

# **Web-based ADAMS User Guide**

Release 1.2  
March 2011

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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:

<b>Public ADAMS</b>	Contains all image and text documents that the NRC has made public since November 1, 1999.
<b>Legacy Public ADAMS</b>	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
- FACA** - Federal Advisory Committee Act
- KB** - Kilobyte, used to measure the size of an electronic file
- MB** - Megabyte, used to measure the size of an electronic file
- Metadata** - Data which identifies a document or record, including Title, Accession Number, etc.
- PARS** - Publicly Available Records System
- PDF** - Portable Document Format
- Record** - Refers to objects found in the Content Panel
- UI** - User Interface
- WBA** - Web-based ADAMS

## What's new in WBA 1.2

WBA provides several nice enhancements. These enhancements have been either illustrated or described in this document. Here is a brief summary:

- Users now have the ability to get the URL to a document or package.
- Advanced search now support both date and time searches.
- The Date\_Added field is now a default to the contents panel.
- Prior to 1.2, WBA leveraged a technology called stemming for searches. Stemming was used to reduce words to their root and the search is able to find a large pool of similar words. While desirable in many circumstances, due to the precise technical nature of NRC searches the additional results were often undesirable. For WBA 1.2 stemming has been disabled for full text searching.

- To help conserve paper, reports now print single space.
- Several document types that were only available in the tree view are now in the search results.
- Estimated Page Count has been added as a search results option
- The display message was improved for documents that failed to load.
- Date release field is now appearing in the reports.
- The Date Format has been changed in Reports to a MM/DD/YY HH:MM:SS A

## 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://wba.nrc.gov:8080/ves>. Figure below displays the WBA banner available at that location.



Figure 3.19 - WBA Banner

The tabs in Figure 3.20 are consistently displayed for you to access documents within WBA. The Folder View tab allows you to locate records by navigating through folders. For more information about the Folder View tab, see Folder View. The Simple Search tab allows you to search for records based on terms found within the records or within their metadata. For more information on the Simple Search tab, see Simple Search. The Advanced Search tab also allows you to search for records based on record content and metadata, but also allows you to specify which you would like to search by. For more information on the Advanced Search tab, see Advanced Search.

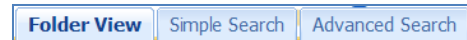


Figure 3.20 - WBA Tabs

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

- Download one or more items selected with a checkbox to your desktop as a zip file
- View the properties of one item selected with a checkbox
- Produce a report on one or more items selected with a checkbox.



Figure 1.1 - 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. Viewing and Downloading

### Folder View

The Folder View is the default tab shown when you first access WBA. As shown in the diagram 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.

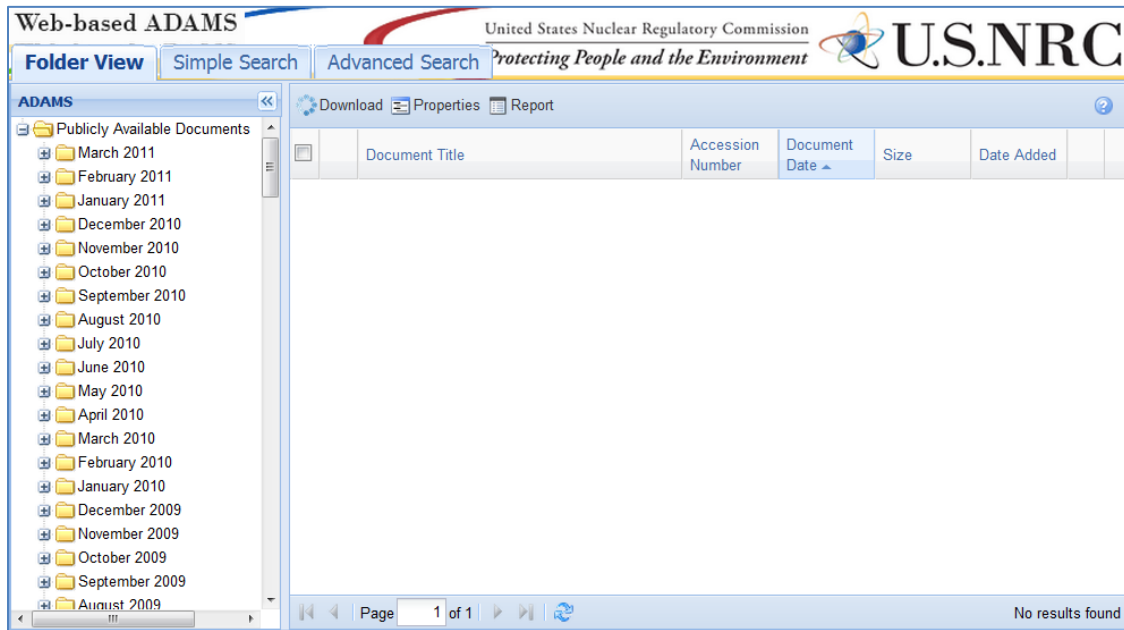





Figure 2.1 - Folder View

### 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**.

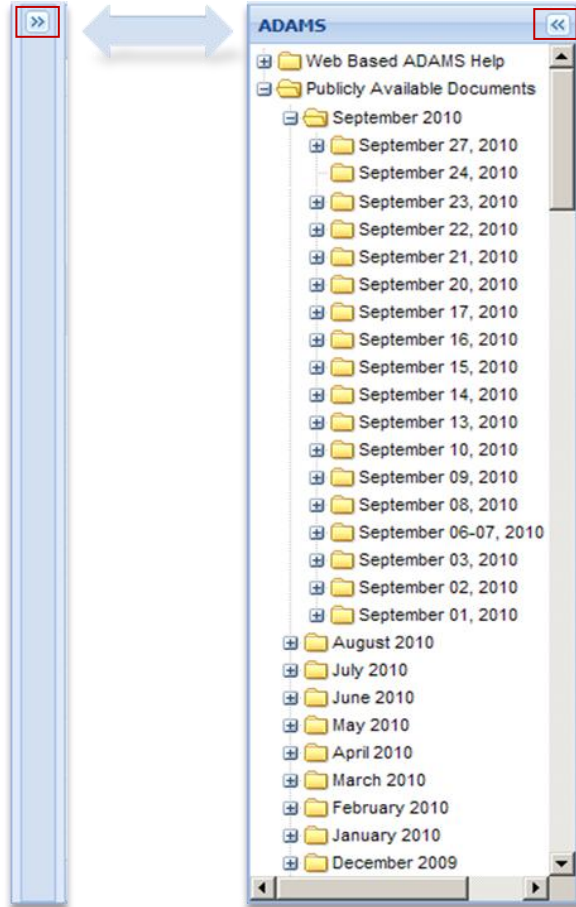


Figure 2.2 - Expanding and Collapsing the Folder View Tree Panel

## 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 Simple 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 Simple Search and Advanced Search tabs.*

See the diagram below provides a snapshot of the Contents Panel.

