

ORPS GUI

Basic Report Techniques



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Introduction

Purpose of the Course

This course focuses on introducing 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 have been established. In addition, you will learn how to print a report or save it to disk, and how to cut ORPS Reports distribution data and paste it into a spreadsheet application to create more sophisticated “graphical” reports.

Objectives

After completing this course, you will be able to perform the following activities:

- ▶ Access the **ORPS OR SEARCH & REPORTS** control panel and explain each of the **REPORTS** elements
- ▶ Discuss the ten different report types available from the ORPS GUI
- ▶ Use either a new and unnamed search profile or a saved search profile to create and print selected reports
- ▶ “Copy” distribution report data and “paste” it into a spreadsheet for the creation of a graphics report

Basic Report Information

The ORPS OR Search and Reports Control Panel

Search and report operations are initiated from the **ORPS OR SEARCH & REPORTS** Control Panel **Figure 1**). To access the control panel, click on the **SEARCH & REPORTS** link from the **ORPS GU** home page. The **ORPS OR SEARCH & REPORTS** page functions as a control panel by allowing you to select search criteria and report options, as well as other selections that help you further refine your query. For the purposes of this section, we focus specifically on the **REPORTS** section located on the right side of the page.

ORPS OR Search & Reports

ORPS contains 37655 OR(s) with 39881 occurrences(s) as of 04/14/1998 16:00.

OR Search Criteria		Reports
<input type="button" value="New"/>	Entire DB ALO 1997 Final Chicago Ops 1996 Off-Normal Kaiser-Hill 1997 Off-Normal Richland 1996 Unusual	OR List Subject Summary User Defined Distributions
<input type="button" value="Edit"/>		10 items/page
<input type="button" value="Delete"/>		<input type="button" value="Prepare report"/>
<input type="button" value="Save"/> as		<input type="button" value="Display criteria"/>
from DB as of	to DB as of	<input type="button" value="Count ORs"/>
<input checked="" type="radio"/> Earliest entry	<input checked="" type="radio"/> Now	<input type="button" value="Reset form"/>
<input type="radio"/> Last Login	<input type="radio"/> Last Login	
<input type="radio"/> Saved criteria "from"	<input type="radio"/> Saved criteria "to"	
<input type="radio"/>	<input type="radio"/>	
mm/dd/yyyy hh:mm	04/14/1998 16:15	
	<input type="checkbox"/> UCNI	
	<input checked="" type="checkbox"/> Cancelled	
	<input type="checkbox"/> USEC	

[ORPS Home](#) [Search & Reports](#) [Authorities](#) [Help](#)

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Figure 1 - The ORPS OR SEARCH AND REPORTS page.

NOTE



Most pages in the ORPS GUI contain a **Search & Reports** link that will return you to the **ORPS OR SEARCH & REPORTS** page. Use this link from any page to quickly return to this location.

Before you can create a report you must establish a search profile. This can be done by:

- creating a *new* search profile,
- selecting a saved search profile, or
- editing a saved search profile.

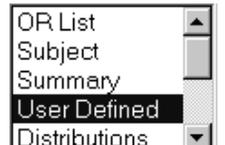


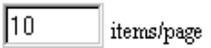
Information on creating a basic search profile is covered in the **ORPS GUI Basic Search Techniques** section.

Once you have established the search profile, many different types of reports can be created. The report you create will use the occurrence reports selected with your specified search profile.

ORPS Reports Elements

The **REPORTS** section of the **ORPS OR SEARCH & REPORTS** control panel contains six elements: a selection box, an edit box, and four command buttons. Each element is outlined in the following table.

Control Panel Element	Function
	The REPORTS list allows you to select one of 10 different types of reports. Note that multiple selections are not permitted.

Control Panel Element	Function
	<p>The ITEMS/PAGE edit box allows you to specify how many ORs to display per browser page when the report is generated. The default is set at 10. (Note that the number specified here does not apply when preparing Distributions, Graphics, or OR Download reports.) After printing the number of specified items, a link at the bottom of the page will allow you to print additional items. The link will look something like Display 11 through 20?.</p> <p> WARNING</p> <p>Changing this number to 0 will return all selected ORs on one browser page. You should change this number to 0 if you plan to print all the selected OR report information at one time. However, be cautious when changing this number to 0. Depending on the number of records selected and the particular hardware and software configuration, your browser may “overload,” resulting in a failure of the report to generate properly.</p>
	<p>The PREPARE command button prepares and displays the report selected in the REPORTS list, based on the selected search profile. Note that only one report type at a time may be prepared.</p>
	<p>The DISPLAY command button displays the ORPS DISPLAY SEARCH CRITERIA page that contains the criteria for the selected search profile (see Figure 2).</p> <p>Information on creating a basic search profile is covered in the ORPS GUI Basic Search Techniques section.</p> <p> NOTE</p> <p>You can view the search criteria built from your search profile. Click the DISPLAY button to display your search criteria. Printing this search criteria and attaching it to your printed occurrence report may be helpful to re-create or refine the search for this and other reports in the future.</p>
	<p>The COUNT command button indicates the OR count based on the current search profile. This count is shown at the <i>top</i> of the ORPS OR SEARCH & REPORTS page (see Figure 3).</p>
	<p>The RESET command button resets all selections made on the control panel to the values that existed when the page was last created.</p>

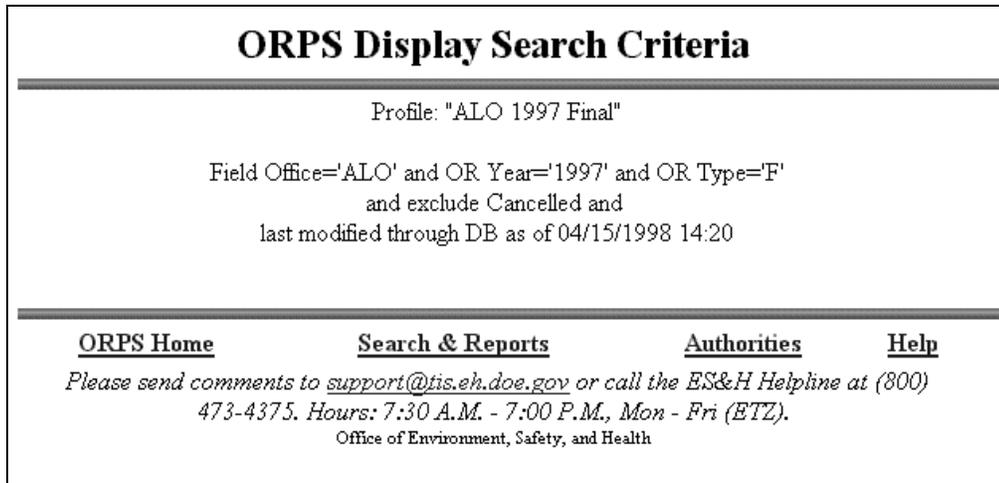


Figure 2 - An example of the ORPS DISPLAY SEARCH CRITERIA page.

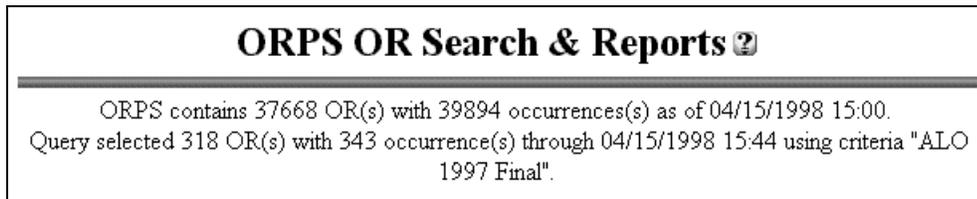


Figure 3 - An example of the ORPS OR count.

Understanding How Saved Exclusions May Affect Your Report

Exclusions are discussed in detail in both the *ORPS GUI Basic Search Techniques* section and the *Advanced ORPS Search and Reports Techniques* section. However, for the purposes of this course, it is important that you understand how exclusions (which are saved with a search profile) are treated when you generate a report. The following discussion should help clarify this.

The exclusions that were in effect at the time the profile was saved (e.g., excluding UCNI and excluding Canceled) are saved with the profile. However, the exclusions that are marked on the **ORPS OR SEARCH & REPORTS** control panel at the time the report is generated are the exclusions that are actually used to create the report. For example, if a profile was saved with UCNI and Canceled both excluded and later a report is generated using that profile but with only the default Canceled checked, UCNI will not be excluded. Essentially, changes made to the control panel values override the saved profile values. If you have forgotten what exclusions were included with the saved profile, simply select the profile and click the **EDIT** criteria command button. The exclusions that were saved will be

shown on the **ORPS OR SEARCH CRITERIA** page. Note the exclusions and then backup to the previous page and mark the appropriate exclusions.

It is also important to note that, when you first enter the **ORPS OR SEARCH & REPORTS** page, **FROM DB AS OF** and **TO DB AS OF** automatically default to **Earliest Entry** and **Now**, respectively, regardless of what was saved with a particular search profile. If you want to use the original dates saved with your profile you must click the **Saved criteria “from”** and **Saved criteria “to”** radio buttons.

You must also be aware that the **Screen** function allows you to exclude (or include) specific records. Information about the specific records you choose to exclude (or include) is stored with the search profile, and the records are excluded (or included), as appropriate, when the report is generated. To determine the specific records that were excluded (or included), select the search profile and then click **EDIT**. Use the vertical scrollbar to scroll to the bottom of the page and click **SCREEN**. The original selections will be displayed (and can be modified if desired). Remember that changes you make here (i.e., you deselect an excluded record) will only be saved if the profile is resaved, either with a new name or the same name.

