

Preface



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About This Manual

Purpose

Welcome to the ORPS Graphical User Interface (GUI). The ORPS GUI provides a new state-of-the-art method for entering data into the ORPS database and for accessing and updating that data. The search and report generation features of the ORPS GUI became available for general use by registered ORPS users in March 1997. The remaining features (data entry and manager functions) will be released shortly after this workshop.

This manual provides preliminary training material on the new data entry and manager functions, as well as the analytical interface and furnishes relevant and useful information to help you become productive on the ORPS GUI. Please note that development of the ORPS GUI is ongoing at this time. As new or revised features are placed into production, those changes will be reflected in the on-line helps. The on-line help documentation will be continually updated, while these manuals will only be updated on a periodic basis.

Course Descriptions

This manual contains 13 sections – this Preface plus one for each of the 1998 ORPS Users' Workshop courses. It is written in a conversational style so that end users will find it easy to use and understand. Each section is organized in the following manner: 1) presentation of concepts and terminology using step-by-step procedures and real-life examples; 2) summary of procedures within a tutorial format; and 3) practice exercises. The writing style, organization, and design of this workbook enable you (the end user) to utilize it for assorted functions: as a student workbook for this formal training, and as a self-paced tutorial and reference guide when you return to your workplace.

- ▶ **Overview of the Occurrence Reporting Program.** This course provides an overview of the occurrence reporting process, the Occurrence Reporting and Processing System (ORPS), a description of the hardware and software necessary to use the ORPS system, and uses of the ORPS data. Some of the topics covered are registration and security issues, DOE Order 232.1A requirements, report development and submittal to the ORPS database, the relationship of the ORPS GUI Data Entry Program (replacement for PC ORPS) to the ORPS database, and the flow of occurrence reports from discovery to finalization. The course also provides an overview of ORPS Data Entry, Search and Reports, and Facility Manager, Facility Representative, and Program Manager functions.

- ▶ **Configuring and Working with a Browser.** This course provides training in the more advanced features of Internet browsers. It begins with a review of some basic Internet concepts and progresses into how to create, organize, and display bookmarks. Step-by-step instructions will guide you through the process of configuring browser preferences/options, in addition to using other browser tools.
- ▶ **ORPS GUI Help Features and ORPS Authorities Options.** This course will familiarize you with the multiple ways in which you can obtain assistance on various topics, as well as locate reference and instructional materials. You will also learn how to search for information to determine who has authority to submit, modify, comment, and/or approve occurrence reports for selected facilities. Step-by-step instructions guide you through the process of obtaining on-line help and composing and submitting ORPS authority searches.
- ▶ **ORPS GUI Basic Search Techniques.** In this class, you will learn the specifics of composing a search query and initiating a search. You will learn about selection boxes and the logic used when multiple selections are chosen within one box, how to specify a date range, and how to use Boolean logic operators to refine a search. In addition, you will learn how to create and save search criteria, how to preview and discard (or keep) selected records, and the basics of composing narrative text searches using text operators, modifiers, and wildcards.
- ▶ **ORPS GUI Basic Report Techniques.** This course introduces you to the many different report options available from the ORPS Graphical User Interface (GUI). You will learn what data fields are contained in each report, how each report is formatted, and how to create a report once your search criteria has been established. In addition, you will learn how to print a report or save it to disk, and how to copy ORPS Reports distribution data and paste it into a spreadsheet application to create more sophisticated (and individualized) graphical reports.
- ▶ **Advanced ORPS Search and Reports Techniques.** This class will provide you with training in some of the more advanced search techniques on the ORPS GUI. You will learn how to perform advanced Boolean logic searches and advanced narrative searches. You will also learn how to use the GUI date/time stamps to freeze data as it existed at a particular point in time or to view changes during a specific time period.
- ▶ **ORPS GUI Data Entry Program.** This course will prepare data entry personnel to create, modify, and submit occurrence reports. You will also learn how to export a report into PC ORPS format, check the status of occurrence reports, and link directly to the ORPS GUI database. In addition, information is provided on what occurrence reports data entry personnel can access and how the new program compares with the PC ORPS data entry program.