Document Title	Accession Number	Document Date	Size	Date Added
Meeting Summary of February 13, 2011, And Follow-Up Teleconferences On February 15 and 17, 2011, With Transnuclear, Inc.	ML110540099		107 bytes	03/01/2011 08:57:05 AM
Powertech (USA) Inc.s Responses, in Question / Answer Format, to the U.S. Nuclear Regulatory Commission (NRC) Staffs Request for Additional Information Regarding the Technical Review for the Proposed Dewey-Burdock Uranium Project Docket No. 40-9075.	ML110590650		107 bytes	03/01/2011 08:57:31 AM
PWR Owners Group For Information Only - WCAP-17271-P/NP, Revision 1, "Air Water Transport in Large Diameter Piping Systems: Analysis and Evaluation of Large Diameter Testing Performed at Purdue University - Volumes 1-3,"(PA-SEE-0460, Revision 1).	ML110490356		107 bytes	03/01/2011 08:57:32 AM
NUREG/CR-5705, "Organization Factors Influencing Improvements In Nuclear Power Plants."	ML102520414	10/09/1992 12:00:00 AM	11,411 Kb	03/01/2011 01:28:26 PM
FLN-2004-026 GESTAR II Amendment 28 Revision 1, Misloaded Fuel Bundle Event Licensing Basis Change to Comply with Standard Review Plan 15.4.7.	ML110530123	08/23/2004 12:00:00 AM	717 Kb	03/01/2011 08:56:44 AM
Project No. 0694, May 19, 2009, Presentation by the Pressurized Water Reactor Owners Group, "PWROG Flaw Tolerance Evaluation of CE and B&W Pump Nozzle DM Welds."	ML110600336	05/19/2009 12:00:00 AM	4,471 Kb	03/01/2011 11:02:24 AM
Project No. 0694, August 4, 2009, Presentation by the Pressurized Water Reactor Owners Group, "PWROG Flaw Tolerance Evaluation of CE and B&W Pump Suction and Discharge Nozzle DM Welds."	ML110600344	08/04/2009 12:00:00 AM	6,985 Kb	03/01/2011 11:02:19 AM
WCAP-16766-NP-A, Revision 1, "Westinghouse Next Generation Correlation (WNG-1) for Predicting Critical Heat Flux in Rod Bundles with Split Vane Mixing Grids."	ML100850528	02/28/2010 12:00:00 AM	5,896 Kb	03/01/2011 01:28:46 PM

Page 1 of 2      Displaying items 1 - 100 of 162

Figure 2.3 - Contents Panel

Only 20 records per page are 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.

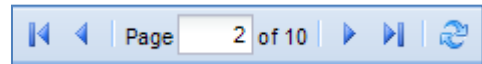


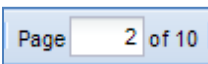


Figure 2.4 - Contents Panel Navigation


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.

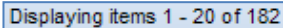
 Next Page – click to move to the next page of records

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





Refresh – used to refresh the page you are viewing

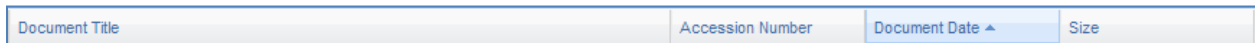
In the bottom right corner of the screen, the total number of results will be displayed as well as which range of records you are currently viewing.  **Figure 2.5 - Display Range**

## 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, four columns are shown in the Contents Panel by default:



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

**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
File Size	The size of the record as measured in bytes, kilobytes (KB), or megabytes (MB)
<i>Other Available Columns</i>	
Availability	Set to “Publically Available”
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 and is applied to all related documents and associated records
Docket Number	An NRC-assigned number that uniquely identifies a facility, licensee, or activity
Estimated Page Count	The approximate number of pages in this document.
Keyword	Unique Information and keywords used to describe a specific document

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 the nine 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.

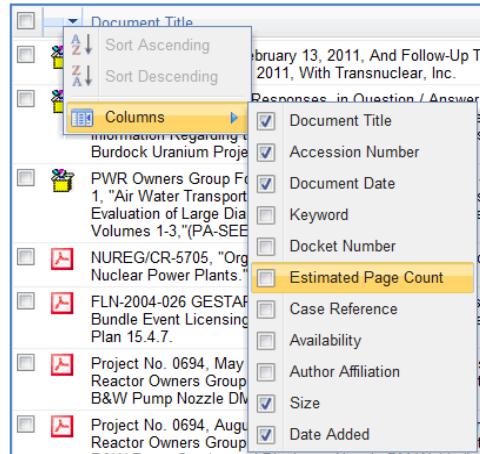


Figure 2.5 - Changing Columns in Contents Panel

### 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.

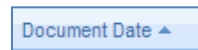


Figure 2.6 - Default Sorting

*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.

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.

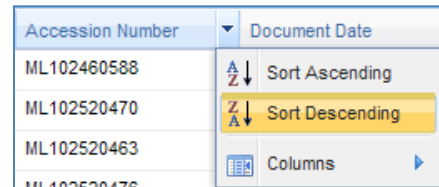


Figure 2.7 - Sorting Contents by Column Headers

### 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 the default columns displayed in the Contents Panel.

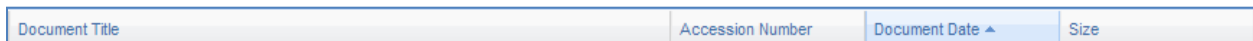


Figure 2.8 - Example - Contents Panel Default Columns

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..

Document Title	Accession Number	Document Date	Size
2010/09/03 CCNPP3 – COL - FINAL RAI 262 NSIR EP 5001	ML110590640	2010	135 Kb
2010/09/03 Campaign Book COL - 2010-09-03 Review Status	ML110590641	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 2.1.


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 preview and view documents.