Explanation of Report Types

ORPS report types, along with a description of each report, are listed in the following table. Sample reports are included in Appendix A. (The third column in the table indicates the page number of each sample report).

NOTE



For each report, the top of the report page provides information on the number of occurrence reports returned by the query and the name of the search profile used to create the report. Note also that each report can be printed or saved to disk. Occurrence reports in each of the ORPS Reports are sorted by **OR Number**.

Types of ORPS Reports		
Report Type	Description	Page Number of Sample Report
OR List Report	This report provides a list, by OR Number and OR Title/Subject , of all occurrence reports returned as a result of your search profile.	Page A-1
Subject Report	<p>This report provides the OR Title/Subject, Number of Occurrences, OR Number, Facility Name, Occurrence Category, OR Type, Discovery Date, and the date of the most recent report (Report Date).</p> <p>NOTE Detailed instructions on creating a Subject report are provided in the section titled <i>Creating Selected Reports</i> on Page 11.</p>	Page A-2
Summary Report	This report provides the same information as the Subject Report , plus approximately the first characters of the Occurrence narrative and approximately the first 620 characters of the Cause narrative.	Page A-3

Types of ORPS Reports		
Report Type	Description	Page Number of Sample Report
User Defined Report	<p>This report allows the user to develop a custom report of specified data fields. There are no restrictions on the data fields or the number of items within the report. Data fields are selected with check boxes, and edit boxes are provided for the user to enter a report title and specify the order in which data fields are to be presented in the report.</p> <p>NOTE  Detailed instructions on creating a User Defined report are provided in the section titled <i>Creating Selected Reports</i> on Page 13.</p>	Page A-4
Distributions	<p>Selected occurrence reports may be distributed based on one or more of the following data fields: Program Office, Field Office, Area Office, Facility, Contractor, Direct Cause, Contributing Cause, Root Cause, Discovery Year/Quarter, Occurrence Category, Nature of Occurrence, Activity Category, Facility Function, or OR Type. Selected fields are represented in a table format.</p> <p>NOTE  An ORPS DISTRIBUTION REPORT distributes records by taking the results of your search profile and separating them into the category or categories you specify.</p> <p>NOTE  Detailed instructions on creating a Distribution report are provided in the section titled <i>Creating Selected Reports</i> on Page 16.</p>	Page A-5

Types of ORPS Reports		
Report Type	Description	Page Number of Sample Report
Graphics	<p>Selected occurrence reports may be <i>graphically</i> distributed based on one or more of the following data fields: Program Office, Field Office, Area Office, Facility, Contractor, Direct Cause, Contributing Cause, Root Cause, Discover Year/Quarter, Occurrence Category, Nature of Occurrence, Activity Category, Facility Function, or OR Type. Selected fields are represented graphically (i.e., a bar chart).</p> <p>NOTE  Detailed instructions for creating a Graphics report are provided in the section titled <i>Creating Selected Reports</i> on Page 21.</p>	Page A-7
Generic Lag Report	<p>This report shows the OR number, the category of the occurrence, and the lag time between user-selected occurrence dates. The lag is calculated from the dates selected. The dates are: Discover, Categorization, DOE Oral Notification, Notification, Initial Update, Latest Update, Facility Manager Sign off, Facility Representative Sign off, Program Manager Sign off, and Final dates.</p> <p>NOTE  Detailed instructions on creating a Generic Lag report are provided in the section titled <i>Creating Selected Reports</i> on Page 27.</p>	Page A-8

Types of ORPS Reports		
Report Type	Description	Page Number of Sample Report
OR Status Report	<p>This report provides information about the status of selected reports, excluding signed Final Reports. This report lists the same information as the SUBJECT REPORT, with the addition of the signature status of prefinal reports. Also, this report includes a Cumulative Summary Statistics table at the end of each page that indicates the status of prefinal reports (i.e., if they are awaiting FR or PM signature or are rejected), and the number of Notification and Update Reports. Note that this Cumulative Summary Statistics table is updated as additional pages of the report are displayed.</p>	Page A-9
CA Status Report	<p>This report provides information about the status of selected Final Reports that have open corrective actions. The report includes all of the fields listed in the SUBJECT REPORT. In addition, the report displays the description of open corrective actions, the target date for completion, and, if any, the justification for a change to a corrective action target date. In addition, the bottom of the report lists the number of Final Reports with open corrective actions.</p>	Page A-10
OR Download Report	<p>This report option allows you to download the entire text of selected occurrence reports from the ORPS database into an ASCII text file. This file can then be imported into another software application for further manipulation.</p> <p>NOTE  Detailed instructions on creating an OR Download report are provided in the section titled <i>Creating Selected Reports</i> on Page 29.</p>	N/A

Creating Selected Reports

General Information for Creating Selected Reports

Once you have established a search profile many different types of reports can be created. The report you choose to create will use the occurrence reports selected with your specified search profile. In this section we will demonstrate how to create six different reports. The procedure for creating the remainder of the reports is the same as that for the **Subject Report**. Reports included here are:

- Subject Report
- User Defined Report
- Distribution Report
- Graphic Reports
- Generic Lag Report
- OR Download Report



NOTE All reports in this section were created using the following search profile, titled **Chicago Ops 1996 Off-Normal**:

Field Office='CH' and OR Year='1996' and Occurrence Category='O'
and exclude UCNI and exclude Canceled and
last modified through DB as of 02/28/97 24:00

Subject Report

To create a Subject report, first select a search profile (**Chicago Ops 1996 Off-Normal** in this example) from the **OR SEARCH CRITERIA** selection box. Next, select **Subject** from the **REPORTS** selection box. Change the **ITEMS/PAGE** edit box to **0** (so that all selected ORs will be presented on one browser page and you won't have to individually print each page of the report).



WARNING Be cautious when changing the **ITEM/PAGE** to 0. Depending on the number of records selected and the particular hardware and software configuration, your browser may “overload,” resulting in a failure of the report to generate properly.

Finally, click the **PREPARE** report command button. You should see a page similar to that displayed in **Figure 4**.

ORPS Subject Report			
ORPS contains 37673 OR(s) with 39899 occurrences(s) as of 04/16/1998 08:00. Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 08:35 using criteria "Chicago Ops 1996 Off-Normal".			
OR Title/Subject	# Occur.	OR Number / Facility Name	Category / OR Type
1) <u>Electric tube furnace explosion near miss</u>	1	CH--AMES-AMES-1996-0002 Ames Laboratory (BOP)	Off-Normal Final
2) <u>Failure of water still results in leak.</u>	1	CH--GOCH-NBL-1996-0001 New Brunswick Laboratory (BOP)	Off-Normal Notification
3) <u>RF System Maintenance Validation Failure</u>	1	CH-AA-ANLE-ANLEAPS-1996-0001 Advanced Photon Source	Off-Normal Final

Figure 4 - An example of an **ORPS SUBJECT REPORT**.

To print the report, simply choose **Print** from the **FILE** menu. You will see a **PRINT** dialog box (see **Figure 5**). Click the **ALL** radio button, and then click the **OK** command button. The entire Subject Report should then be output to your printer.

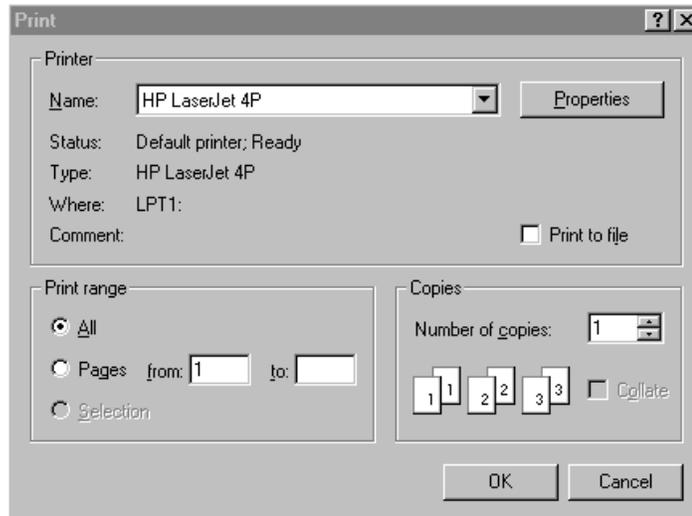


Figure 5 - The **PRINT** dialog box.

User Defined Report

To create a User Defined report, first select a search profile (**Chicago Ops 1996 Off-Normal** in this example) from the **OR SEARCH CRITERIA** selection box. Next, select **User Defined** from the **REPORTS** selection box. Change the **ITEMS/PAGE** edit box to **0** (so that all selected ORs will be presented on one browser page and you won't have to individually print each page of the report). Finally, click the **PREPARE** report command button. You should see a page similar to that displayed in **Figure 6**.

ORPS User Defined Report

ORPS contains 37673 OR(s) with 39899 occurrences(s) as of 04/16/1998 08:00.
 Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 08:44 using criteria
 "Chicago Ops 1996 Off-Normal".