- ▶ **ORPS GUI Facility Manager Functions.** In this class, you will learn how to identify (for your facilities) occurrence reports that are new, that have been rejected or commented upon, that have had changes to corrective action dates, and that are in the approval process. You will also learn how to update a corrective action date. In addition, you will learn how to create, save, edit, and delete search criteria and use the date range feature.
- ▶ **ORPS GUI Facility Representative Functions.** In this class, you will learn how to identify (for your facilities) occurrence reports that are new, that have been rejected or commented upon, that have had changes to corrective action dates, and that are in the approval process. You will also learn how to approve or reject reports that are waiting for your approval and how to add comments to occurrence reports for your facilities. In addition, you will learn how to create, save, edit, and delete search criteria and use the date range feature.
- ▶ **ORPS GUI Program Manager Functions.** In this class, you will learn how to identify (for your facilities) occurrence reports that are new, that have been rejected or commented upon, that have had changes to corrective action dates, and that are in the approval process. You will also learn how to approve or reject reports that are waiting for your approval and how to add comments to occurrence reports for your facilities. In addition, you will learn how to create, save, edit, and delete search criteria and use the date range feature.
- ▶ **Analytical Tools for ORPS Data.** This class provides an introduction to the use of analytical tools to determine the significance of data retrieved from ORPS. It will include an overview of the installation and the use of the ORPS parser and sampler, uncertainty estimation, normalization data, and the analysis of trends using both built-in Excel functions and tools written for DOE.
- ▶ **Using ORPS for ES&H Performance Measures.** This course is designed to teach you how operational information contained in ORPS can be used in evaluating organizational ES&H performance. The discussion will focus on the use of ORPS data, such as Nature of Occurrence, Root Cause, and Activity Type in developing ES&H performance measures. In addition, issues related to the application of ORPS data to performance measurement will also be presented.

Conventions and Icons

Throughout this manual, certain conventions and icons are used to help you locate and interpret information easily.

- ▶ When you need to type information or select text or an item from a list or menu, the prompt will appear boldface; for example, **something you must type or select**.
- ▶ Names of menus, icons, buttons, selection boxes, files, directories, disk drives, and ORPS GUI pages will be shown in bold, uppercase; for example, **THIS SPECIAL TYPEFACE**.
- ▶ References used to direct you to additional information (often to another section in the workbook) will be shown in bold italic; for example, ***this special typeface***.
- ▶ The following special symbols are used to call your attention to important or special information applicable to the current topic:

NOTE



This icon appears when we are providing you with *additional information* for completing a task or using a feature.

HINT



This icon indicates a *hint, good tip, or shortcut* that you can use when completing a task.



WARNING

This icon is displayed when we are providing you with *critical information* or to warn you about actions that you *must do* or *must not do*.



TUTORIAL

This icon indicates we are about to give you *step-by-step procedures* to follow to accomplish a task.



TERMINOLOGY

This icon flags any new terminology that is important for you to know and understand.

ORPS Graphical User Interface

Background

The ORPS Graphical User Interface (GUI) was developed to meet the needs of users who access ORPS data. It is a Windows-based occurrence report entry and analysis tool that takes advantage of the modern browser technology currently being used to navigate the World Wide Web (WWW). Its development makes entering, finding, and retrieving relevant data more consistent with the current windows environments found on most of today's personal computers.

The ORPS GUI improves your access to data in the following ways:

- The GUI is easy to use because of the graphical interface.
- The GUI is platform independent. Any platform that supports browser technology (e.g., PC, Mac, Unix) can be used to access the GUI.
- The GUI does not require proprietary client software. Any browser that supports features such as tables and Secure Socket Layer (SSL) can be used to access the ORPS GUI.
- The GUI offers improved connectivity. If you have access to the Internet, you can access the ORPS GUI.
- You can access the GUI through toll-free phone numbers.
- The GUI allows for greater system integration with other ES&H information sources within the DOE.
- The GUI offers extensive context sensitive on-line help that is easily accessible.

System Requirements

System requirements for using the ORPS GUI are listed below:

- You must have an Internet connection (either direct or via an ISP), or an Ethernet connection to DOE's Business Network, or a modem capable of communicating at speeds of 14,400 bps or faster.