### Viewing Packages

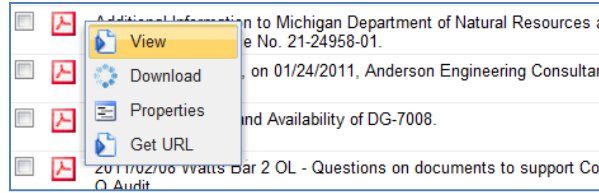
To view package contents, either right-click on the **package** and select **View**, or perform a single left-click on it. You can also click  on the **icon** to display the contents of that package. A Package Contents Panel will appear displaying the contents of that package as shown below in Figure 2.11. To view documents within a package, see the section below.

Document Title	Accession Number	Document Date	Size	Date Added
Method 3050B Acid Digestion Of Sediments, Sludges, and Soils.	ML110590640	02/18/2011 12:00:00 AM	23,335 Kb	03/01/2011 08:57:08 AM
Powertech (USA) Inc.'s Responses, in Question / Answer Format, to the U.S. Nuclear Regulatory Commission (NRC) Staffs Request for Additional Information Regarding the Technical Review for the Proposed Dewey-Burdock Uranium Project Docket No. 40-9075.	ML110590641	02/18/2011 12:00:00 AM	41 Kb	03/01/2011 08:57:31 AM
Dewey-Burdock Project Application for NRC Uranium Recovery License Fall River and Custer Counties, South Dakota Technical Report RAI Question and Answer Responses For February 2011.	ML110590639	02/28/2011 12:00:00 AM	29,508 Kb	03/01/2011 08:56:31 AM

Figure 2.11 - Package Contents Panel


### Viewing Documents

To view a document, either right-click on the **document** and select **View** or just left-click on it. Figure 2.1 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 in a specific location and open it using an application.

You can also see a preview of a document by clicking the  icon that appears in the far right untitled column. This will preview up to 100KB of the document's content in text format. For documents in the Legacy Library, view the note below.

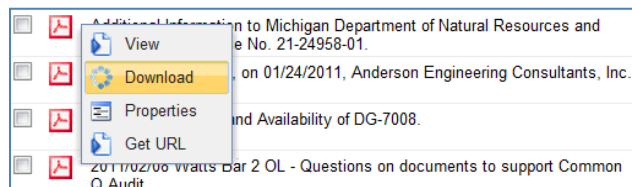
*Note: Documents only available on Microform, found in the Legacy Library, cannot be viewed in WBA. However, you will be presented with information on how to order them if you wish.*

### Downloading Records

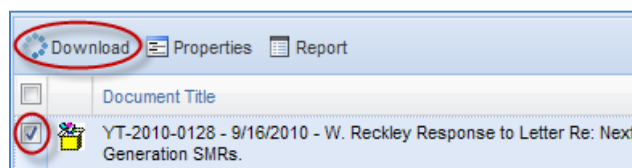
There are multiple options for downloading records to your local drive. It is possible to download more than one record at a time.

#### Downloading a Single Record

You can download a single record by either hover over, right-click on a **record**, and select the **Download** option (see Figure 2.13) or check 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.

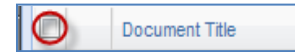


Figure 2.16 - Selecting All Records on a Page

Next, either click on the **Download** option at the top of the Contents Panel, or right-click on one of the **documents** you have chosen and select the **Download** option (see Figure 2.15).

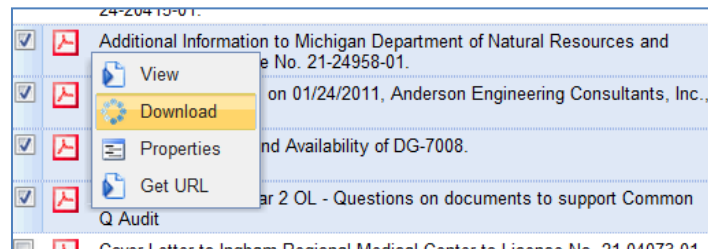


Figure 2.15 - Downloading Multiple Records via Right-Click

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 types 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 2.1) or (2.17) checking the **checkbox** to the left of the record and clicking the **Properties** option at the top of the Contents Panel (see Figure 2.17).

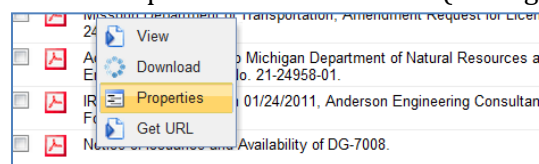


Figure 2.16 - Right-Click Properties

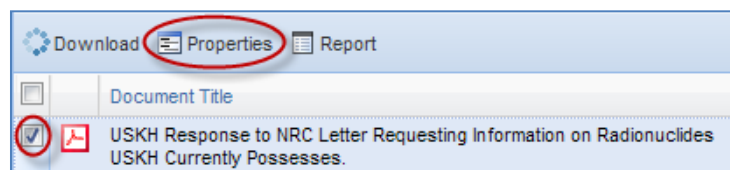
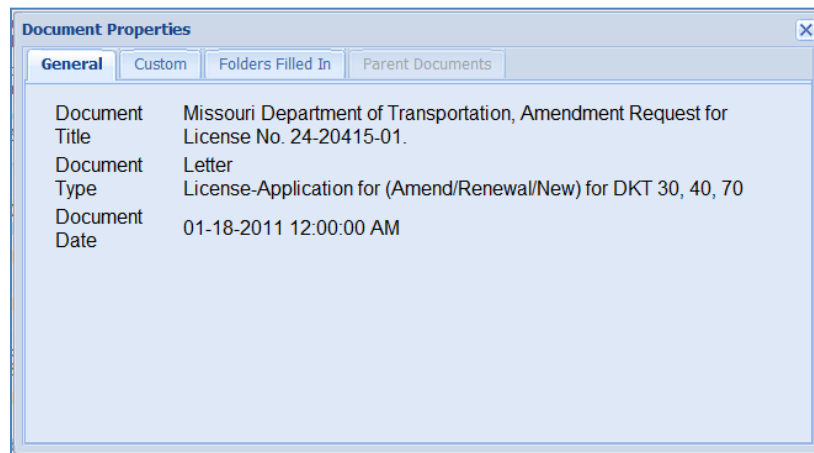


Figure 2.17- Checkbox Properties

When you perform the steps above, a window like Figure 2.18 will provide four tabs for your document: General, Custom, Folders Filed In, and Parent Documents.



