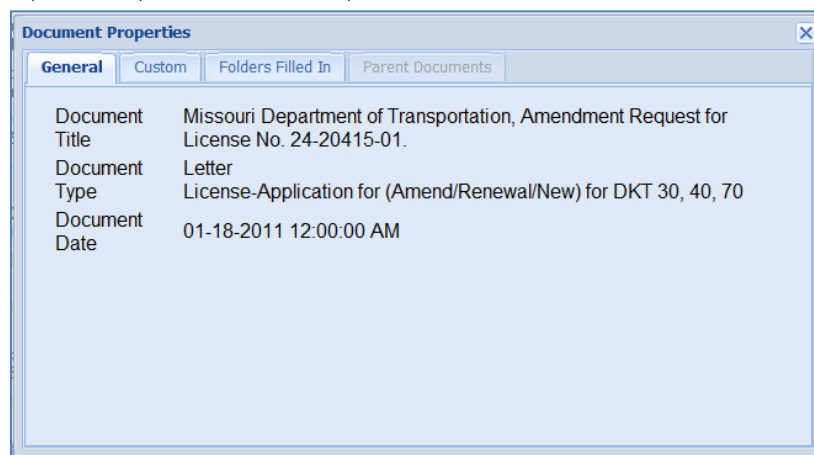


Figure 2.19 - Document Properties Tabs

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

Table 2.2 - Property Information by Tab

Tab	Property	Description
General	Document Title	A brief description of the subject and/or contents of a document or package.
	Document Type	An indicator of a specific type of document. For example, an NRC Bulletin, Contract, or SECY Paper.
	Document Date	The date of the document.
Custom	Item ID	A system-generated number assigned to a document or package when it is entered in an ADAMS library. Each Item ID is a unique number for that document or package in that designated library.
	Accession Number	A unique system-generated number assigned to a document or package.
	Estimated Page Count	The approximate number of pages in this document.
	Availability	Indicates the Public Availability of the documents or packages that have been declared as Official Agency Records.
	Author Name	The name of the individual(s) who approved the document or who is listed on the title page of a publication.
	Author Affiliation	The name of the company or organization with which you are exchanging agency documents.
	Addressee Name	The name of the individual(s) to whom the document is addressed.
	Addressee Affiliation	The Addressee Affiliation is the name of the company or organization with which you are exchanging agency documents.
	Docket Number	An NRC-assigned number that uniquely identifies a facility, licensee, or activity.
	License Number	An NRC or State assigned number that uniquely identifies an NRC or an agreement state license or permit holder.
	Case/Reference	Unique identifier that refers to a specific action or identification of a document or package and is applied to all related documents and associated records.
	Document/Report	A unique number used to identify and retrieve the actual document. The Document/Report Number will include any of its derivatives, such as the new edition, revision, supplement, or errata data.
	Keyword	Unique information and keywords used to describe a specific document.
	Package Number	Indicates the Accession Number of the package in which the document is contained.
	Document Date Received	The date that the document was received by the office at NRC. This date need only be captured if there is a business or regulatory need. For example, this field may be used to record the receipt date for a contract proposal or other time sensitive documents.
Date Docketed	The date that a document is officially accepted by the NRC's Office of the Secretary (SECY) as part of an adjudicatory record of an agency hearing. This may or may not be the date the document was received at NRC.	
Related Date	The date that the document was received by the office at NRC. This date need only be captured if there is a business or regulatory need. For example, this field may be used to record the receipt date for a contract proposal or other time sensitive documents.	

Tab	Property	Description
Custom	Comment	Additional textual information deemed important about the document or package. Comments can be added after the record has been entered into ADAMS.
	Vital Records Category	A code that identifies a document's status as a Vital Record. Capturing this information on each document in ADAMS is required by NARA regulations for ADAMS to be considered an approved electronic record keeping system.
	Document Status	Captures information about special categories of documents such as the Electronic Hearing Docket (EHD) or Licensing Support Network (LSN).
	Media Type	The material/environment on which the information is inscribed.
	Physical File Location	A code that identifies where the record material is physically located.
	FACA Document	Identifies documents that are covered by the Federal Advisory Committee Act (FACA).
	Date to be Released	The specific date on which a document or package is to be made publicly available.
	Distribution List Codes	Code used to provide distribution notification of the document, including external recipients.
	Contact Person	Used to capture information about the person and/or organization primarily responsible for the document.
	Text Source Flag	Indicates when the searchable full text of a document may not be 100% accurate due to Optical Character Recognition (OCR) conversion.
	Official Record?	Indicates the status of a document or package as an Official Agency Record.
	Document Sensitivity	Indicates the sensitivity of the information contained in the document. For example, a document that contains Privacy Act Information (PII) would have a value of "Sensitive-Privacy Act Information" entered in this property.
	Replicated	The 'Yes' or 'No' values in this property Indicates if the document or package has been copied to the ADAMS Public Library.
	Microform Addresses	The location of the document if it is in Microform format.
Date Added	The date the document was made public.	
Folders Filed In	All folders the document or package is filed in.	
Parent Documents	Document Title and Accession Number of parent documents. <i>Note: The Parent Documents tab may not be available if the selected record does not have a Parent Document.</i>	

Export

The export function provides a formatted HTML view of the current document list for printing. To export a list of documents or packages, choose one or more records by selecting the **checkbox** to the far left of each document or package, and then click the **Export** button on the toolbar.

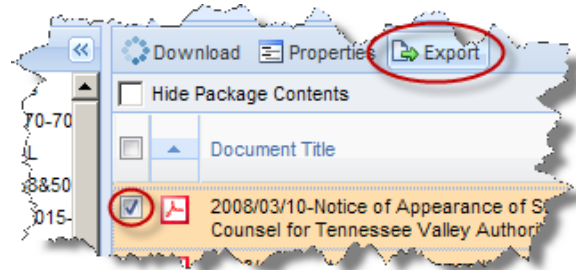


Figure 2.20 - Export List

This displays a new HTML screen with the selected document properties. The options for the list are **Print**, **Save as HTML**, or **Save as CSV** (which can be opened in Microsoft Excel).

Document Title	Accession Number	Document Date	Size	Date Added-EHD	Date Added-NRC Staff
<input checked="" type="checkbox"/> 2008/03/12-Applicant's Answer to BEST's Letter Requesting Suspension of Proceeding.	ML080720347	03/12/2008	156.7 Kb	09/03/2010 08:26 AM EDT	
<input checked="" type="checkbox"/> 2008/03/10-Notice of Appearance of Steven P. Frantz as Co-Counsel for Tennessee Valley Authority.	ML080700140	03/10/2008	81.16 Kb	09/03/2010 08:26 AM EDT	

Figure 2.21 - Export Documents

The data displayed in the HTML formatted list match the currently displayed columns in the Contents Panel. Review the section Managing Columns to learn how to add or remove columns and to perform basic formatting prior to utilizing the tool.