- PC users must have a 386 or faster CPU with sufficient memory to support a Web browser such as Netscape, Internet Explorer, and others. (As with all Windows applications, a faster PC and/or additional memory will greatly enhance system performance.)
- You must have Internet browser software. It is recommended that you use Netscape 3.0 or higher or Internet Explorer 4.0 or higher in order to support features such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP).

NOTE



It is important to note that the current version of the DOE-supplied spell checking software, WordScribe, will not work with Internet Explorer.

- With Windows 3.1 or Windows 3.11, you must have a protocol stack that supports Transmission Control Protocol/Internet Protocol (TCP/IP) and, if using dial-in access, Point-to-Point Protocol (PPP).
- Macintosh users should have a Motorola 68030 or faster CPU or a Power PC CPU. Web browsers are generally available that run under Apple's system 7.0 or later, now called MacOS. The system extension MacTCP, or TCP/IP for MacOS 7.5 or later, is also required, as is PPP if using dial-in access.



If your current browser does not support tables or other necessary features, check with your computer support organization to see if they provide upgrades to the browser software. The latest versions of both Netscape and Internet Explorer are available free of charge.

Accessing the ORPS GUI Program

Ways to Access the ORPS GUI

You can connect to the ORPS GUI Program in three ways: 1) with an Internet connection, either direct or via an Internet Service Provider (ISP); 2) with an Ethernet connection to the DOE's Business Network; or 3) with a modem dial-up.

Connecting via Internet

Whether you are accessing ORPS through a direct Internet connection or via an Internet Service Provider, the process is nearly the same. The only difference in the two is when you log on to the Internet via an Internet Service Provider (ISP), you will be required to enter the user-id and password supplied by the ISP.

Once you have reached your Internet home page, you can access the ORPS GUI Program by entering the ORPS GUI URL (Internet address), which is:

<https://banner.tis.eh.doe.gov/cgi-bin/orps/orps>

Connecting via DOE Business Network

After establishing a connection to your Internet home page via the DOE Business Network, you can access the ORPS GUI Program by entering the URL:

<https://atlas.eh.doe.gov/cgi-bin/orps/orps>

Connecting via Modem Dial-up

There are two toll-free phone numbers which provide dial-up access to the ORPS GUI Program. If you are east of the Mississippi, dial (800) 556-5415; if you are west of the Mississippi, dial (800) 359-7863.

When accessing the Internet through the toll-free 800 phone numbers, you will be required to provide a TIS network access user-id and password. This will connect you to the modem pool. The TIS user-id and password can be obtained from the ES&H Helpline at (800) 473-4375.

Once you have reached your Internet home page, you can access the ORPS GUI Program the same as with a direct Internet connection by entering the URL:

<https://banner.tis.eh.doe.gov/cgi-bin/orps/orps>



The TIS user-id and password are not to be confused with your ORPS user-id and password. They are separate and only necessary if connecting to ORPS via modem dial-up through the above-mentioned toll-free phone numbers.



If you need further assistance with connecting and logging on to ORPS, please direct your questions to the ES&H Helpline at (800) 473-4375 or send an e-mail message to **support@tis.eh.doe.gov**.

Connection is Established

After entering the appropriate URL to request access to the ORPS GUI, you will be presented with a **USERNAME AND PASSWORD REQUIRED** log-on box. You will need to “log on” to the ORPS system from here.

In the **USER NAME** edit box, you will enter your assigned user-id. In the **PASSWORD** edit box, you will enter your assigned password. (For security reasons, your password will appear as asterisks as you type it into the box.) Then, click on the **OK** button.



Depending upon your browser configuration, you may see a Security Information box prior to loading the **ORPS GRAPHICAL USER INTERFACE** home page. Just click on the **CONTINUE** button to clear the message and move on to the **ORPS GU** home page.

ORPS GUI Home Page

Once you have logged onto the ORPS GUI, the home page will be displayed. Your user classification (e.g., Facility Manager, Facility Representative, Program Manager, General User, etc.) will determine what hyperlinks will be included on the home page. **Figure 1** represents the home page which contains the **OR Input** and the **Manager Functions** hyperlinks. The General User will not see these two hyperlinks; they will see only the last six links.