**Figure 2.18 - Document Properties Tabs**

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

**Table 2.2 - Property Information by Tab**

<b>Tab</b>	<b>Available Properties</b>
<b>General</b>	Document Title Document Type Document Date
<b>Custom</b>	Item ID Accession Number Estimated Page Count Availability 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
	Official Record?
	Document Sensitivity
	Replicated
	Microform Addresses
<b>Folders Filed In</b>	All folders the document is filed in
<b>Parent Documents</b>	Document Title and Accession Number of parent documents

*Note: The Parent Documents tab may not be available if the selected record does not have a Parent Document.*

## Running Reports

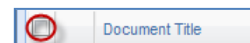
WBA provides a reporting function that allows you to generate printable versions of record properties. You can run several types of reports:

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.*

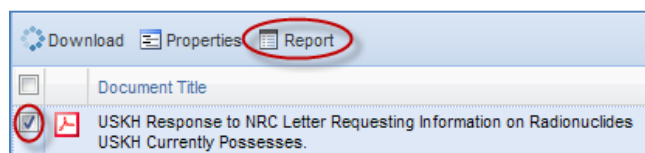
To run a report, select the record(s) by checking the **checkbox** to the far left of each record. You can select one record or as many as all of the records shown in the Contents Panel. To select all the records shown, click the **checkbox** located in the column header.



**Figure 2 - 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 2.19 - Report Option**

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

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

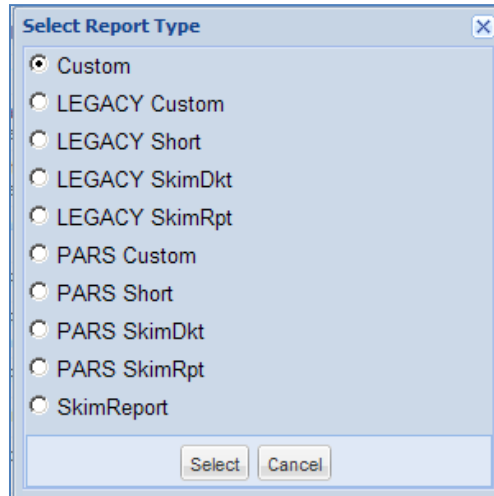


Figure 2.20 - Report Types

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

### Get URL

WBA 1.2 allows you to the ability to get a link directly to the document. This feature is very useful as it allows you to share links via email directly with co-workers. To get access to the URL page: (1) right-click on the **record** and selecting **Get URL** (see Figure 2.1).

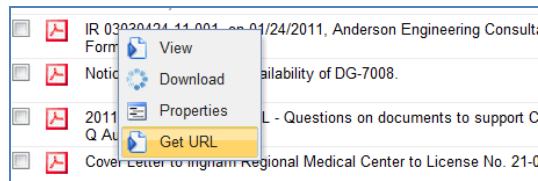


Figure 2.21 - Right-Click Properties

After clicking the Get URL button, a dialog will appear with the URL to the document. You have several options to access the URL. (1) When you left click on the URL the link will automatically become pre-highlighted. right-click on the **link** and select “copy” to copy the contents to the clipboard or use the key commands ('Ctrl' + 'C' or equivalent).

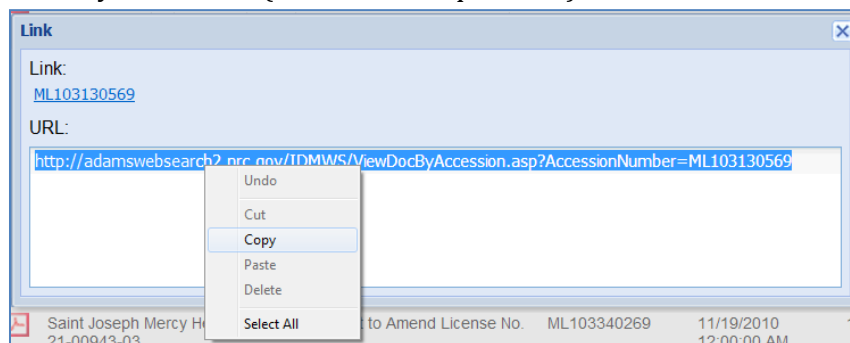


Figure 3.22 - Copy full URL from get URL dialog



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

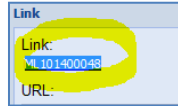


Figure 2.23 – Link formatted with Accession Number

When finished, press the X in the upper right hand corner to close the get URL dialog.

### 3. Searching

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

#### Simple Search

Simple Search provides the ability to search for terms within the contents and metadata of documents in the selected libraries. It is accessed by clicking the **Simple Search tab** located between the Folder View and Advanced Search tabs as depicted in

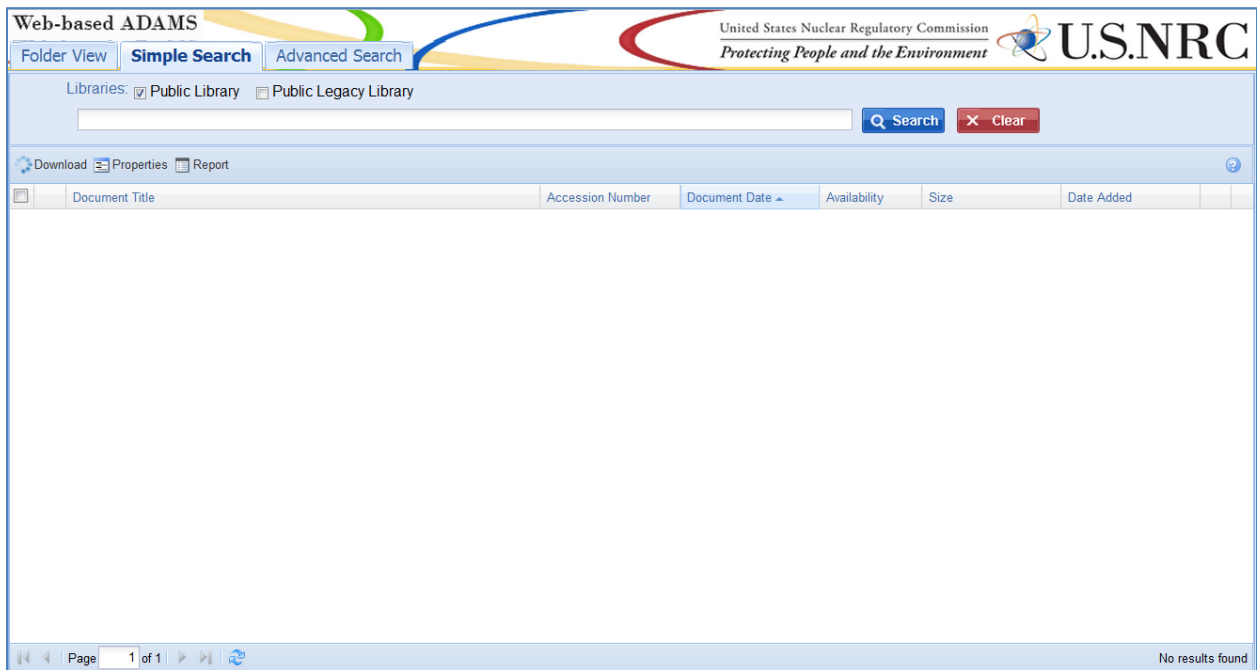


Figure 3.1 below.