Enter an optional title:
 Select items in the list below, or enter item numbers in the order desired:

User Defined Report Items		
<input checked="" type="checkbox"/> 1. Facility Name	<input type="checkbox"/> 15. Discovery	<input type="checkbox"/> 29. FM Evaluation
<input type="checkbox"/> 2. Facility Function	<input type="checkbox"/> 16. Categorization	<input type="checkbox"/> 30. Further Evaluation
<input type="checkbox"/> 3. Site/Organization	<input type="checkbox"/> 17. DOE Oral Notification	<input type="checkbox"/> 31. Corrective Actions
<input type="checkbox"/> 4. Facility Manager	<input type="checkbox"/> 18. Other Notification	<input type="checkbox"/> 32. Impact on ES&H
<input type="checkbox"/> 5. Originator	<input checked="" type="checkbox"/> 19. OR Title/Subject	<input type="checkbox"/> 33. Impact on Program
<input type="checkbox"/> 6. Report Status	<input type="checkbox"/> 20. Nature of Occurrence	<input type="checkbox"/> 34. Impact on Codes/Std's
<input checked="" type="checkbox"/> 7. Report Date/Time	<input type="checkbox"/> 21. Occurrence Narrative	<input type="checkbox"/> 35. Lessons Learned
<input checked="" type="checkbox"/> 8. Occurrence Category	<input type="checkbox"/> 22. Operating Conditions	<input type="checkbox"/> 36. Similar ORs
<input type="checkbox"/> 9. Number of Occurrences	<input type="checkbox"/> 23. Activity Category	<input type="checkbox"/> 37. User Field #1
<input type="checkbox"/> 10. Project or Division	<input type="checkbox"/> 24. Immediate Actions	<input type="checkbox"/> 38. User Field #2
<input type="checkbox"/> 11. Program Office	<input type="checkbox"/> 25. Direct Cause	<input type="checkbox"/> 39. FR Comments
<input type="checkbox"/> 12. System/Bldg/Equip	<input type="checkbox"/> 26. Contributing Cause	<input type="checkbox"/> 40. PM Comments
<input type="checkbox"/> 13. UCNI	<input type="checkbox"/> 27. Root Cause	<input type="checkbox"/> 41. Signatures
<input type="checkbox"/> 14. Plant Area	<input type="checkbox"/> 28. Cause Narrative	

Figure 6 - The ORPS GUI **USER DEFINED REPORT ITEMS** page.

Type a report title in the **ENTER AN OPTIONAL TITLE** edit box and select the data fields you want to include in your report. For our title we will type **Sample User Defined Report**

and select the following data fields: **1. Facility Name, 7. Report Date/Time, 8. Occurrence Category, and 19. OR Title/Subject.**

NOTE



The occurrence report number is, by default, always included in a User Defined report. Therefore, it does not appear in the list of report items.

NOTE

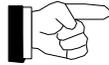


Entries are not required in the edit boxes. If no report title is entered, the report is prepared with an “untitled” header. If no entries are made in the **ORDER DESIRED** edit box, items will be displayed in the numerical order from the list. If entries *are* made in the **ORDER DESIRED** edit box, this will override any selection made by using the check boxes to select items. For example, if we entered **1, 19, 8, 7** in the **ORDER DESIRED** edit box, the **User Defined Report** would list the items in the following order:

- Facility Name
- OR Title/Subject
- Occurrence Category
- Report Date/Time

If we used the check boxes to select **1. Facility Name, 2. Facility Function, 3. Site/Organization, and 4. Facility Manager** and then typed **3, 2, 1** in the **ORDER DESIRED** edit box, the report would not list the Facility Manager, and the other items would be listed in the report in the order typed in the box.

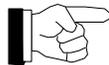
NOTE



You may need to use your vertical scroll bar to see all of the **User Defined Report** items. There are currently 41 data fields from which to choose.

Once you have selected the data fields you want included in your report, click the **PREPARE** command button. You should see a page similar to that displayed in **Figure 7**.

NOTE



Your report may take a few minutes to generate (watch the status line in your browser to see what is happening). Please be patient!

ORPS User Defined Report

ORPS contains 37675 OR(s) with 39901 occurrences(s) as of 04/16/1998 11:00.
Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 08:44 using criteria
"Chicago Ops 1996 Off-Normal".

Sample User Defined Report

1) **OR Number:** CH--AMES-AMES-1996-0002

Facility Name: Ames Laboratory (BOP)

Report Dates:

Notification	05/23/96	1519 (MTZ)
Initial Update	07/01/96	1340 (MTZ)
Latest Update	07/01/96	1412 (MTZ)
Final	07/15/96	1047 (MTZ)

Occurrence Category: Off-Normal

OR Title/Subject: Electric tube furnace explosion near miss

2) **OR Number:** CH--GOCH-NBL-1996-0001

Facility Name: New Brunswick Laboratory (BOP)

Report Dates:

Notification	03/25/96	1149 (MTZ)
Initial Update		
Latest Update		
Final		

Occurrence Category: Off-Normal

OR Title/Subject: Failure of water still results in leak.

Figure 7 - An example of an ORPS USER DEFINED REPORT.

To print the report, follow the printing directions given for the **Subject Report** (see **Page 12**).

Distribution Reports

To create a Distribution report, first select a search profile (**Chicago Ops 1996 Off-Normal** in this example) from the **OR SEARCH CRITERIA** selection box. Next, select **Distributions** from the **REPORTS** selection box. Leave the **ITEMS/PAGE** at the default setting of 10. Finally, click the **PREPARE** report command button. You should see a page similar to that displayed in **Figure 8**.

ORPS Distribution Reports

ORPS contains 37675 OR(s) with 39901 occurrences(s) as of 04/16/1998 11:00.
Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 11:54 using criteria
"Chicago Ops 1996 Off-Normal".

Distribution Reports		
<input type="checkbox"/> Program Office	<input type="checkbox"/> Direct Cause	<input type="checkbox"/> Occurrence Category
<input type="checkbox"/> Field Office	<input type="checkbox"/> Contributing Cause	<input type="checkbox"/> Nature of Occurrence
<input type="checkbox"/> Area Office	<input type="checkbox"/> Root Cause	<input type="checkbox"/> Activity Category
<input type="checkbox"/> Facility	<input type="checkbox"/> Discovery Yr/Qtr	<input type="checkbox"/> Facility Function
<input type="checkbox"/> Contractor		<input type="checkbox"/> OR Type

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Figure 8 - The ORPS DISTRIBUTION REPORTS page.

Select the item or items on which you wish to distribute (we will choose **Activity Category**) and click the **PREPARE** command button. You should see a page similar to that displayed in **Figure 9**.

ORPS Distribution Reports			
Distribution by Activity Category			
Code	Activity Category	Occurrence Count	Report Count
01	Construction	21	21
02	Maintenance	29	25
03	Normal Operations	89	84
04	Startup	6	6
05	Shutdown	6	6
06	Facility/System/Equipment Testing	2	2
07	Training	1	1
08	Transportation	3	3
10	Inspection/Monitoring	6	6
11	Facility Decontamination/Decommissioning	1	1
	Total	164	155
	<u>Graph</u>	<u>Data</u>	

Figure 9 - An example of an ORPS DISTRIBUTION REPORT by Activity Category.

Note that the bottom of the **Distribution Report** contains two hyperlinks: **Graph** and **Data**. The **Graph** link will display the same information presented in the Distribution Report but in a graphical (bar-chart) format. To incorporate a graph into a document click on the graph with the right mouse button and select **Save Image As** from the menu. Saving the graph as a GIF file will allow you to insert it as a picture into a Word document or Excel spreadsheet. (See the **Graphics Reports** section for more details on this graphical presentation.) The **Data** link presents the information in a format that is easy to “copy” and “paste” into a spreadsheet application (e.g., Excel) to create additional (and possibly more sophisticated) graphics reports (see the section on **Using Distribution Data to Create Your Own Graphics** on **Page 36**). This tabular data includes the number of reports for each of the major categories in the distribution, along with the category identification.

To print the report, follow the printing directions given for the **Subject Report** (see **Page 12**).

Additional Information

Report descriptions, based on selected distribution fields, are listed below:

- ▶ **Program Office, Field Office, Area Office, Facility, and Contractor** : Choosing any of these distribution fields will return a table (with both [Graph](#) and [Data](#) hyperlinks) that lists, by code, the distribution of selected occurrence reports. Within the table a code description is provided (e.g., for the Contractor code “AMES” the description is “Ames Laboratory”). In addition, the table contains the count of occurrences and reports for each code (see **Figure 10**).

ORPS Distribution Reports			
Distribution by Contractor			
Code	Contractor	Occurrence Count	Report Count
AMES	Ames Laboratory	1	1
ANLE	Argonne National Laboratory - East	42	37
ANLW	Argonne National Laboratory - West	34	34
BNL	Brookhaven National Laboratory	75	71
FNAL	FERMI National Accelerator Lab.	4	4
GOCH	Chicago Operations	1	1
NREL	National Renewable Energy Laboratory	3	3
PPPL	Princeton Plasma Physics Laboratory	4	4
Total		164	155

[Graph](#) [Data](#)

Figure 10 - An ORPS DISTRIBUTION REPORT by Contractor. Note that the table contains the Contractor code as well as a code description (name of the Contractor).

- ▶ **Direct Cause, Contributing Cause, Root Cause, and Nature of Occurrence**: Choosing any of these distribution fields will return a table (with both [Graph](#) and [Data](#) hyperlinks) that lists, by causal factor code or subcode or nature of occurrence code or subcode, the distribution of selected occurrence reports. Within the table a code description is provided (e.g., for the **Direct Cause** code “1” the description is “Equipment/Material Problem.” For the **Direct Cause** subcode “1A” the description is “Defective or Failed Part”). In addition, the table contains the count of occurrences and reports for each code. Note that subtotals are provided for each main code category (see **Figure 11**).