NOTE This figure represents the home page as it will appear when all functions are placed into production. Since the manager and data entry functions are not yet in production, all users will currently see only the General User links when accessing the ORPS GUI.

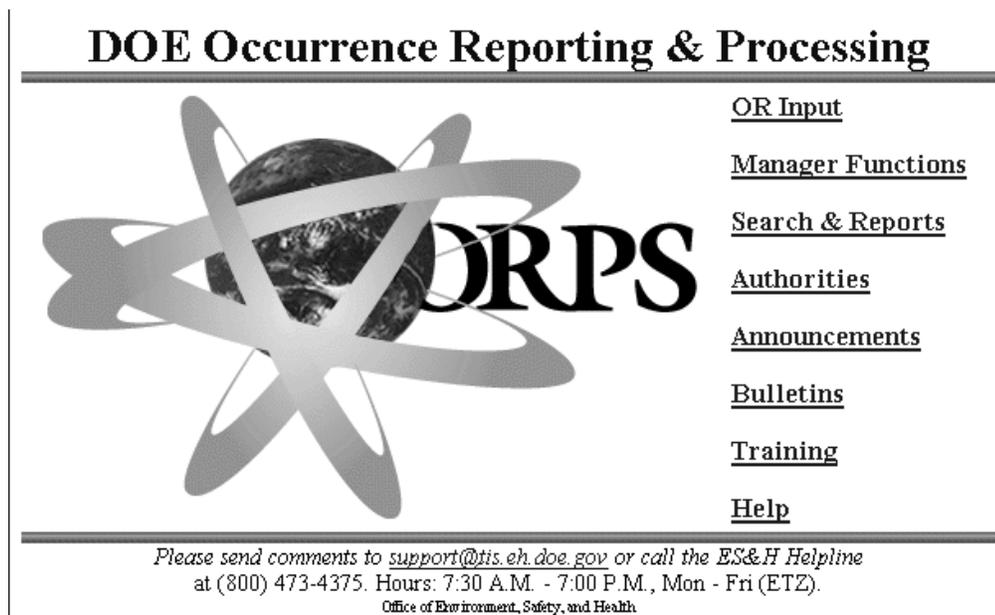


Figure 1 - The ORPS GU home page.

- **OR Input** - (Found only for Facility Managers/Designees/Administrators.) This hyperlink temporarily exits the ORPS GUI database and directly accesses the ORPS Data Entry system. You will be presented with a “log on” box and will be required to log on with your ORPS Data Entry user-id and password. Once you have logged on, the **ORPS DATA ENTRY** home page appears, which includes a link back to the **ORPS GUI**.

- **Manager Functions** - (*Found only for Facility Managers, Facility Representatives, Program Managers and Designees/Administrators.*) This link takes you to the **ORPS MANAGER OR SEARCH & REPORTS** page. This page is customized for Manager functions to allow for search, report, and update capabilities for reports from facilities under the user's jurisdiction.
- **Search & Reports** - This hyperlink takes you to the **ORPS OR SEARCH & REPORTS** page. The ORPS GUI search and report functions for the ORPS database are initiated from this page.
- **Authorities** - This hyperlink takes you to the **ORPS AUTHORITY SEARCH & REPORTS** page. Searches and report generation for submittal authority and sign-off authority information are initiated from this page.
- **Announcements** - This hyperlink takes you to the **ORPS ANNOUNCEMENTS** page, from which you can read the announcements relative to the ORPS GUI and the Occurrence Reporting and Processing Program.
- **Bulletins** - This hyperlink takes you to the **ORPS BULLETINS/PUBLICATIONS** page, from which you can search the ORPS Bulletins or hyperlink to the individual issues.
- **Training** - This hyperlink takes you to the **TRAINING MATERIALS** page. From there, you can access instructional resources.
- **Help** - This hyperlink takes you to the **TABLE OF CONTENTS** page for the ORPS GUI help files and resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in the *ORPS GUI Help Features and ORPS Authorities Options* section.

NOTE



ORPS Home, **Search & Reports**, **Authorities**, and **Help** hyperlinks are found at the bottom of most pages within the ORPS GUI.