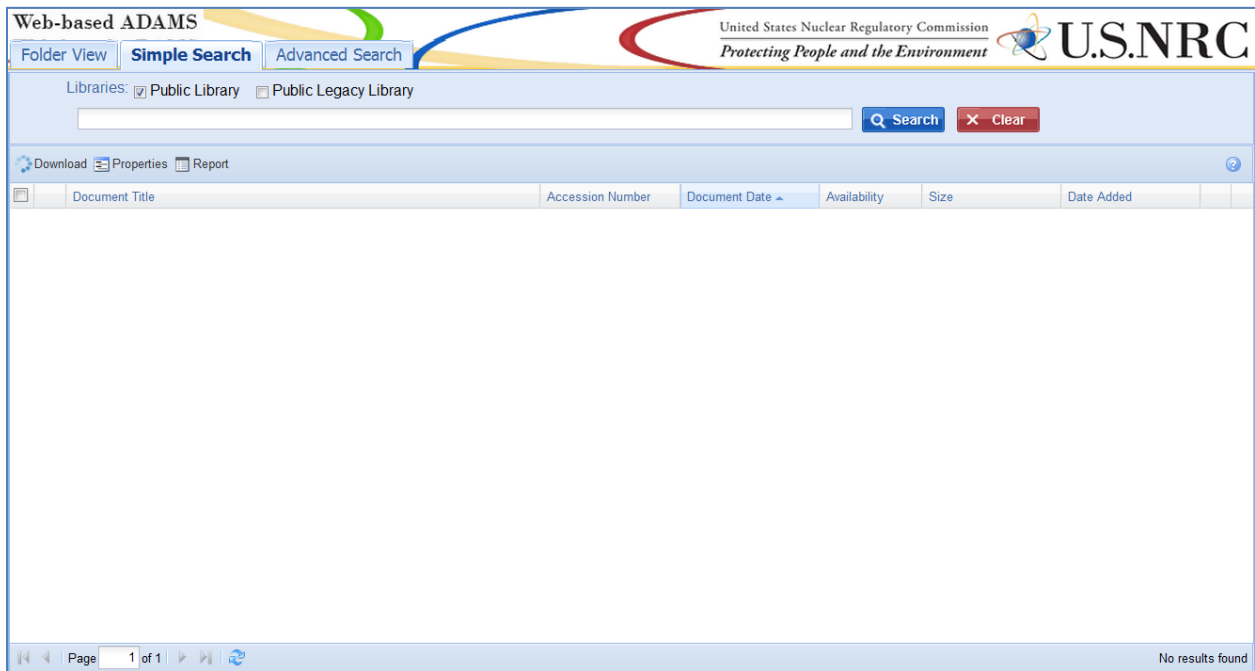


Figure 3.1 - Simple Search Tab

The Simple Search tab is broken into two sections—Contents Panel and Search Panel. The Contents Panel provides the same functionality as the contents panel described in the folder view section.

As presented in Figure , the Search Panel has a few options you can use to run your search. Next to the word Libraries you can choose the library in which you would like to run the search. This is done by clicking the **checkbox** next to the library until a checkmark is shown. You can choose either the Public ADAMS , Legacy Public ADAMS, or both. The default is the Public ADAMS library.

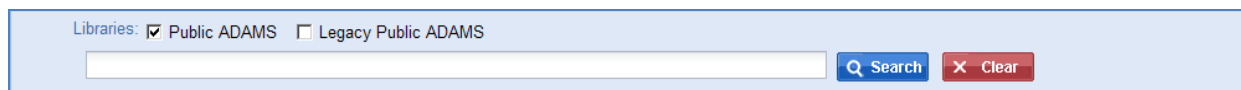


Figure 3.2 - Simple Search Panel

Beneath the library selection a text box is provided to enter search terms. The search button to the right of the text box is used to run your search. To the right of the search button, a clear button is provided to clear terms entered in the text box.

### Running Simple Searches

When you run a Simple Search, you will find all records containing your search terms within document contents or within records metadata (Document Title, etc.). If you enter more than one search term, WBA will return only those records containing all the terms entered. You can use a variety of wildcards and operators when entering your search terms. A complete list of wildcards and operators can be found in the “Operators” section of this document.

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. As explained in the

warning message shown in Figure 4 below, you can use the Advanced Search to refine your search results.

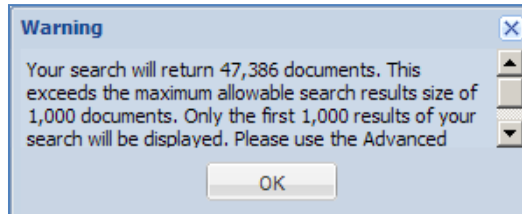


Figure 4 - Results Warning Message

If you run a search that returns no results, you will get the message shown in Figure 3.4.

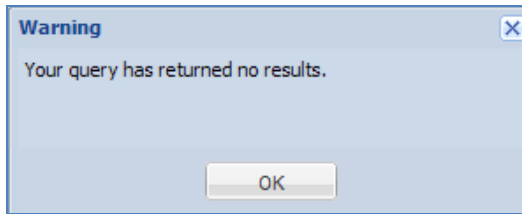


Figure 5.4 - No Query Results Warning

## Advanced Search

In addition to Simple Search, WBA provides the Advanced Search feature. It is accessed by clicking the **Advanced Search tab** located to the right of the Simple Search tab as shown in Figure 6 below.