If you choose to display the same data graphically by selecting the **Graph** hyperlink, the subcode information is not included. This is also true if you choose to display the data with the **Data** hyperlink.

ORPS Distribution Reports			
Distribution by Direct Cause			
Code	Direct Cause	Occurrence Count	Report Count
-	(none specified)		
--	(none specified)	3	3
	<i>Subtotal</i>	3	3
1	<i>EQUIPMENT/MATERIAL PROBLEM</i>		
1A	Defective or Failed Part	32	29
1B	Defective or Failed Material	10	6
1D	Error by Manufacturer in Shipping or Marking	1	1
1F	Contaminant	7	7
1G	End of Life Failure	1	1
	<i>Subtotal</i>	51	44

Figure 11 - An **ORPS DISTRIBUTION REPORT** by **Direct Cause**. Note that the table contains the Cause code as well as a code description (**Direct Cause** description).



Because a single occurrence may have three separate contributing cause factors or nature of occurrences, an occurrence report could potentially be counted a maximum of three times.

- **Discovery Year/Quarter:** Choosing this distribution field will return a table (with both **Graph** and **Data** hyperlinks) that lists, by discovery year and quarter, the distribution of selected occurrence reports. This page displays a count for each quarter, a total of quarters for each year, and totals for all years by quarter and year (see **Figure 12**).

ORPS Distribution Reports										
Distribution by Discovery Year/Quarter										
Year	Jan-Mar		Apr-Jun		Jul-Sep		Oct-Dec		Total	
	#Occ	#Rpt	#Occ	#Rpt	#Occ	#Rpt	#Occ	#Rpt	#Occ	#Rpt
1995	0	0	0	0	5	1	2	2	7	3
1996	39	39	32	28	45	45	41	40	157	152
Total	39	39	32	28	50	46	43	42	164	155

[Graph](#)
[Data](#)

Figure 12 - An ORPS DISTRIBUTION REPORT by Discovery Year/Quarter.

- **Occurrence Category, Activity Category, Facility Function, and OR Type:**
 Choosing any of these distribution fields will return a table (with both [Graph](#) and [Data](#) hyperlinks) that lists, by code, the distribution of selected occurrence reports. Within the table a code description is provided (e.g., for the **Facility Function** code "02" the description is "SNM Storage"). In addition, the table contains the count of occurrences and reports for each code (see **Figure 13**).

ORPS Distribution Reports			
Distribution by Facility Function			
Code	Facility Function	Occurrence Count	Report Count
02	SNM Storage	1	1
05	Uranium Conversion/Processing and Handling	6	6
06	Irradiated Fissile Material Storage	7	7
09	Tritium Activities	2	2
11	Environmental Restoration Operations	1	1
12	Category "A" Reactors	18	18
13	Category "B" Reactors	5	5
14	Solar Activities	3	3
16	Accelerators	15	15
99	Balance-of-Plant	106	97
	Total	164	155

[Graph](#)
[Data](#)

Figure 13 - An ORPS DISTRIBUTION REPORT by Facility Function. Note that the table contains the **Facility Function** code as well as a code description (**Facility Function** description).

Graphics Reports

To create a **Graphics Report**, first select a search profile (**Chicago Ops 1996 Off-Normal** in this example) from the **OR SEARCH CRITERIA** selection box. Next, select **Graphics** from the **REPORTS** selection box. Leave the **ITEMS/PAGE** edit box at the default setting of 10. Finally, click the **PREPARE** report command button. You should see a page similar to that displayed in **Figure 14**.

ORPS Graphic Reports

ORPS contains 37676 OR(s) with 39902 occurrences(s) as of 04/16/1998 14:00.
Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 14:43 using criteria
"Chicago Ops 1996 Off-Normal".

Distribution Reports		
<input type="checkbox"/> Program Office	<input type="checkbox"/> Direct Cause	<input type="checkbox"/> Occurrence Category
<input type="checkbox"/> Field Office	<input type="checkbox"/> Contributing Cause	<input type="checkbox"/> Nature of Occurrence
<input type="checkbox"/> Area Office	<input type="checkbox"/> Root Cause	<input type="checkbox"/> Activity Category
<input type="checkbox"/> Facility	<input type="checkbox"/> Discovery Yr/Qtr	<input type="checkbox"/> Facility Function
<input type="checkbox"/> Contractor		<input type="checkbox"/> OR Type

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Figure 14 - The ORPS GRAPHIC REPORTS page.

Select the item or items on which you wish to distribute (we will choose **Facility Function**) and click the **PREPARE** command button. You should see a page similar to that displayed in **Figure 15**.

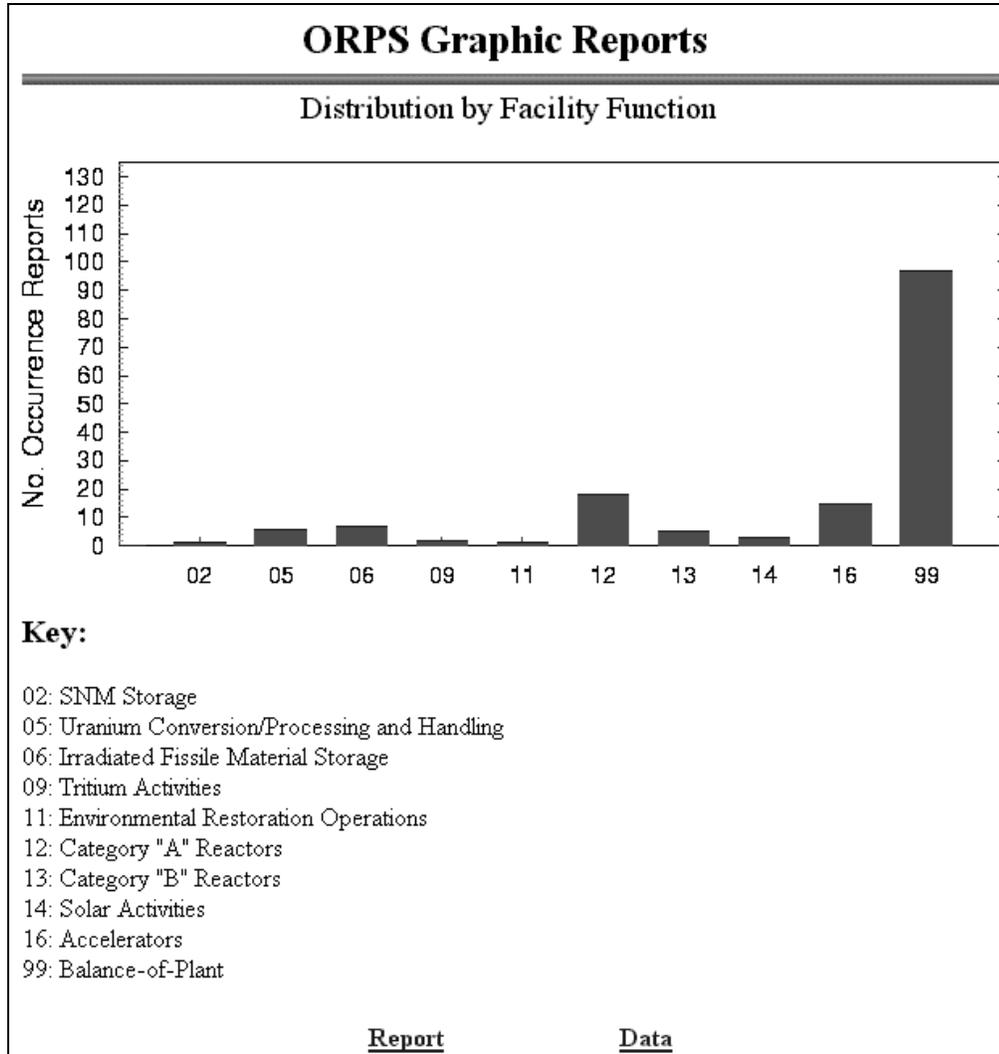


Figure 15 - An example of an **ORPS GRAPHIC REPORT** by **Facility Function**.

Note that the bottom of the **Graphics Report** contains two hyperlinks: **Report** and **Data**. The **Report** link will take the information displayed in the bar chart and create a **Distribution Report**. (See the **Distribution Reports** section for more details on these distributions.) The **Data** link presents the information in a format that is easy to “copy” and “paste” into a spreadsheet application (e.g., Excel) to create additional (and possibly more sophisticated) graphics reports (see the section on **Using Distribution Data to Create Your Own Graphics** on **Page 36**). This tabular data includes the number of occurrences for each of the major categories in the distribution, along with the categor identification.

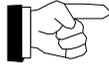
To print the report, follow the printing directions given for the **Subject Report** (see **Page 12**).

Additional Information

Report descriptions, based on selected distribution fields, are listed below:

- ▶ **Program Office, Field Office, Area Office, Facility, and Contractor:** Choosing any of these distribution fields will return a graph (with both **Report** and **Data** hyperlinks) that displays the number of reports on the y-axis and the code on the x-axis. The key provided at the bottom of the graph translates that code to a description (e.g., a graph showing the distribution of occurrence reports by facility includes a key that indicates that the facility code “AGS” is the “Alternating Gradient Synchrotron” facility).

NOTE



At the present time, the number of bars that can be displayed is limited to 38. If the number of entries for the x-axis exceeds the limit, only the first 38 entries will be displayed.