Running Reports

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

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

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

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

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

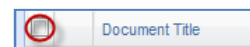


Figure 2.22 - Selecting All Records on a Page

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

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

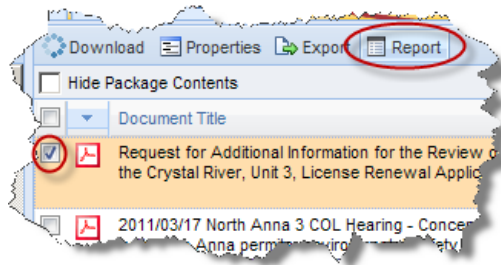


Figure 2.23 - Report Option

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

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

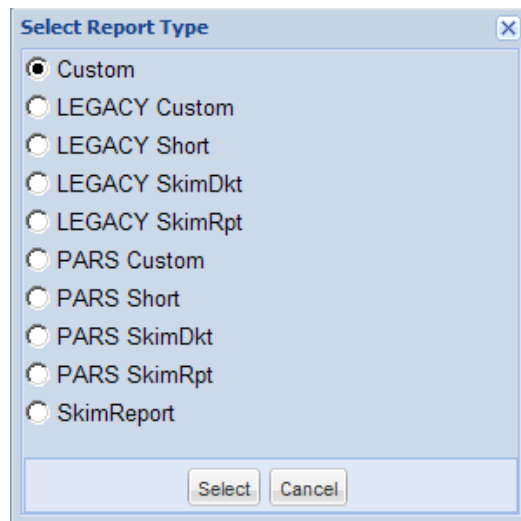


Figure 2.24 - Report Types

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

Get URL

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

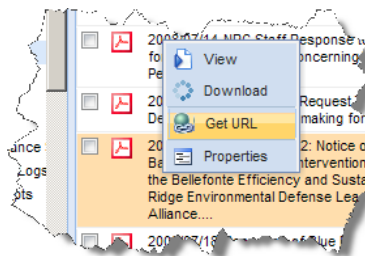


Figure 2.25 - Right-Click Properties

After selecting the 'Get URL' option, a dialog box will appear with the URL to the document or package. You have several options to access the URL. (1) Highlight and right-click on the **link** and select 'Copy' to copy the URL to the clipboard, or use the key commands ('Ctrl' + 'C' or equivalent).

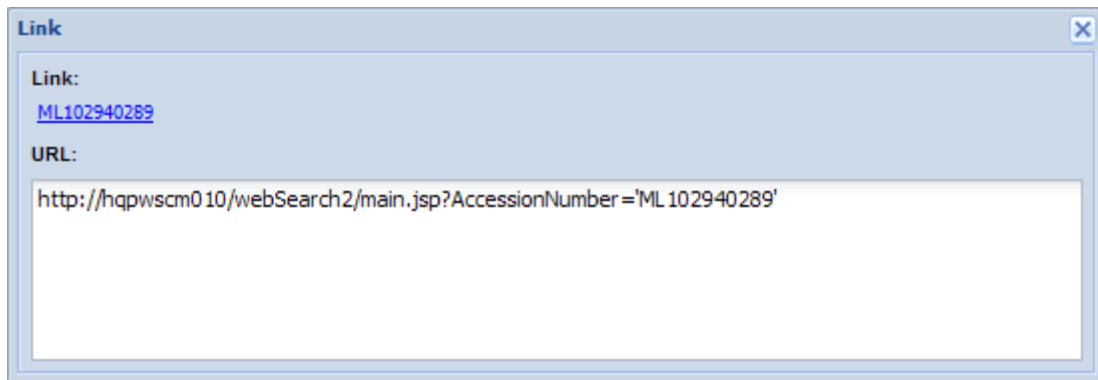


Figure 2.26- Copy full URL from get URL dialog

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

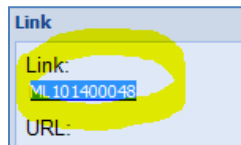


Figure 2.27 - Link formatted with Accession Number

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

3. Searching

WBA searches can be used to retrieve records within the system. Two types of searches are provided—Content and Advanced. Both of these search options will be reviewed in the sections below.

Content Search

Content Search provides the ability to query selected documents for terms within document contents. Content Search is accessed by clicking the **Content Search** Tab located between the Folder View and Advanced Search tabs as depicted in Figure 3.1 below.

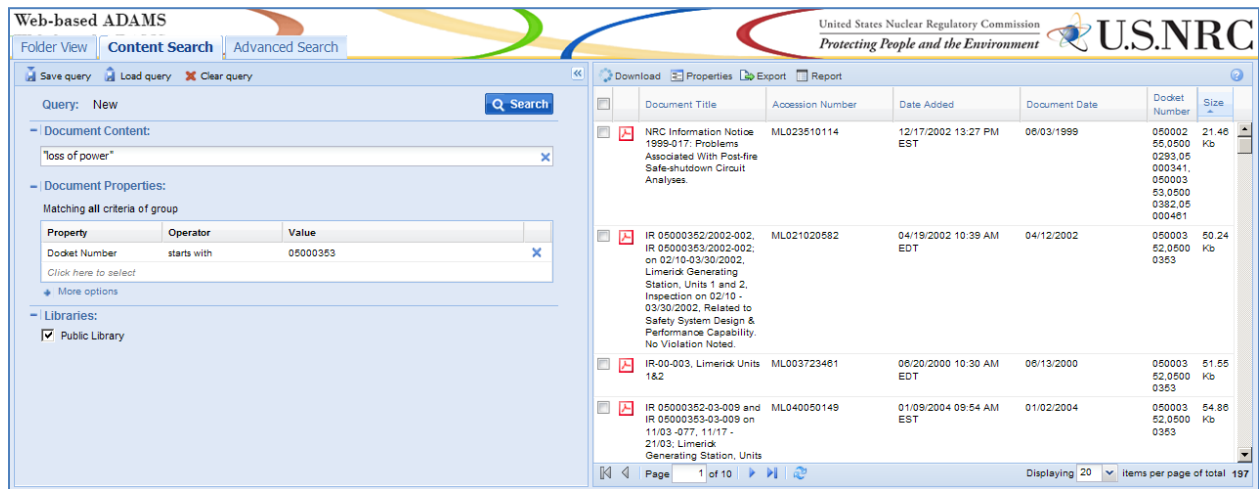


Figure 3.1 - Content Search Tab

The Content Search tab is broken into two sections—Query Builder Panel and Contents Panel. The Contents Panel provides the same functionality as the Contents Panel described in the Folder View section.

You can hide the entire Query Builder Panel by clicking the **double arrows** in the upper right-hand corner of the panel. As shown in Figure 3.2, the Query Builder Panel is broken into three different sections: Document Content, Document Properties, and Libraries.