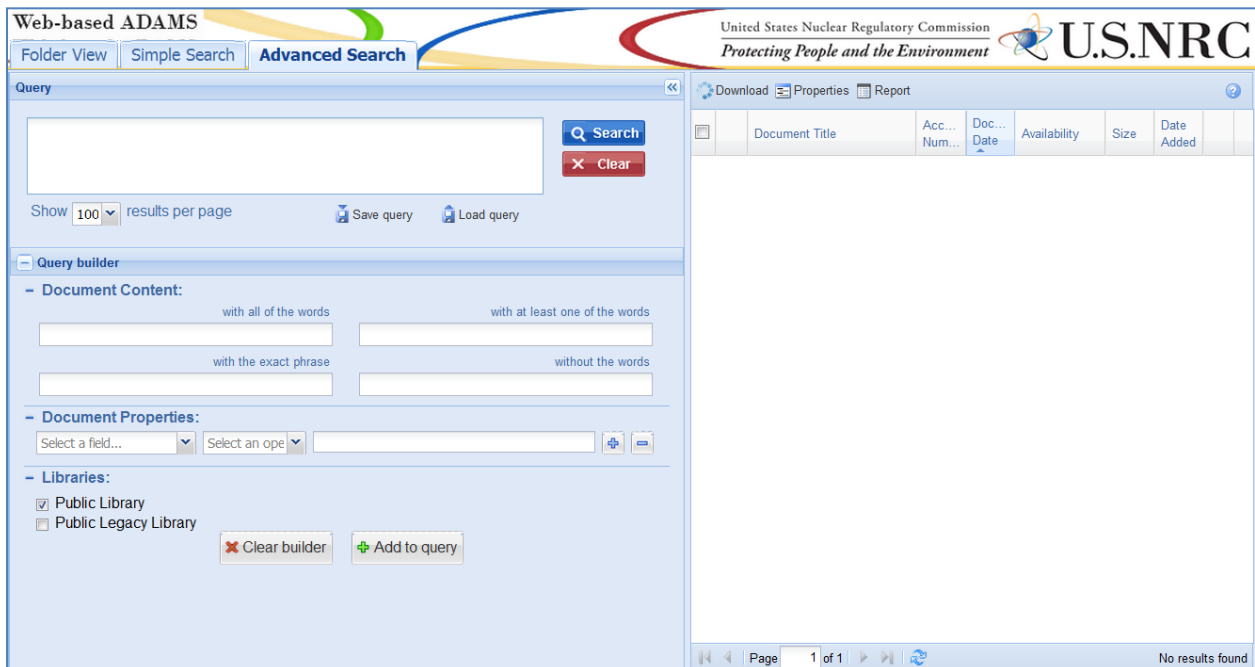


Figure 6 - Advanced Search Tab

The Advanced Search tab is broken into two sections—Contents Panel and Query Builder Panel. The Contents Panel provides the same functionality as the Contents Panel described for the Folder view tab with the exception that you can change the number of records shown in the results.

You can hide the entire Query Builder Panel by clicking the **double arrows** to the right of the word Query. As shown below in Figure , the Query Builder Panel is broken into two different sections–Query and Query Builder. The Query Builder section contains three subsections–Document Content, Document Properties, and Libraries.

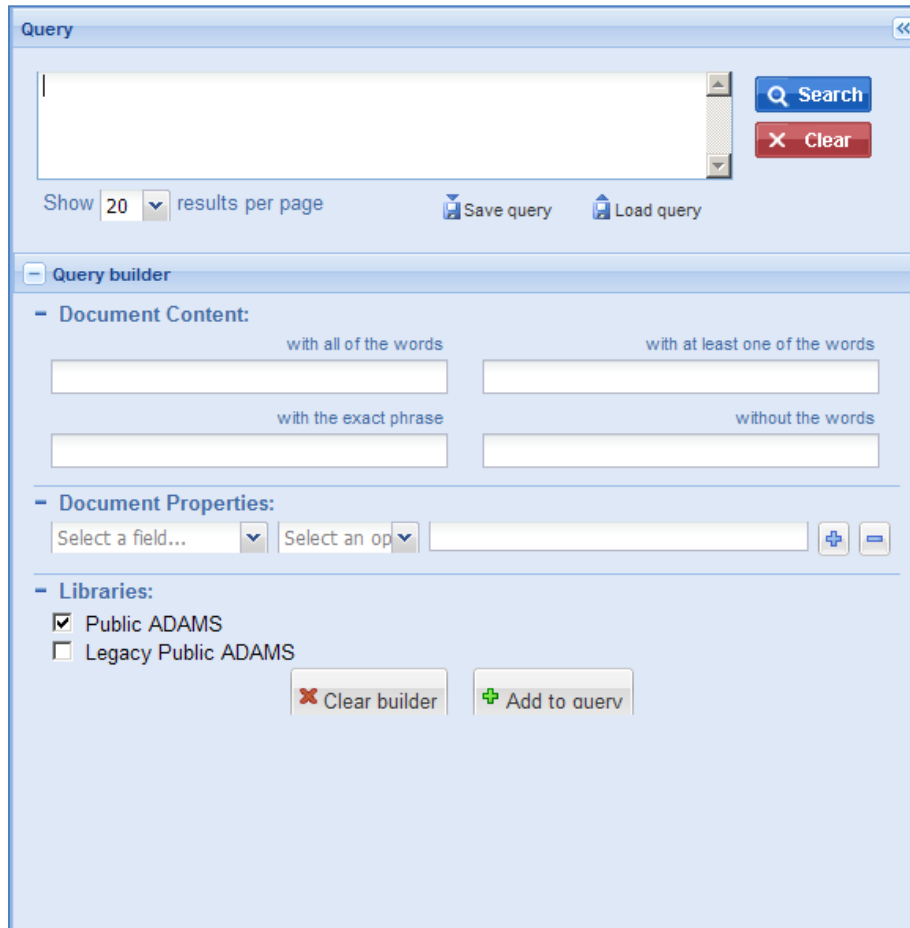
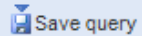
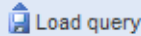


Figure 3.6 - Advanced Search Tab Query Builder

In the Query section, there is a large text box where you can directly type in the query or otherwise populate it with the query created in the Query Builder section. Beneath the text box, choose the number of search results to be displayed in the Contents Panel. There is also an option to save a query by using the  icon. This will create a query file to save on your local drive. There is also an option to load a query using the  icon which will load your previously saved queries. Finally, to the right of the text box are the search and clear buttons. As shown below in Figure 7, the search button will execute the search, and the clear button will clear the query in the text box.