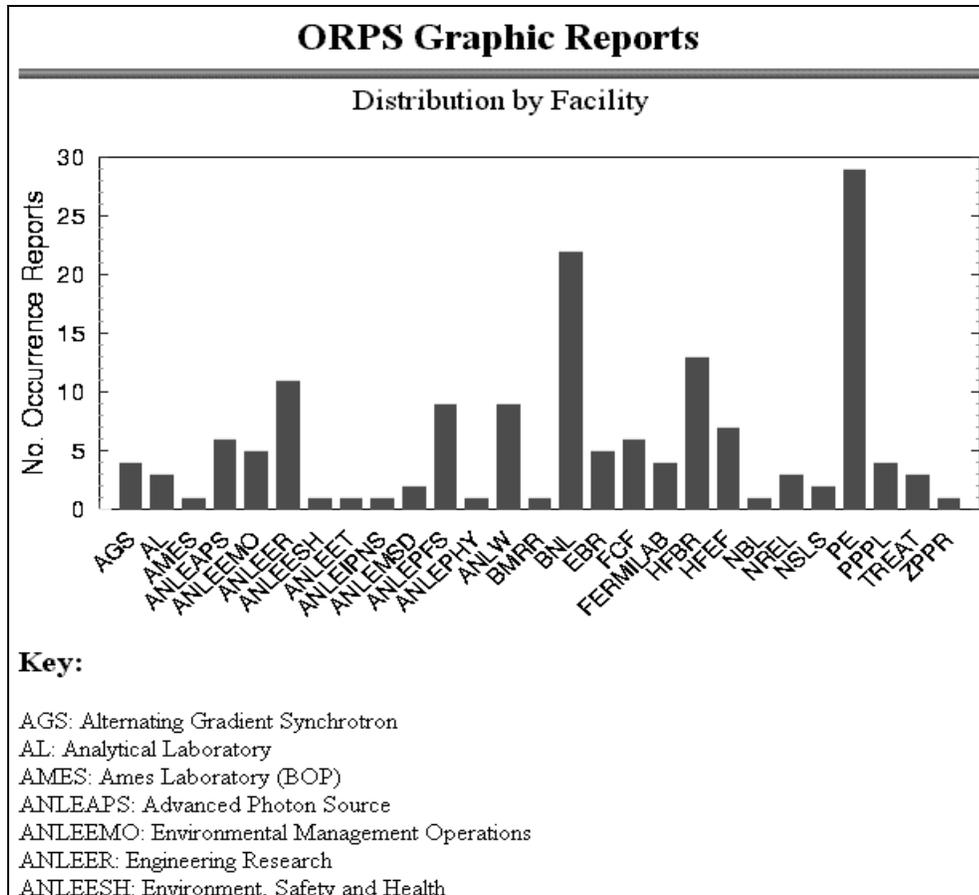


Figure 16 - An ORPS GRAPHIC REPORT by Facility. Note that the key at the bottom translates the facility code to a facility description.

- ▶ **Direct Cause, Contributing Cause, Root Cause, and Nature of Occurrence:**
 Choosing any of these distribution fields will return a graph (with both **Report** and **Data** hyperlinks) that displays the number of reports on the y-axis and the code on the x-axis. The key provided at the bottom of the graph translates that code to a description (e.g., a graph showing the distribution of occurrence reports by **Direct Cause** includes a key that indicates that the **Direct Cause** code “1” is an “Equipment/Material” Problem).



NOTE Subcode information for these fields (e.g., “1A” is a subcode of “1” and equates to “Defective or Failed Part”) is not included in a Graphics report. This is also true if you link to **Data**. If you need subcode information, you will need to link to **Report**.

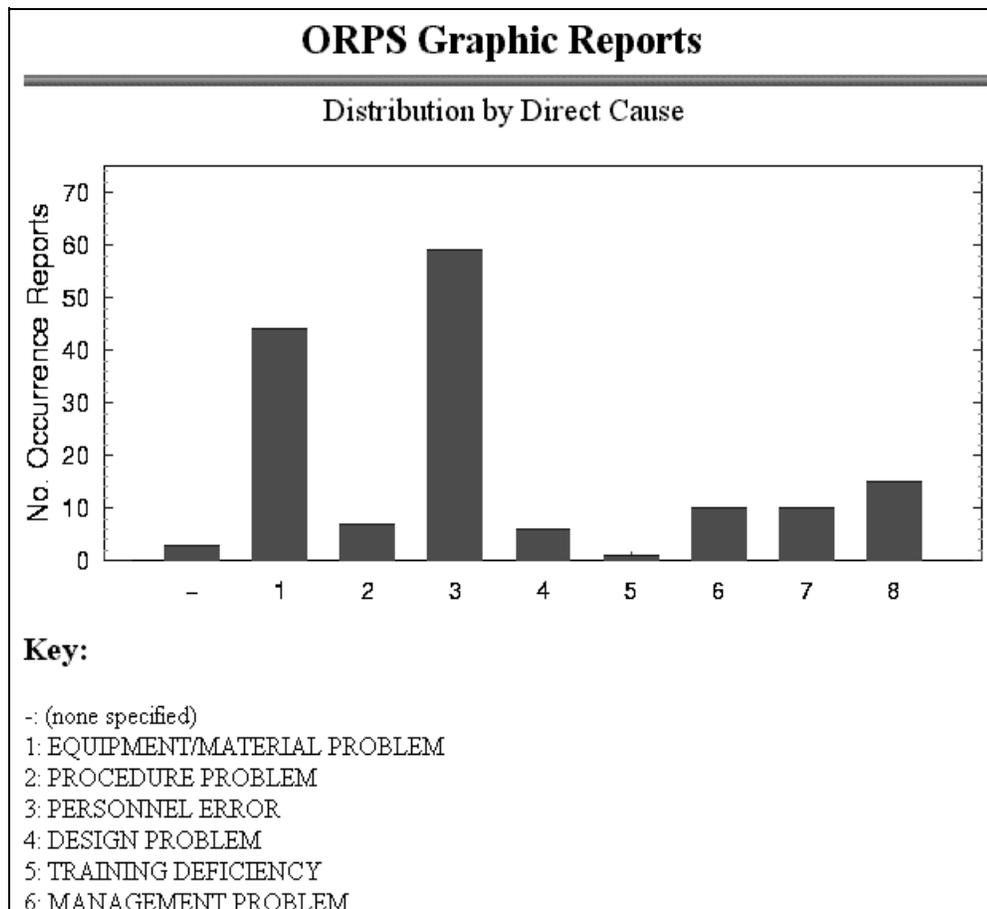


Figure 17 - An ORPS GRAPHIC REPORT by Direct Cause. Note that the key at the bottom translates the Direct Cause code to a Direct Cause description.

- ▶ **Discovery Year/Quarter:** Choosing this distribution field will return a graph (with both **Report** and **Data** hyperlinks) that displays the number of reports on the y-axis and the year and quarter on the x-axis.

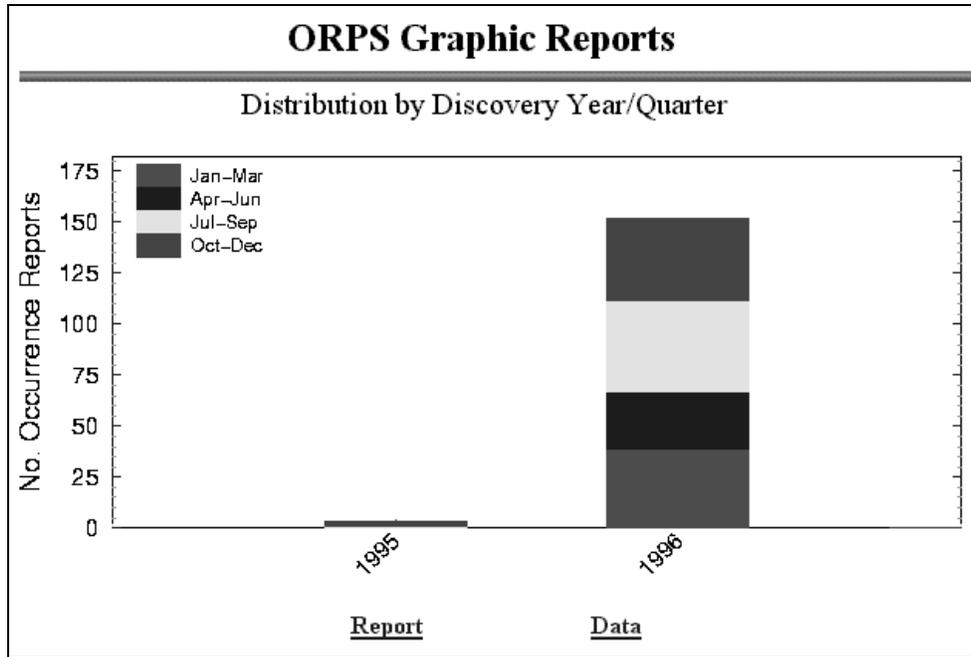


Figure 18 - An ORPS GRAPHIC REPORT by Discovery Year/Quarter.



On this **Graphic Report**, the bars correspond to the years, while the quarters are represented by different colors.

- **Occurrence Category, Activity Category, Facility Function, and OR Type:**
 Choosing any of these distribution fields will return a graph (with both **Report** and **Data** hyperlinks) that displays the number of reports on the y-axis and the code on the x-axis. The key provided at the bottom of the graph translates that code to a description (e.g., a graph showing the distribution of occurrence reports by **Activity Category** includes a key that indicates that the **Activity Category** code “01” is “Construction”).