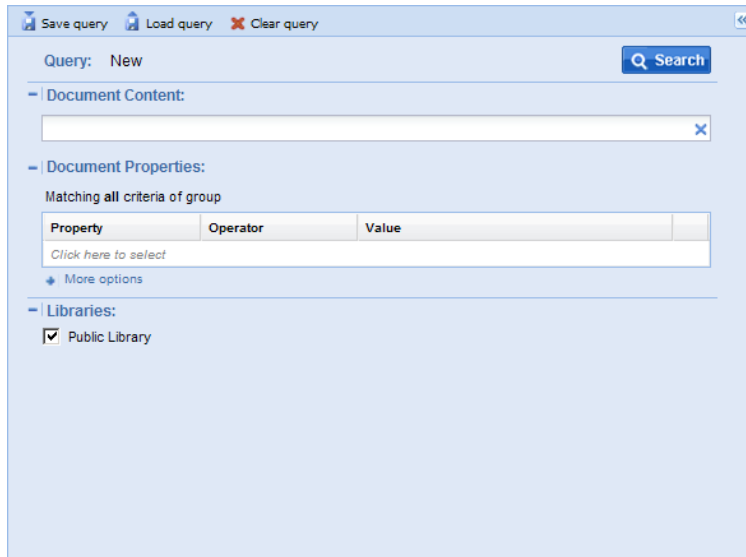


Figure 3.2 - Content Search Panel

Query Menu Toolbar

The Query Menu Toolbar provides the ability to save search criteria; load a previously saved search criteria; as well as clear search criteria.

Save Search Criteria

To save search criteria; select the  option in the toolbar, enter the desired name in the **textbox** next to 'Query name', then click the **Save to File** button to save the search criteria to a local drive.

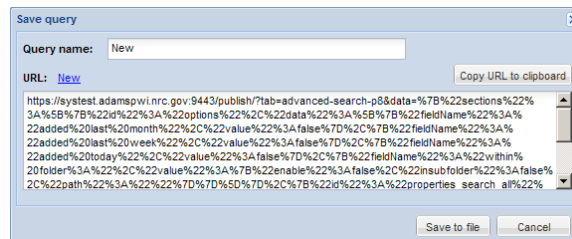
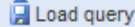


Figure 3.3 - Save Query Window

Load Search Criteria

To load a previously saved search criteria; select the  option in the toolbar; browse for the query file by selecting the '...' button, chose the file to upload and click the **Open** button, then click the **OK** button to display the selected search criteria in the Query Builder Panel.

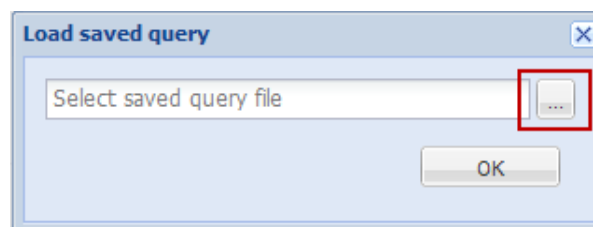
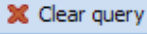


Figure 3.4 - Load Saved Query Window

Clear Search Criteria

To clear search criteria from the Query Builder Panel, select the  option in the toolbar. This option will remove all search criteria from the Query Builder.

Document Content

The Document Content section provides a textbox where you can provide terms or phrases to be searched within the contents of a document. It will only return documents that have text matching the criteria you provide. To the far right of the textbox is an **X** that can be used to clear terms from the textbox. You must provide terms in the textbox in order to run a Content Search.

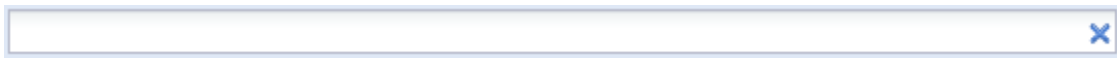


Figure 3.5 – Document Content Textbox

Document Properties

The Query Builder Panel provides the ability to add property-based criteria to the content search to construct precise searches. The properties section enables the selection, and the addition of up to 20 fields between the two criteria groups.

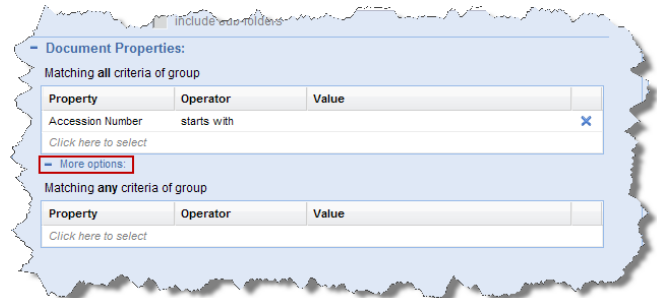



Figure 3.6 - Document Properties

The Query Builder Panel allows the selection of AND/OR criteria for property searches. The AND group is labeled 'Match all criteria of group'. The OR group is labeled 'Match any criteria of group'. Clicking the **More options** plus button expands the section and allows you to see the 'Match any criteria of group' section.

To add document properties to your search, click the '**Click here to select**', select one of the available properties from a drop-down list, supply the operator (such as 'contains', 'is', or 'is less than'), and specify the criteria. To delete a property click the  button to the right of the textbox.

When the property name is selected in either of the groups, the first operator from the drop-down menu of operators is automatically selected. To change the operator, click on the **operator** and then select an **operator** from the drop-down menu.

Libraries

Currently only the Public Library can be searched using a content search.

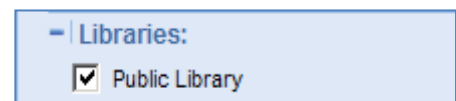


Figure 3.7 - Libraries

Running Content Searches

You must provide terms in the Document Contents textbox in order to run a content search. If you enter more than one search term, WBA will return only those records containing all the terms entered.

A Content Search query is broken up into terms and operators. There are two types of terms: Single Words and Phrases.

- A Single Word is a term - to search for single words, just type the words in the textbox such as 'test' or 'hello'.
- A Phrase is a group of words - to search for a string of words, use double quotation marks to indicate a phrase such as "hello dolly".

All the words you put in the Document Content query will be used in the search. Generally, punctuation is ignored, including @#\$\$%^&()=+[]\ and other special characters. However, punctuation will not be ignored if it is within a phrase enclosed in double quotation marks (e.g., "Test & Verify").

Wildcards

Wildcards can be used to represent a single or multiple characters when using the Content Search. Within WBA, the question mark (?) is used to represent a single character, and the asterisk (*) is used to represent zero or multiple characters.

The ? wildcard search will retrieve documents containing contents with the ? representing any single character. For example, the following query will find documents containing poll, or pull, or pill:

p?ll

The * wildcard search will look for documents containing contents with the * representing 0 or multiple characters. For example, the following query will find documents containing leak and leakage:

leak*

Note: Wildcard searches are not applicable to phrase terms, and wildcard characters cannot be a search's first character.