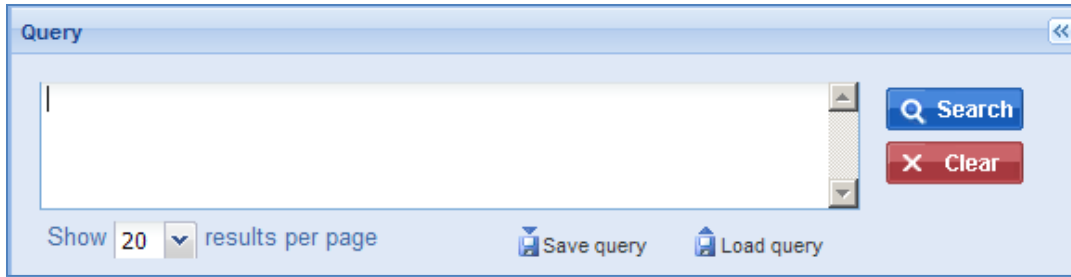


Figure 7 - Query Builder Entry Section

As shown below in Figure 8, the Document Content section has four text boxes. You can use these to enter terms to search within document contents. Depending on the text box you select, you can specify whether all the terms must be present, one of the terms must be present, a specific phrase must be present, or terms must not be in the document. You can also use more than one text box at a time to build your query.

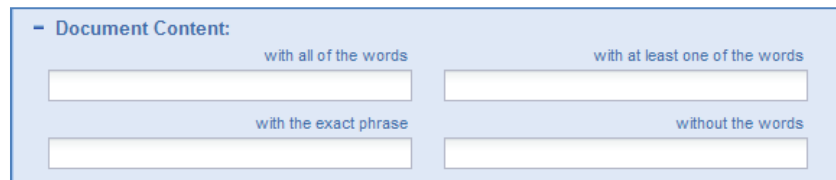


Figure 8 - Query Builder Document Content Section

The Document Properties section allows you to select a record property to search by. This is done by clicking on the first **drop-down menu** within the section and choosing from the properties listed.

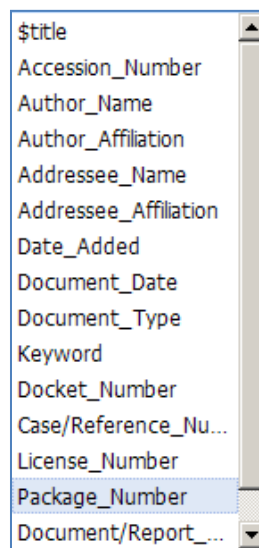





Figure 3.9 - Document Properties Drop-Down Menu

After selecting the property, select the operator to be applied to the property by clicking on the **drop-down menu** to the right of the property drop-down menu as indicated in Figure 9.



Figure 9 - Operator Drop-Down Menu

Finally, specify the term in the text box to the right of the operator drop-down menu.

You can add additional properties by clicking the  button to the right of the text box and remove a property by clicking the  button to the right of the  button. There is no limit to the number of properties you can add, although there are a limited number of properties to choose from. If you add multiple properties, a scroll bar will appear so you can scroll up and down within the Document Content, Document Properties, and Libraries sections.

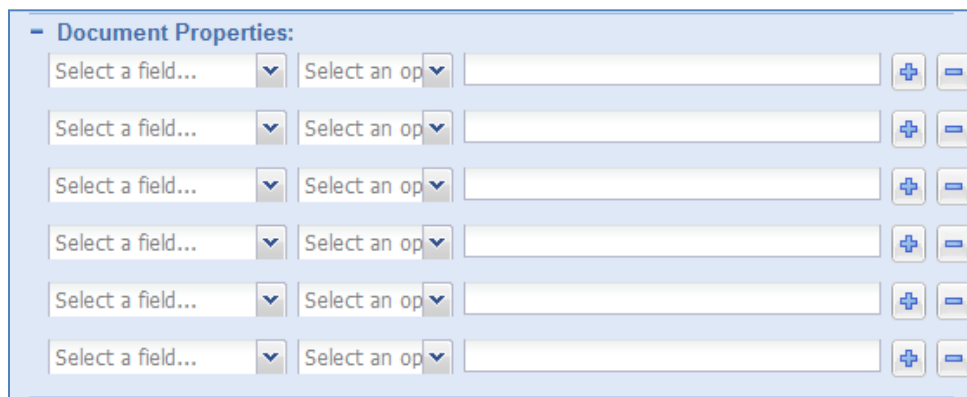


Figure 3.11 - Document Properties Section of Query Builder

The Libraries section provides you with two options for searching—the Public ADAMS or Legacy Public ADAMS libraries.

As shown in Figure 10 below, two buttons critical to the Query Builder are found in this section. The Clear builder button is used to clear out any criteria you have entered in all sections of the Query Builder, although it does not clear the Query above. The Add to query button will enter all the populated criteria into the text box of the Query section above.

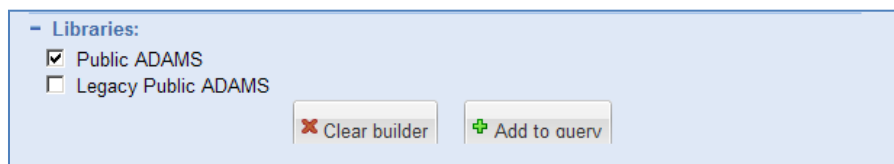


Figure 10 - Libraries Section of Query Builder

## Running Advanced Searches

To run Advanced Searches follow the steps below:

1. Enter the criteria in either or both of the Document Content and Document Properties sections.
2. Select either or both of the libraries in the Libraries section.

3. Click the **Add to query button**.
4. Once the query is added to the text box in the Query section, 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. You can use wildcards and operators in the Document Content section of the Advanced Search tab. A complete list of wildcards and operators can be found below.

*Note: If you try to run a search without completing Step 3 (adding the query to the text box), you will receive the warning in Figure below:*

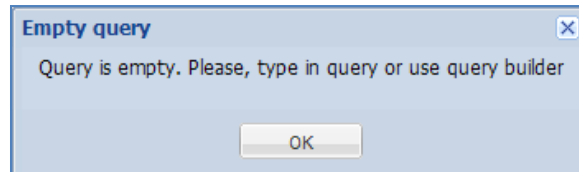


Figure 3.13 - Empty Query Warning

### Date and Time Search

New to WBA 1.2 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 3.14 - Date and Time control

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

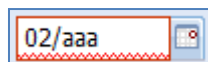

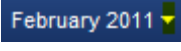

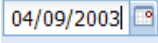


Figure 3.15 - red squiggle indicating invalid date

Pressing the calendar button:  will cause the calendar to appear (see figure 3.16), select the down arrow next to the year  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 will close and the date will be set to 