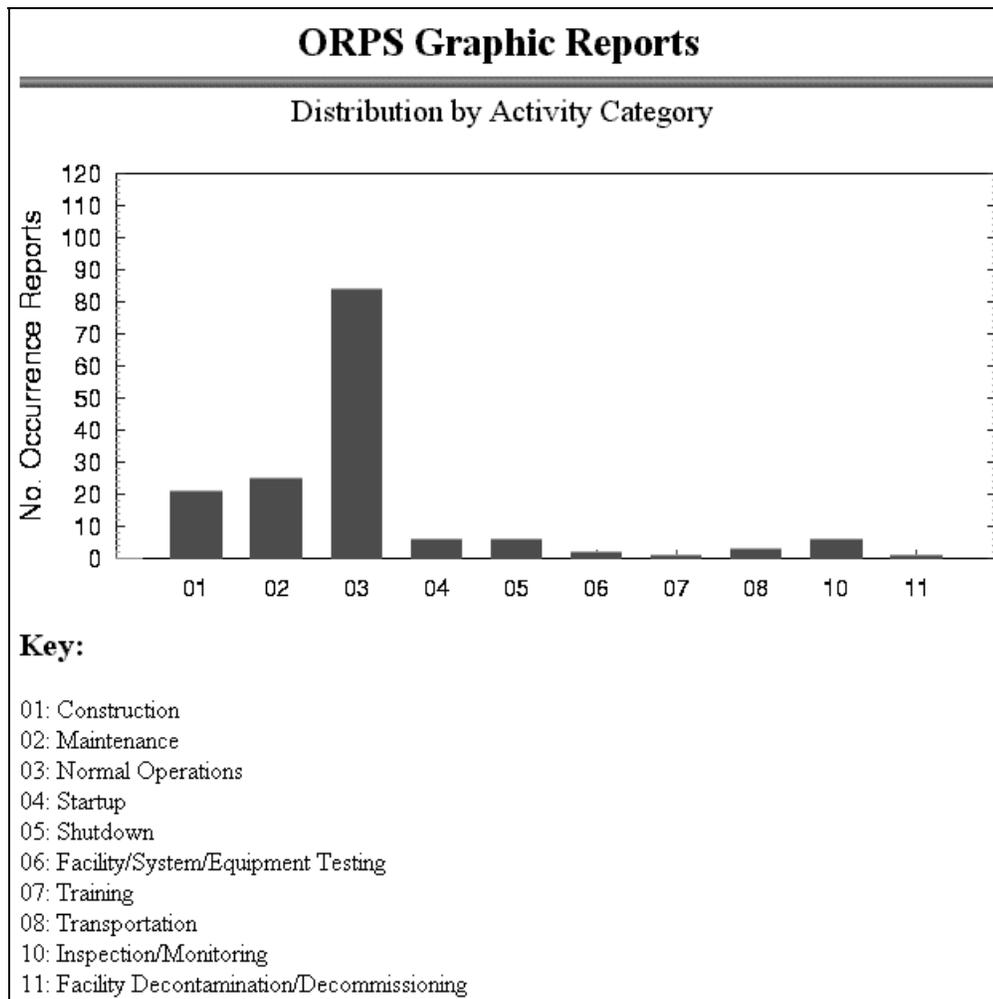


Figure 19 - An ORPS GRAPHIC REPORT by Activity Category. Note that the key at the bottom translates the Activity code to an Activity description.

Generic Lag Reports

To create a **Generic Lag Report**, first select a search profile (**Chicago Ops 1996 Off-Normal** in this example) from the **OR SEARCH CRITERIA** selection box. Next, select **Generic Lag** from the **REPORTS** selection box. Change the **ITEMS/PAGE** edit box to **0** (so that all selected ORs will be presented on one browser page and you won't have to individually print each page of the report). Finally, click the **PREPARE** report command button. You should see a page similar to that displayed in **Figure 20**.

ORPS Generic Lag Report

ORPS contains 37679 OR(s) with 39906 occurrences(s) as of 04/16/1998 16:00.
Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 16:07 using criteria
"Chicago Ops 1996 Off-Normal".

From	To
<input checked="" type="radio"/> Discovery	<input type="radio"/> Discovery
<input type="radio"/> Categorization	<input type="radio"/> Categorization
<input type="radio"/> DOE Oral Notification	<input type="radio"/> DOE Oral Notification
<input type="radio"/> Notification	<input type="radio"/> Notification
<input type="radio"/> Initial Update	<input type="radio"/> Initial Update
<input type="radio"/> Latest Update	<input type="radio"/> Latest Update
<input type="radio"/> FM Signoff	<input type="radio"/> FM Signoff
<input type="radio"/> FR Signoff	<input type="radio"/> FR Signoff
<input type="radio"/> PM Signoff	<input type="radio"/> PM Signoff
<input type="radio"/> Final	<input checked="" type="radio"/> Final

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Figure 20 - The **ORPS GENERIC LAG REPORT** page.

Select a **FROM** date (we will choose **Discover**) and a **TO** date (we will choose **Notification**). Then, click the **PREPARE** command button. You should see a page similar to that displayed in **Figure 21**.



The lag will be calculated from the dates you choose. Note that if both dates have an associated time, the lag will be calculated in days and hours. If one or both dates do not have an associated time, the lag will be shown in day only. It is also important to note that if you select the *same* **From** and **To** date (e.g., **Discover** to **Discover**), the calculated lag will be zero. Typically you would not want to choose a **To** date that is earlier than the **From** date; however, if you do (e.g., **Categorization** to **Discover**), the calculated lag will be negative.



For the **ORPS Generic Lag Report**, the **Final Date** and the **PM Sign off Date** are, theoretically, the same date. In the ORPS GUI, however, these two dates are separate fields. The **Final Date** has an associated time, while the **PM Sign off Date** is a date only (no associated time). Therefore, lag reports generated with these two fields may vary slightly due to rounding.

ORPS Generic Lag Report					
ORPS contains 37679 OR(s) with 39906 occurrences(s) as of 04/16/1998 16:00. Query selected 155 OR(s) with 164 occurrence(s) through 04/16/1998 16:07 using criteria "Chicago Ops 1996 Off-Normal".					
from Discovery to Notification					
	OR Number	Category	From	To	Lag
1	CH--AMES-AMES-1996-0002	Off-Normal	05/22/96	05/23/96	1d 05h
2	CH--GOCH-NBL-1996-0001	Off-Normal	03/22/96	03/25/96	3d 02h
3	CH-AA-ANLE-ANLEAPS-1996-0001	Off-Normal	02/29/96	03/01/96	1d 01h
4	CH-AA-ANLE-ANLEAPS-1996-0002	Off-Normal	03/05/96	03/08/96	3d 05h
5	CH-AA-ANLE-ANLEAPS-1996-0003	Off-Normal	04/23/96	04/24/96	23h
6	CH-AA-ANLE-ANLEAPS-1996-0004	Off-Normal	09/06/96	09/06/96	05h
7	CH-AA-ANLE-ANLEAPS-1996-0005	Off-Normal	10/23/96	10/25/96	2d 05h
8	CH-AA-ANLE-ANLEAPS-1996-0006	Off-Normal	11/11/96	11/13/96	2d 01h
9	CH-AA-ANLE-ANLEEMO-1996-0001	Off-Normal	01/16/96	01/23/96	7d 02h
10	CH-AA-ANLE-ANLEEMO-1996-0002	Off-Normal	04/17/96	04/19/96	2d 04h

[Display 11 through 20?](#)

Figure 21 - An example of an **ORPS GENERIC LAG REPORT**, showing the lag from **Discovery Date** to **Notification Date**.

To print the report, follow the printing directions given for the **Subject Report** (see **Page 12**).

OR Download Report

The **OR Download Report** is a bit different than the others. It allows you to download the entire text of the selected occurrence reports from the ORPS database into an ASCII text file. This file can then be taken into other software applications for further manipulation.

To create an **OR Download Report**, first select a search profile (**Chicago Ops 1996 Off-Normal** in this example) from the **OR SEARCH CRITERIA** selection box. Next, select **OR Download** from the **REPORTS** selection box. Leave the **ITEMS/PAGE** at 10 (the default). Finally, click the **PREPARE** report command button. If you are using Netscape, the **UNKNOWN FILE TYPE** dialog box will appear (see **Figure 22**). (If you are using another browser, a similar process will occur.)

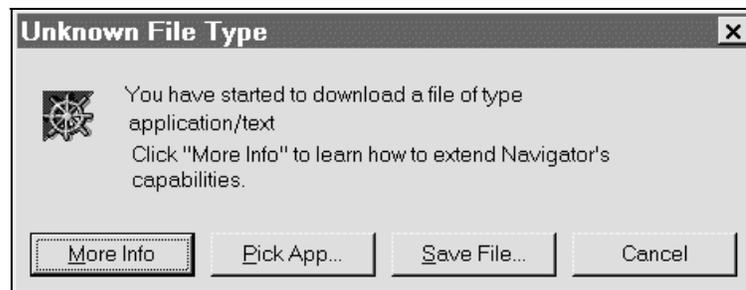


Figure 22 - UNKNOWN FILE TYPE dialog box.

Click the **SAVE FILE** command button. You will then see a **SAVE AS** dialog box (see **Figure 23**).