Document Content Operators

The following operators can be used when using the Content Search.

The AND operator (must be specified using all CAPS) is used when both terms must be present in the document content. This is the default operator that is used if no other logical operator is specified. For example, the following query will match documents containing both 'pollution' and 'leak':

pollution AND leak

*Note: entering the following value in the Document Content field will result in the same AND search:
pollution leak*

The OR operator (must be specified using all CAPS) is used when either of the terms must be present in the document. For example, the following search will match documents containing either 'pollution' or 'leak':

pollution OR leak

The NOT operator (must be specified using all CAPS) is used to exclude documents from the results set if they contain the term immediately following the NOT operator.

For example, the following query will match all documents containing 'pollution' except those that also contain 'leak':

pollution NOT leak

Since the NOT operator applies an additional condition to the query, it cannot be used on its own. For example, the following query will not return any documents:

NOT leak

The group operator is used to group boolean clauses and control boolean logic. For example, the following query will locate all documents that contain either 'pollution' or 'leak' in addition to 'radiation':

(pollution OR leak) AND radiation

Document Properties Operators

The following operators can be used when searching document properties. The operators available in the drop down box will depend on the property selected.

Is equal to – retrieves documents with a property value that matches what was entered in the Value column.

Is not equal to – retrieves documents whose property values do not match what was entered in the Value column.

Is greater than – specifies that the value of the property must be greater than what was entered in the Value column.

Is less than – specifies that the value of the property must be less than what was entered in the Value column.

Is between – specifies that the value of the property must be within a range. This operator is available when searching by dates.

Includes – retrieves documents that contain values, in the property field, that start with what was entered in the Value column. For example, if this operator was selected for a Document Title search; it would return documents with titles that contain words that start with the value entered.

Search Warning Messages

If the search returns more than 1,000 results, you will receive a warning message notifying you of the total number of results and that only 1,000 records are being shown.

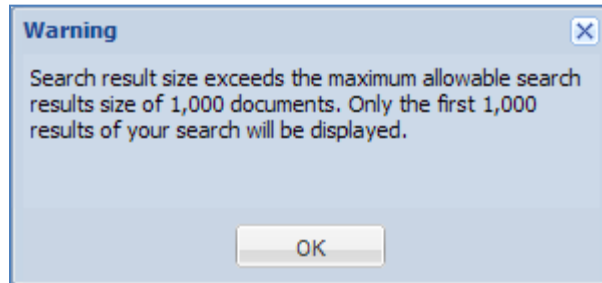


Figure 3.8 - Results Warning Message

If you run a search that returns no results, you will get the message shown in Figure 3.9.

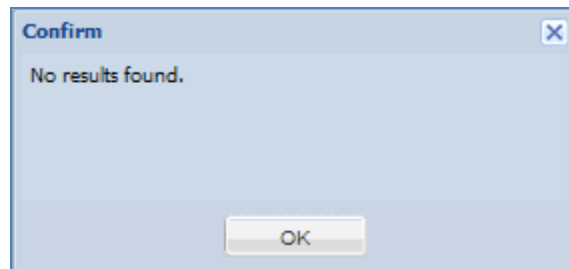


Figure 3.9 - No Query Results Warning

Advanced Search

In addition to Content Search, WBA provides the Advanced Search feature. It is accessed by clicking the **Advanced Search** Tab located to the right of the Content Search tab, as shown in Figure 3.10 below.

Web-based ADAMS

United States Nuclear Regulatory Commission
Protecting People and the Environment

U.S.NRC

Folder View | Content Search | **Advanced Search**

Save query | Load query | Clear query | Switch to Edit mode

Download | Properties | Export | Report

Query: New [Search]

Libraries:

- Public Library
- Public Legacy Library

Options:

- added this month
- added today
- within folder: [text input] [Browse]
- include sub-folders

Document Properties:

Matching all criteria of group

Property	Operator	Value
Click here to select		

More options:

Document Title	Accession Number	Date Added	Document Date	Size
----------------	------------------	------------	---------------	------

Figure 3.10 - Advanced Search Tab

The Advanced Search tab is broken into two sections—Query Builder Panel and Contents Panel. The Contents Panel provides the same functionality as the Contents Panel described for the Folder View Tab.

You can hide the entire Query Builder Panel by clicking the **double arrows** to the right of the word 'Query'. You can expand the Query Builder Panel by clicking the double arrows again. As shown below in Figure 3.11, the Query Builder Panel is broken into three different sections— Libraries, Options, and Document Properties.

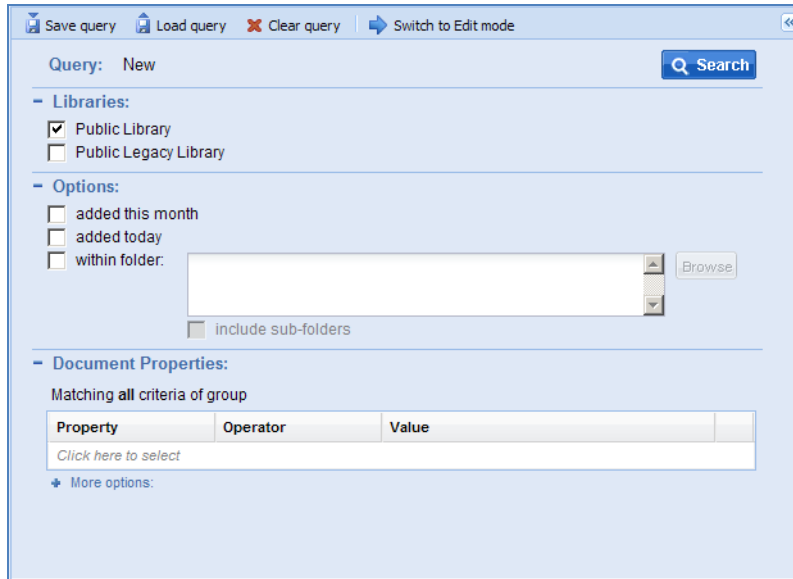


Figure 3.11 - Advanced Search Tab Query Builder

Query Menu Toolbar

The Query Menu Toolbar provides the ability to save search criteria, load a previously saved search criteria, clear search criteria, as well as view and edit search criteria in an editable text mode.

Save Search Criteria

To save search criteria; select the  **Save query** option in the toolbar, enter the desired name in the **textbox** next to 'Query name', then click the **Save to File** button to save the search criteria to a local drive.