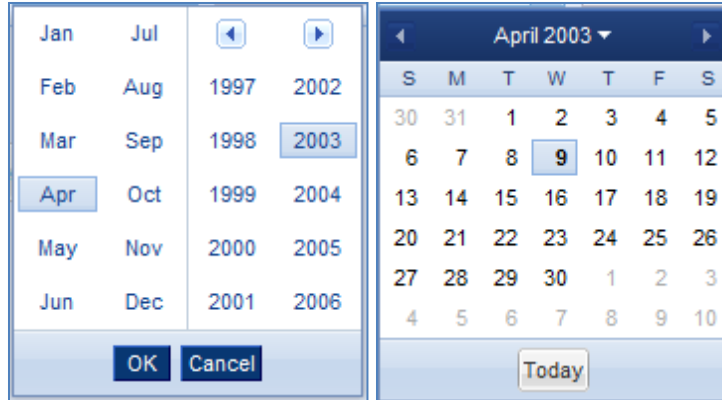


Figure 3.16 - Calendar control pages

You can use the dropdown  to pick a value within 15 minutes but for our example please manually type a time value of 08:51 AM. Press Add to query  and then press search

A range of documents will be returned that were added at 08:51 AM:

	Response to Request for Additional Information - Integrated Leak Rate Test Deferral for License Amendment Request No. 318.	ML030910217	107 bytes	04/09/2003 08:51:05 AM	
	LER 03-001-00 for Grand Gulf re: Manual Reactor SCRAM Due to Loss of Condensate/Feedwater.	ML030910240	107 bytes	04/09/2003 08:51:06 AM	
	Transmittal of Multiple Revisions for Nine Mile Point Nuclear Station, Regarding Emergency Preparedness - Emergency Plan Implementing Procedures.	ML030910300	107 bytes	04/09/2003 08:51:08 AM	
	Response to Request for TRACG Inputs for MELLA - & DSS-CD LTR Review.	ML030910561	107 bytes	04/09/2003 08:51:09 AM	
	05/20/2002 Summary of Conference Call with Pacific Gas & Electric Co. Re: 2002 Steam Generator Inspection Results at Diablo Canyon Unit 1.	ML030910575	107 bytes	04/09/2003 08:51:09 AM	
	Siemens Westinghouse Power Corporation Topical Report Submittal, "Missile Probability Analysis of BBS1/2S1 13.9m2."	ML030910577	107 bytes	04/09/2003 08:51:10 AM	
	Milstone Power Station, Unit No. 2, License Amendment, Issuance of Amendment Re: Spent Fuel Pool Requirements.	ML030920589	107 bytes	04/09/2003 08:51:13 AM	
	02/27/2003 - Meeting between the U.S. Nuclear Regulatory Commission (NRC) Staff and Industry Licensing Action Task Force.	ML030920608	107 bytes	04/09/2003 08:51:14 AM	
	Ferns 2, Correction to Amendment No. 153 Regarding A One-Time Deferral of The Primary Containment Integrated Leak Rate Test.	ML030930443	107 bytes	04/09/2003 08:51:15 AM	

Figure 3.17 - Results for documents added on 04/09/2003 08:51 AM

You will notice that one of the documents in this list was added at 08:51:05 AM. WBA 1.2 has the ability for you to search for documents down to the second. If you modify the query directly and add **:05** to the generated search:

`create_date:"04/09/2003 08:51:05 AM"`

Press search again the grid will return results for ML030910217 which is the only document added on April 9<sup>th</sup> 2003 at 08:51:05 AM. If you return to the operator combo box and select "range" you will see that there is now the ability with WBA 1.2 to set a range on both date and time:

Date Added	▼	range	▼	from	04/09/2003		8:00 AM	▼
				to	04/09/2003		9:00 AM	▼

Figure 3.18 - Example search for a Date Added Range



## Wildcards

Wildcards can be used to represent a single or multiple characters. 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 and metadata 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 and metadata 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.*

## Operators

Operators are words or symbols that you can add to search terms to specify how they are applied in the search. A complete list of operators is found below with an example of how they work.

### AND

The AND operator (must be specified using all CAPS) is used when both terms must be present in the document. This is the default operator that is used if no other logical operator is specified.

For example, the following search will match documents containing both 'pollution' and 'leak':

*pollution AND leak*

*Note: The '&&' combination may be used in place of AND.*

### OR

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

*pollution OR leak*

*Note: The '||' combination may be used in place of OR.*

### NOT

The NOT operator (must be specified using all CAPS) is used to exclude documents from the result set containing a term following NOT. For example, the following query will match all documents containing 'pollution' except for documents containing 'leak':

*pollution NOT leak*

The NOT operator cannot be used on its own. For example, the following query will not return any documents:

*NOT leak*

*Note: The '!' sign may be used in place of NOT.*

**+**

The '+' operator requires a term following the operator to be present in the document.

For example, the following query will return documents that contain 'pollution' and may contain 'leak':

*+pollution OR leak*

This may seem to be equivalent to "+pollution" query. However, the first query will give documents with both 'pollution' and 'leak' words higher priority in search result.

**-**

The - operator requires the matched documents not contain the term following the - operator. For example, the following query will return documents containing 'pollution' except those documents with the word 'leak':

*pollution OR -leak*

## **Group**

The group operator specified as parentheses is used to group Boolean clauses and control Boolean logic. For example, the following query will find all documents containing either pollution or leak words and containing radiation word:

*(pollution OR leak) AND radiation*

## **Field Grouping**

The field grouping operator specified as parentheses allows grouping query clauses for a particular field. For example, the following query will find documents containing 'pollution' and 'leak' words in the title:

*\$title:(pollution AND leak)*

The query above is equivalent to the following query:

*\$title:pollution AND \$title:leak*

## 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:  
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:  
File Size:

#### Legacy Custom

Accession Number:  
Estimated Page Count:

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

### **Legacy Short**

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

Package Number:

### **Legacy SkimDkt**

Accession Number:

Title:

Document Date:

Estimated Page Count:

Docket Number:

Microform Addresses:

Package Number:

### **Legacy SkimRpt**

Accession Number:

Title:

Document Date:

Estimated Page Count:

Document/Report Number:

Microform Addresses:

Physical File Location:

Package Number:

### **PARS Custom**

Accession Number:

Estimated Page Count:

Document Date:

Document Type:

Availability:

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:  
File Size:

### **PARS Short**

Accession Number  
Document Date  
Document Type  
Title  
Author Affiliation  
Author Name  
Pages  
Official Record?  
Availability  
Sensitivity

### **PARS SkimDkt**

Accession Number:  
Title:  
Document Date:  
Estimated Page Count:  
Docket Number:  
DocType:  
File Size:

### **PARS SkimRpt**

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

## SkimReport

Item ID:  
Accession Number:  
Document Date:  
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  
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