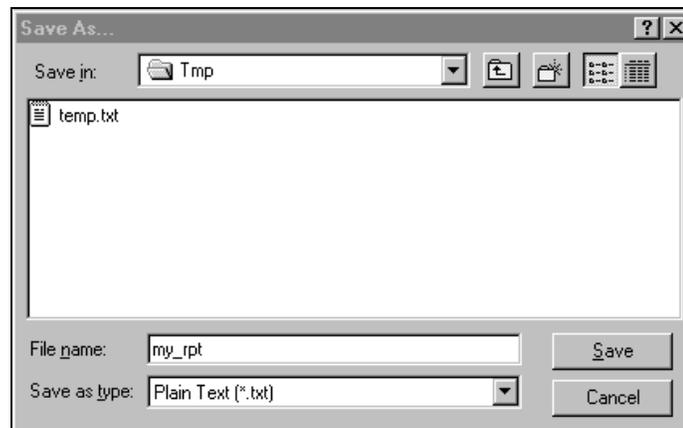


Figure 23 - The **SAVE AS** dialog box.

Change to the desired directory (use the **SAVE IN** selection box to do this) and type a file name in the **FILE NAME** edit box (we will use **my_rpt**). Also, change the **SAVE AS TYPE** selection box to **Plain Text (*.txt)**. Finally, click the **SAVE** command button.

Your **OR Download Report** will be saved in the specified directory with a file name of **my_rpt.txt**.

Problems You May Encounter When Creating a Report

It will be useful for you to be aware of some problems that you may encounter when creating reports. These issues are addressed below.

- ▶ **You may get a “SERVER ERROR” message or an “ORPS Error” message after selecting a report from the ORPS OR SEARCH AND REPORTS page.**

You may be trying to create a report based upon the entire database (this is the default **OR SEARCH CRITERIA** selection when you first enter the **ORPS OR SEARCH AND REPORTS** page). Note that only **Distributions** or **Graphics** are allowed with the reserved search profile **Entire DB**.

- ▶ **A displayed occurrence report may be incomplete and a “Transfer Interrupted” message may be displayed.**

The transfer of an occurrence report from the server to your screen may be interrupted by clicking on the **STOP** button. If you interrupt the transfer of an occurrence report from the server, the report will be incomplete and the displayed report will contain the “Transfer Interrupted” message. This incomplete copy of the report may be saved in the browser’s cache memory and displayed incompletely during future retrievals. If you see the “Transfer Interrupted” message, simply click the browser’s **RELOAD** button to load a new and complete copy of the report from the server.

- ▶ **You may get a “Data Missing” error message while trying to print a report.**

The “Data Missing” error typically occurs when you attempt to print a report before the browser has finished loading it. Allow the document to load fully (watch the browser’s status line to see when it is complete) before attempting to print the report.

- ▶ **You may get a “Read Only” message when attempting to open a saved report or OR Download report.**

The “Read Only” message will be displayed if you attempt to open your report before it is completely saved and the browser has closed the file. Watch the status line in your browser and only open the file after the status line indicates the save is complete.

▶ **Only the header of the ORPS report prints.**

If the full ORPS report displays on the screen, but only the header prints, try reloading the current page (click the **RELOAD** button) and then print it again.

▶ **A saved file is not in the correct format.**

The response of the browser when a report is saved to disk using the **FILE, Save As** feature will vary depending on the type of browser you are using as well as the *version* of your particular browser. The **SAVE AS TYPE** box will not always accurately define the file type. In most cases, however, if a file is saved using the appropriate extension in the file name (e.g., **.txt** for an ASCII or text file and **.htm** for an HTML file) the file will save correctly regardless of the selection in the **SAVE AS TYPE** box. Note that whenever you run an **OR DOWNLOAD** report it is *always* saved as ASCII text regardless of the file extension you type or select.

▶ **A file type of plain text (*.txt) is not shown as a choice in the SAVE AS TYPE box.**

Some browsers determine the file types available in the **SAVE AS TYPE** selection box based on the file types already existing in the destination directory. If a plain text type is not available, select **All Files (*.*)** and include the **.txt** extension with the file name. This should ensure the file is saved in the ASCII text format.

▶ **A system error occurs when generating a report.**

You may be attempting to generate a report file that is larger than what your computer system can handle. For most reports, the number of records returned for each browser page is controlled by an entry in the **ITEMS/PAGE** edit box on the **ORPS OR SEARCH AND REPORTS** control panel. If the number is increased beyond the default of 10 items, or if the page length is unrestricted by entering a **0** in the box, the resulting file size may exceed the limits of your hardware or software configuration, resulting in a system error. The maximum number of records that can successfully be retrieved depends on the type of report being generated as well as your particular hardware and software configurations.

Creating a Report with the ORPS GUI

TUTORIAL

1. Make sure that a set of occurrence reports has been selected for the ORPS report you wish to create. You may select a set of occurrence reports by creating a new search profile, selecting a saved search profile, or editing a saved search profile.
2. Select the report you wish to generate from the **REPORTS** selection box on the **ORPS OR SEARCH AND REPORTS** control panel
3. If you plan to print the report and do not wish to print each page individually, change the **ITEMS/PAGE** edit box to **0**. *Note that this step is not necessary if you are preparing a Graphics, Distribution, or OR Download report.*
4. Click the **PREPARE** report command button. Unless your report is one of those discussed in step 5, it will be displayed on the screen and you may skip steps 5 and 6.
5. For these report types, do the following:
 - ▶ If you selected a **User Defined** report, you will need to enter a report title and select the data fields you want to include in your report. You can also use the **ORDER DESIRED** edit box to specify the *order* in which you want the selected data fields to appear. Remember that the occurrence report number is, by default, always included in a User Defined report
 - ▶ If you selected a **Distributions** report, you will need to select the item(s) (data fields) on which you wish to distribute.
 - ▶ If you selected a **Graphics** report, you will need to select the item(s) (data fields) on which you wish to distribute.
 - ▶ If you selected a **Generic Lag** report, you will need to select a From date and a To date.
6. Click the **PREPARE** command button. Your report will be displayed on the screen.

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Use the search profile titled **ALO 1997 Final** to create a User Defined report that contains the following items: **Facility Name, Occurrence Category, OR Title/Subject, and Root Cause**. Title your report **Albuquerque Operations 1997 Final Reports** and indicate that you want the fields ordered in your report as follows: **Facility Name, OR Title/Subject, Occurrence Category, Root Cause**.
2. Use the search profile titled **Richland 1996 Unusual** to create a **Distribution** report that is distributed on **Activity Category**. Display this same report in a graphical format.



HINT

To display a distribution report in a graphical format, select the **Graph** hyperlink.

3. Use the search profile titled **Kaiser-Hill 1997 Off-Normal** to create a Generic Lag Report. Show the lag from **DOE Oral Notification** to **Notification**.
4. How many ORs are returned by the **Kaiser-Hill 1997 Off-Normal** search profile

Exercise 2

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Use the search profile titled **Richland 1996 Unusual** to create a **Graphics** report that is distributed on **Facility Function**. Display this same report in a table format.



HINT

To display a graphics report in a table format, select the **Report** hyperlink.

2. Use the search profile titled **Kaiser-Hill 1997 Off-Normal** to create a Generic Lag Report. Show the lag from **Discover** to **Notification**.
3. Use the search profile titled **ALO 1997 Final** to create a User Defined report that contains the following items: **Facility Name, Facility Function, OR Title/Subject, and Nature of Occurrence**. Title your report **Albuquerque Operations 1997 Final Reports** and indicate that you want the fields ordered in your report as follows: **OR Title/Subject, Facility Name, Facility Function, and Nature of Occurrence..**
4. Display the search criteria associated with the **Richland 1995 Unusual** search profile.

Exercise 3

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Use the search profile titled **Kaiser-Hill 1997 Off-Normal** to create a Generic Lag Report. Show the lag from **Categorization** to **Notification**.
2. Use the search profile titled **ALO 1997 Final** to create a User Defined report that contains the following items: **Facility Name, Report Date/Time, OR Title/Subject, and OR Narrative**. Title your report **Albuquerque Operations 1997 Final Reports** and indicate that you want the fields ordered in your report as follows: **Report Date/Time, OR Title/Subject, OR Narrative, Facility Name**.
3. Use the search profile titled **Richland 1996 Unusual** to create a **Distribution** report that is distributed on **Root Cause**. Display this same report in a graphical format. Explain how the information contained in the two reports is different



To display a distribution report in a graphical format, select the **Graph** hyperlink.

4. How many ORs are returned by the **ALO 1997 Final** search profile

Using Distribution Data to Create Your Own Graphics

As stated earlier, the [Graph](#) hyperlink at the bottom of an **ORPS DISTRIBUTION REPORTS** page displays your data in bar-chart format. There may be times, however, when you would like to create additional chart formats to display the same data, or you may want to combine data to create a chart. The [Data](#) hyperlink at the bottom of the **ORPS DISTRIBUTION REPORTS** page can be useful for doing this. When you select this link, it presents your data in a format that can be “copied” and “pasted” into a spreadsheet software package (e.g. Excel, Lotus, etc.).

The procedure is simple. Once you create a distribution report, your data will be displayed in an attractive table like the one in **Figure 24**. **Figure 24** shows a typical **ORPS Distribution Report by Activity Category**.

ORPS Distribution Reports			
Distribution by Activity Category			
Code	Activity Category	Occurrence Count	Report Count
01	Construction	2	2
02	Maintenance	2	2
03	Normal Operations	15	15
10	Inspection/Monitoring	2	2
11	Facility Decontamination/Decommissioning	3	3
Total		24	24

[Graph](#) [Data](#)

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Figure 24 - An example of an **ORPS DISTRIBUTION REPORT** distributed by **Activity Category**.