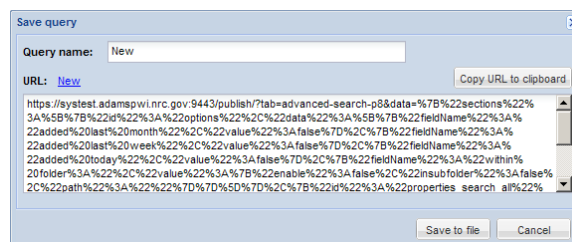
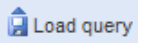


Figure 3.12 – Save Query Window

Load Search Criteria

To load a previously saved search criteria; select the  **Load query** option in the toolbar, browse for the query file by selecting the '...' button, chose the file to upload and click the **Open** button, then click the **OK** button to display the selected search criteria in the Query Builder Panel.

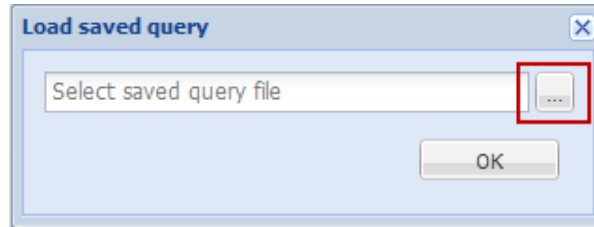
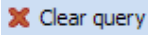


Figure 3.13 – Load Saved Query Window

Clear Search Criteria

To clear search criteria from the Query Builder Panel, select the  Clear query option in the toolbar. This option will remove all search criteria from the Query Builder.

Edit Search Criteria in Text Mode

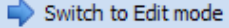
To utilize the enhanced Advanced Search Query Builder feature, select the  Switch to Edit mode option in the toolbar. This feature provides a view of the search criteria in an editable text mode, where the search criteria can be modified.



Figure 3.14 – Edit SQL Window

Libraries

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

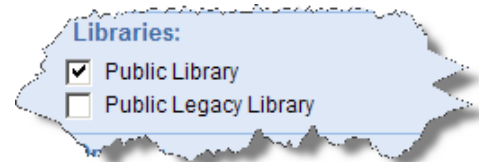


Figure 3.15 - Libraries

Options

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

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

- Added today – this option is activated when the ‘added today’ **checkbox** is checked. This option will limit the search results to those objects added during the day that you are performing the search.
- Within folder – this option is activated when the ‘within folder’ **checkbox** is checked. A folder can be selected after clicking the **Browse** button. Once a folder is selected, click the **OK** button. The option to include subfolders is available by clicking the ‘include subfolders’ **checkbox**.

Document Properties

The properties section enables the selection, and addition of one or more document or package properties to your search. A maximum of 20 fields, between the two criteria groups, can be added.

The Query Builder Panel allows the selection of AND/OR criteria for property searches. The AND group is labeled ‘Match all criteria of group’. The OR group is labeled ‘Match any criteria of group’. Clicking the **More options** plus button expands the section and allows you to see the ‘Match any criteria of group’ section.

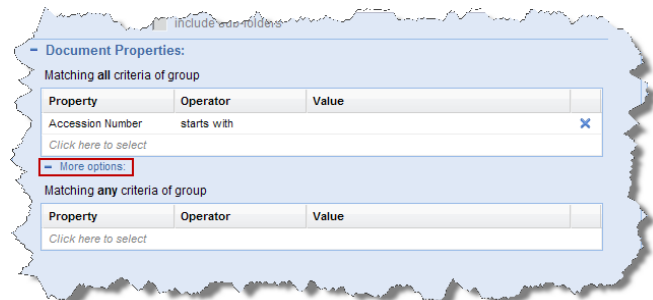


Figure 3.16 - Document Properties

To add document properties to your search, click the ‘**Click here to select**’, select one of the available properties from a drop-down list, supply the operator (such as ‘contains’, ‘is’, or ‘is less than’), and specify the criteria. To delete a property click the button to the right of the textbox.

When the property name is selected in either of the groups, the first operator from the drop-down menu of operators is automatically selected. To change the operator, click on the **operator** and then select an **operator** from the drop-down menu.

Running Advanced Searches

To run Advanced Searches follow the steps below:

1. Select the Library to search.
2. Enter the criteria in either or both of the Options and Document Properties sections.
3. Select either or both of the **libraries** in the Libraries section.
4. Click the **Search button**.

The results will populate in the Contents Panel. If the search returns more than 1,000 results, you will receive a warning message notifying you that the total number of results exceeds the 1,000 records being shown.

Document Properties Operators

The following operators can be used when searching document properties. The operators available in the drop down box will depend on the property selected.

Is equal to – retrieves documents with a property value that matches what was entered in the Value column.

Is not equal to – retrieves documents whose property values do not match what was entered in the Value column.

Is greater than – specifies that the value of the property must be greater than what was entered in the Value column.

Is less than – specifies that the value of the property must be less than what was entered in the Value column.

Is greater than or equal to – specifies that the value of the property must be the same as, greater than, or after what was entered in the Value column.

Is less than or equal to – specifies that the value of the property must be the same as, less than, or before what was entered in the Value column.

Is between – specifies that the value of the property must be within a range. This operator is available when searching by dates.

Starts with – retrieves documents with a property value that starts with what was entered in the Value column. For example, if this operator was selected for a Document Title search; documents with titles that started with the value would be returned.

Not starts with – retrieves documents with a property value that does not start with what was entered in the Value column.

Ends with – retrieves documents with a property value that ends with what was entered in the Value column. For example, if this operator was selected for a Document Title search; documents with titles that ended with the value would be returned.

Contains – retrieves documents with a property value that contains what was entered in the Value column.

Date and Time Search

New to WBA is the ability to perform Time searches in addition to just date. To explain how to perform the following search, we will provide an example. If you select 'Date Added' under 'Document Properties' and select 'Is equal to', you will see a new New date + time control:



Figure 3.17 - Date and Time control

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

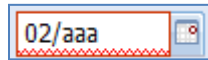



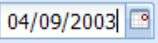


Figure 3.18 - red squiggle indicating invalid date

Pressing the calendar button  will cause the calendar to appear (see figure 3.15), select the **down arrow** next to the year **February 2011**  then use the decade button  to switch to the previous decade. For this example, Select **Apr** and **2003**, then press **OK**. Then select the **9th** on the calendar control. The dialog box will close and the date will be set to .

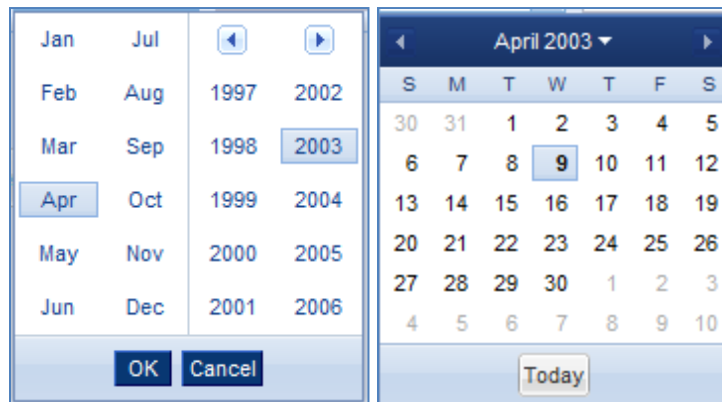




Figure 3.19 - Calendar control pages

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

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

Figure 3.20 – Results for documents added on 04/09/2003 08:51 AM

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

A date range can be created by adding two date properties and choosing the operators 'is less than (or equal to)' and 'is greater than (or equal to)' respectively.

Sample Searches

Content Search: Docket Number and Content Search

In Content Search, enter the terms in the document content and properties for which you are searching. Use double quotation marks to search for terms in a specific order. To search for documents with Docket Number 05000353 and contents that contains 'loss of power', enter **"loss of power"** in the Document Content search box, and Select the field Docket Number number from the Document Properties drop down list and then use the operator 'includes' and enter the value **05000353**. Click **Search**. See the example below:

The screenshot shows the Web-based ADAMS search interface. The search criteria are: Document Content: "loss of power"; Document Properties: Docket Number includes 05000353. The search results table is as follows:

Document Title	Accession Number	Date Added	Document Date	Docket Number	Size
NRC Information Notice 1999-017: Problems Associated With Post-Fire Safe-shutdown Circuit Analyses.	ML023510114	12/17/2002 13:27 PM EST	06/03/1999	05000295,05000293,05000341,05000353,05000382,05000481	21.46 Kb
IR 05000352/2002-002, IR 05000353/2002-002; on 02/10-03/30/2002, Limerick Generating Station, Units 1 and 2, Inspection on 02/10 - 03/30/2002, Related to Safety System Design & Performance Capability. No Violation Noted.	ML021020582	04/19/2002 10:39 AM EDT	04/12/2002	05000352,05000353	50.24 Kb
IR-00-003, Limerick Units 1&2	ML003723461	06/20/2000 10:30 AM EDT	06/13/2000	05000352,05000353	51.55 Kb
IR 05000352-03-009 and IR 05000353-03-009 on 11/03-07/11/17 - 21/03, Limerick Generating Station, Units 1 and 2, Safety System Design and Performance Capability.	ML040050149	01/09/2004 09:54 AM EST	01/02/2004	05000352,05000353	54.88 Kb
Limerick PPR Plant Issue Matrix 3/31/2000	ML003695760	04/06/2000 15:26 PM EDT	03/31/2000	05000352,05000353	55.75 Kb
IR 05000352/2001-003, IR05000353/2001-003, on 02/11-03/31/2001, Exelon Generation Company, Limerick Generating Station, Units	ML011200356	05/07/2001 12:15 PM EDT	04/30/2001	05000352,05000353	55.82 Kb

Content Search: Date Added and Content Search

In Content Search, enter the terms in the document content and properties for which you are searching. Use double quotation marks to search for terms in a specific order. To search for documents added between 07/07/2004 and 12/31/2004 and contents that contains 'fire' and 'browns ferry', enter **fire AND "browns ferry"** in the content search box. Then select **Date Added** from the Document Properties drop down list and select the 'between' operator. Provide the dates **07/07/2004** and **12/31/2004** in the fields provided. Click **Search**. See the example below:

The screenshot shows the Web-based ADAMS search interface. The search query is "fire AND Browns Ferry". The search criteria are set to "Date Added" with the operator "is between" and the value "from 07/07/2004 to 12/31/2004". The search results are displayed in a table with columns for Document Title, Accession Number, Date Added, Document Date, Docket Number, and Size.

Document Title	Accession Number	Date Added	Document Date	Docket Number	Size
Summary of Telephone Conference on May 27, 2004, Between the U.S. NRC and the Tennessee Valley Authority Concerning Draft Requests for Additional Information on Browns Ferry Nuclear Plant, Units 1, 2 and 3 LRA.	ML041610168	07/07/2004 08:53 AM EDT	06/28/2004	05000259,05000260,05000296	15.85 Kb
Summary of Telephone Conference Held on July 1, 2004, Between NRC and TVA Concerning Draft Requests for Additional Information (D-RAI) on Browns Ferry Nuclear Plant Units 1, 2, & 3.	ML042110485	08/05/2004 09:01 AM EDT	07/28/2004	05000259,05000260,05000296	16.9 Kb
Request for Additional Information for the Review of the Browns Ferry Nuclear Plant, Units 1, 2 and 3 License Renewal Application (RAI 2.3.2-2.3.3).	ML042860066	10/19/2004 09:10 AM EDT	10/08/2004	05000259,05000260,05000296	21.84 Kb
Summary of Telephone Conference Held on July 28, 2004, Between the U.S. Nuclear Regulatory Commission and the Tennessee Valley Authority Concerning Browns Ferry Nuclear Plant, Units 1 and 2 and 3, License Renewal Application.....	ML042390497	09/01/2004 10:26 AM EDT	08/23/2004	05000259,05000260,05000296	22.91 Kb
Request for Additional Information for the Review of the Browns Ferry Nuclear Plant, Units 1, 2 and 3 License Renewal Application (TAC NOS: MC1704, MC1705 AND MC1706).	ML042360762	08/30/2004 08:36 AM EDT	08/23/2004	05000259,05000260,05000296	23.25 Kb
Browns Ferry, Request for Additional Clarification Regarding	ML042330233	08/27/2004 08:43 AM EDT	08/20/2004	05000259,05000260,05000296	23.87 Kb

Page 1 of 8 | Displaying 20 items per page of total 154

Content Search: Date Added (less than) and Content Search

In Content Search, enter the terms in the document content and properties for which you are searching. To search for documents with contents that contain 'snubber' added before 12/15/2011, enter **snubber** in the content search box. Then select **Date Added** from the Document Properties drop down list. Select the 'is less than' operator and enter **12/15/2011** as the search value. Click **Search**. See the example below:

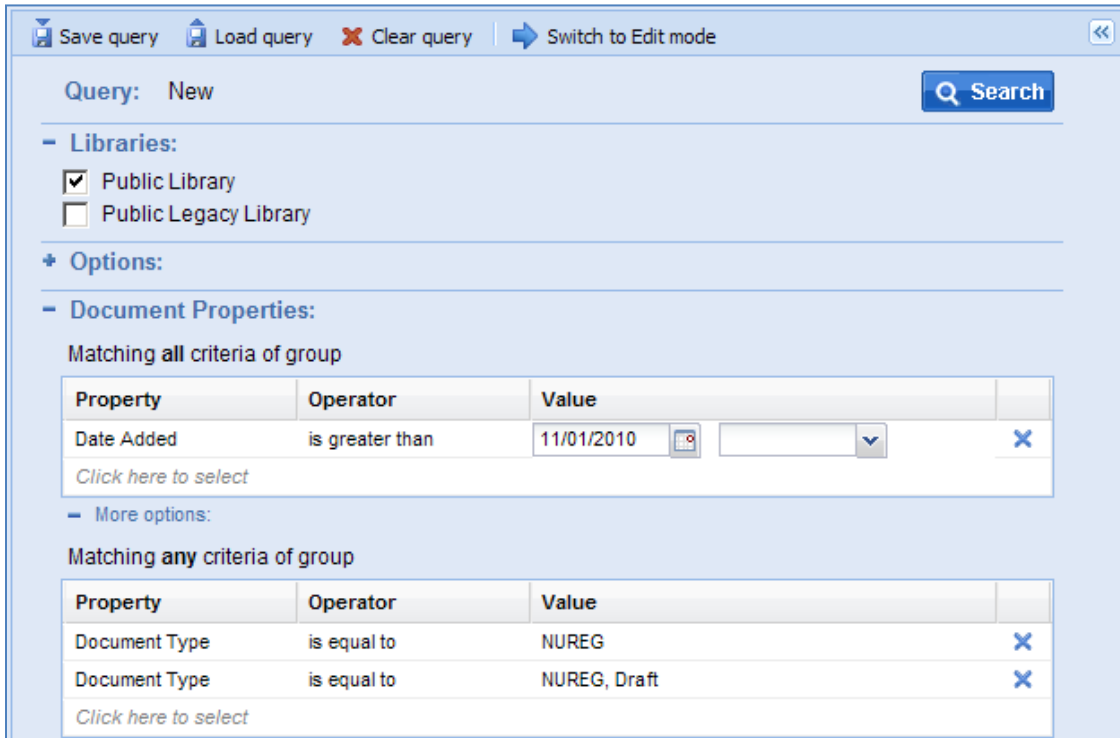
The screenshot displays the Web-based ADAMS Content Search interface. The search criteria are: Document Content: snubber; Document Properties: Date Added is less than 12/15/2011. The search results table is as follows:

Document Title	Accession Number	Date Added	Document Date	Docket Number	Size
US-APWR DC RAI 375 EMB2 2770, SRP Section: 03.09.03 - ASME Code Class 1, 2, and 3 Components.	ML091410314	05/29/2009 08:48 AM EDT	05/21/2009	05200021	12.48 Kb
US-APWR Design Certificate Request for Additional Information 205 EMB1 1584, SRP Section: 03.09.02 - Dynamic Testing and Analysis of Systems Structures and Components.	ML090570107	03/04/2009 08:47 AM EST	02/25/2009	05200021	19.61 Kb
Request for Additional Information 204-1569, Revision 0, US-APWR Design Certification, SRP Section: 03.09.02 - Dynamic Testing and Analysis of Systems Structures and Components.	ML090570093	03/04/2009 08:47 AM EST	02/25/2009	05200021	22.12 Kb
US-APWR DC RAI 102 CQVP 1391.	ML083250070	11/28/2008 08:35 AM EST	11/20/2008	05200021	28 Kb
Request for Additional Information 205-1923, Revision 1, US-APWR Design Certification, SRP Section: 03.09.03 - ASME Code Class 1, 2, and 3 Components.	ML090570212	03/04/2009 08:47 AM EST	02/25/2009	05200021	38.58 Kb
US-APWR Design Certification Request for Additional Information No 58-872, Revision 0, SRP Section: 14.02 - Initial Plant Test Program - Design Certification and New License Applicants.	ML062400239	09/05/2008 08:59 AM EDT	08/26/2008	05200021	50.34 Kb
Salem, Units 1 & 2 - Application for Technical Specification Change Regarding Snubber Surveillance Requirements.	ML103630449	01/07/2011 08:41 AM EST	12/14/2010	05000272,05000311	51.48 Kb
Open Generic Communication	ML100630028	03/04/2010 13:25 PM EST	03/04/2010		56.54 Kb

Page 1 of 48. Displaying 20 items per page of total 951.

Advanced Search: Find Recent NUREG Documents

In Advanced Search, use the following: the Property **Date Added**, the Operator **is greater than**, and the Value **mm/dd/yyyy** in the 'Match **all** criteria of group' section and the Property **Document Type**, the Operator **is equal to** and the Value **nuereg OR nuereg, draft** in the 'Matching any criteria of group' section found when clicking on 'More options'. Click **Search**. See the example below:



The screenshot shows a search interface with the following elements:

- Buttons: Save query, Load query, Clear query, Switch to Edit mode
- Query: New
- Search button: Search
- Libraries: Public Library, Public Legacy Library
- Options: + Options:
- Document Properties: - Document Properties:
- Matching all criteria of group:

Property	Operator	Value
Date Added	is greater than	11/01/2010

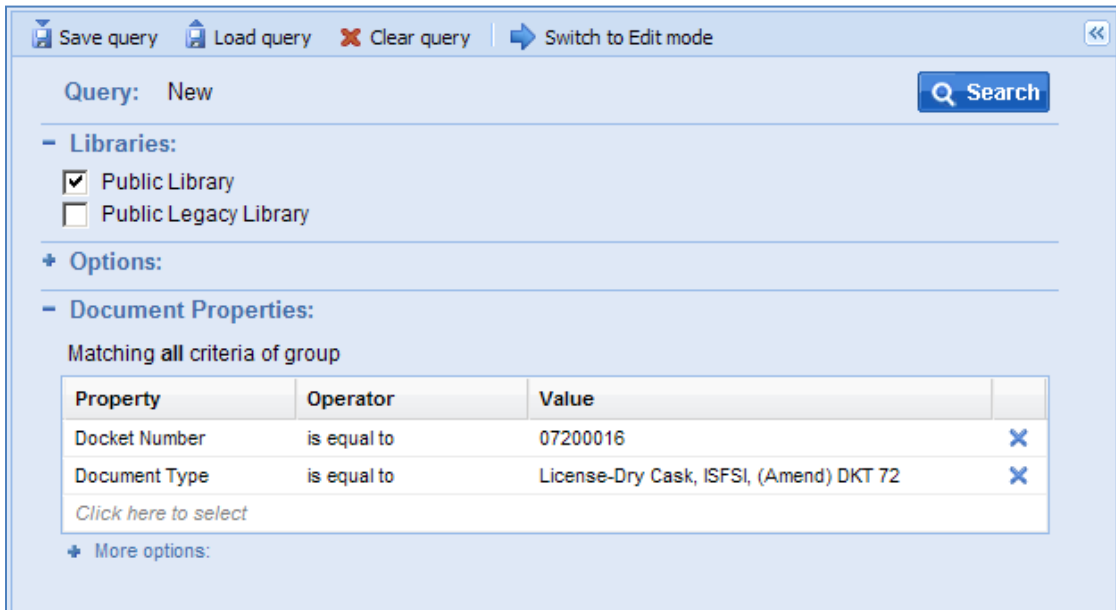
[Click here to select](#)
- More options: - More options:
- Matching any criteria of group:

Property	Operator	Value
Document Type	is equal to	NUREG
Document Type	is equal to	NUREG, Draft

[Click here to select](#)

Advanced Search: Find the License and Amendments for an Independent Spent Fuel Storage Installation

In Advanced Search, use the following: the Property **Docket Number**, Operator **is equal to**, and Value **'07200016'** (docket number for the North Anna ISFSI) AND Property **Document Type**, Operator **is equal to**, and Value **License-Dry Cask, ISFSI, (Amend) DKT 72** in the 'Match all criteria of group' section. Click **Search**. See the example below:



The screenshot shows an Advanced Search interface with the following elements:

- Buttons: Save query, Load query, Clear query, Switch to Edit mode.
- Query: New
- Search button: Search
- Libraries section:
 - Public Library
 - Public Legacy Library
- Options section:
 - Document Properties:
 - Matching all criteria of group
 - Table with 4 columns: Property, Operator, Value, and a delete icon (X).
- More options: More options:

Property	Operator	Value	
Docket Number	is equal to	07200016	X
Document Type	is equal to	License-Dry Cask, ISFSI, (Amend) DKT 72	X

[Click here to select](#)

Advanced Search: Find Recent Topical Reports for Selected Companies

In Advanced Search, make these selections: add the Property **Document Type**, the Operator **is equal to**, and Value **Topical Report** and the Property **Date Added**, the Operator **is greater than** and the Value **mm/dd/yyyy** in the 'Match **all** criteria of group' section. Use the Property **Author Affiliation**, the Operator **starts with** (to allow truncation) and the Value **Westinghouse**. Repeat for the Value **Combustion** and **ABB Combustion** in the 'Matching **any** criteria of group' section found when clicking on 'More options'. Click **Search**. See the example below:

The screenshot shows the Advanced Search interface with the following configuration:

- Query: New
- Libraries: Public Library, Public Legacy Library
- Options: **Document Properties:**
 - Matching **all** criteria of group:

Property	Operator	Value	
Document Type	is equal to	Topical Report	X
Date Added	is greater than	12/01/1999 12:00 AM	X

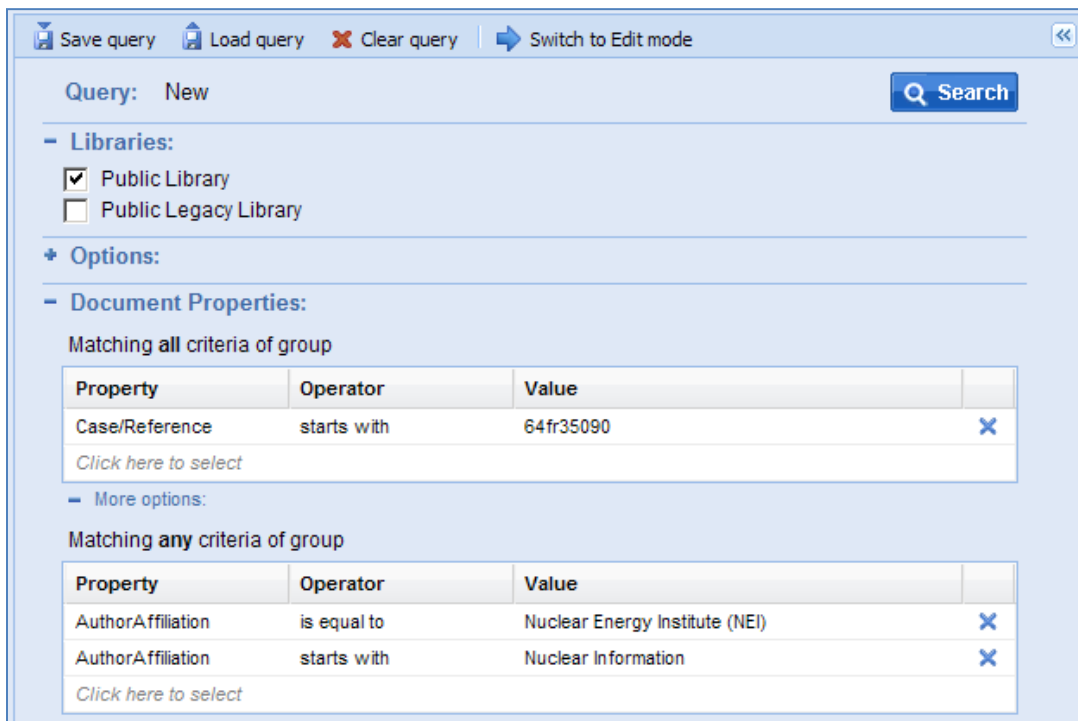
[Click here to select](#)
 - More options:
 - Matching **any** criteria of group:

Property	Operator	Value	
AuthorAffiliation	starts with	Westinghouse	X
AuthorAffiliation	starts with	Combustion	X
AuthorAffiliation	starts with	ABB Combustion	X

[Click here to select](#)

Advanced Search: Find the Comments on a Proposed Rule by Specified Affiliations

In Advanced Search, use the following: the Property **Case/Reference Number**, the Operator **starts with** (to allow truncation) and the Value **64fr35090** for the proposed rule Federal Register citation in the 'Match **all** criteria of group' section. Using the **starts with** will find all values for the rule regardless of the comment number that follows. Use the Property **Author Affiliation**, the Operator **is equal to** and the Value **Nuclear Energy Institute** to locate comments by that specific affiliation. You can use the Operator **starts with** to truncate the affiliation. Notice the different ways the Nuclear Information and Resource Service has been listed in ADAMS. Make sure to enter the Author Affiliation information in the 'Matching **any** criteria of group' section found when clicking on 'More options'. Click **Search**. See the example below:



The screenshot shows the Advanced Search interface with the following elements:

- Buttons: Save query, Load query, Clear query, Switch to Edit mode.
- Query: New
- Search button: Search
- Libraries section:
 - Public Library
 - Public Legacy Library
- Options section:
 - Document Properties:
 - Matching **all** criteria of group:

Property	Operator	Value	
Case/Reference	starts with	64fr35090	X
Click here to select			
 - More options:
 - Matching **any** criteria of group:

Property	Operator	Value	
AuthorAffiliation	is equal to	Nuclear Energy Institute (NEI)	X
AuthorAffiliation	starts with	Nuclear Information	X
Click here to select			

4. Appendix

Report Types and Associated Properties

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

Custom Report

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

Legacy Custom

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

Legacy Short

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

Legacy SkimDkt

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

Legacy SkimRpt

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

PARS Custom

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

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

PARS Short

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

PARS SkimDkt

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

Content Size:

PARS SkimRpt

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

SkimReport

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

Sample Custom Report

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