To display the data in “raw” form, select the [Data](#) link at the bottom of the page. The data will be displayed as shown in **Figure 25**. Once displayed, you can click and drag the mouse over the data to highlight (or select) it.

1	2	Construction
2	2	Maintenance
3	15	Normal Operations
4	2	Inspection/Monitoring
5	3	Facility Decontamination/Decommissioning

Figure 25 - An example of how the ORPS GUI displays “raw” data that you have selected.

Then, select **Copy** from the Netscape **EDIT** menu to copy the data to the clipboard. Switch to the spreadsheet where the copied data will be pasted. In our example, we will use Microsoft Excel, version 7.0, as the spreadsheet application. (Note that the operation from this point will vary depending upon the specific spreadsheet application and version used.)

From the spreadsheet page, select the upper-left cell of the area where the data will be pasted. Select **Paste** from the Excel **EDIT** menu.

As you can see in **Figure 26**, each row of the data pastes into one cell as text. In other words, Cell A1 below contains “**1 2 Construction**” and interprets it as text. In order to calculate on the numbers or to chart them, you need to separate the data into three columns and interpret the first two as numbers. This is called “parsing.” Parsing data using Excel is accomplished by the **Text Wizard**.

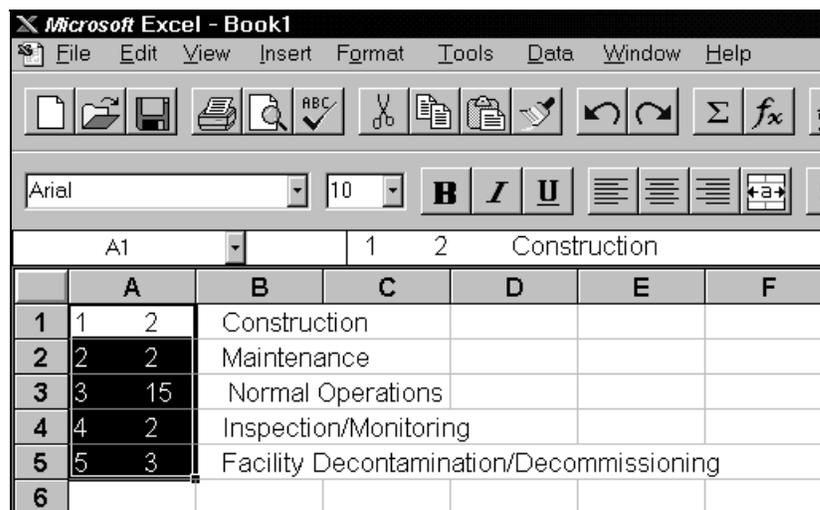


Figure 26 - “Pasting” the raw data to your spreadsheet application.



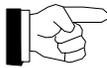
TERMINOLOGY

Parse Data

Parsing the data means that it must be broken down into components with an explanation of each component

In this example, the pasted data needs to be broken down into separate columns and then interpreted as numbers, text, or dates.

NOTE



The copy, paste, and parse procedures may vary depending upon the application being used. For more information about these procedures, refer to that spreadsheet application's documentation.

The Microsoft Excel **Text Wizard** is a series of dialog boxes that guide you through the steps required to specify how you want the text to be distributed (or interpreted) across the columns (i.e., numbers, text, or dates). To parse data, select the range of cells to be converted.



WARNING

The range can be many rows tall, but no more than one column wide because all the data falls into one column. (In the example, the range would be A1 to A5.)

With the range selected, choose **Text To Columns** from the **DATA** menu. The **Text Wizard** opens (see **Figure 27**) and shows your data at the bottom of the dialog box. At the top, you can specify what format the data is in. (When copying data from the ORPS GUI, it works best if you select Fixed Width.)

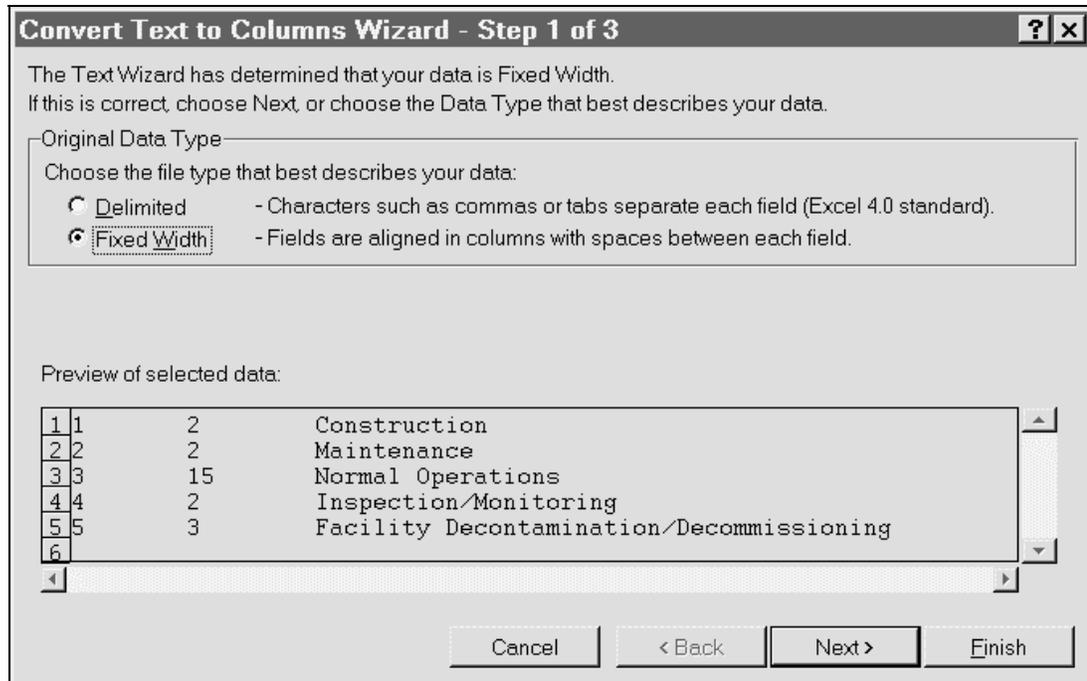


Figure 27 - Microsoft Excel's **Text Wizard**.

Once **Fixed Width** is selected, click the **NEXT** command button. The next screen (see **Figure 28**) shows the suggested placement for column breaks. You can set or modify the column widths (or column breaks) here with break lines.

- To **CREATE** a break line, click the mouse at the desired position;
- To **DELETE** a break line, double-click the undesired line;
- To **MOVE** a break line, click and drag it to the desired position.

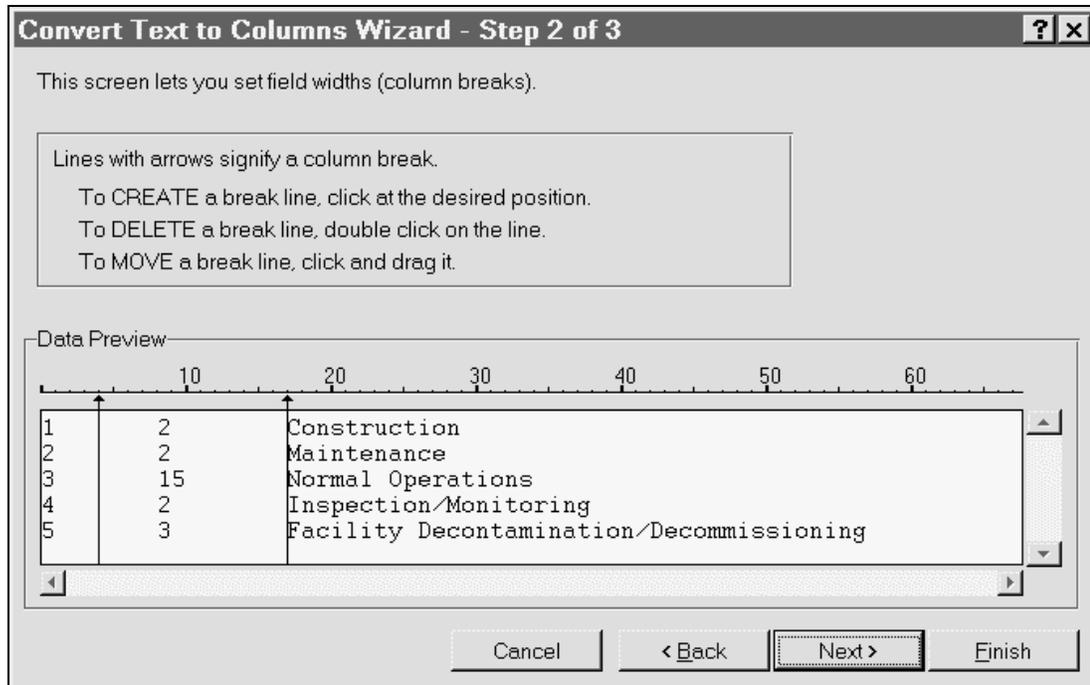


Figure 28 - TextWizard's suggested placement for column breaks.

Once the break lines are positioned correctly, click the **NEXT** button to progress to the next screen as shown in **Figure 29**. From here, you can select each column and set the Data Format (i.e., general, text, date, or delete the column). For example, in the figure below, the first column can be skipped or deleted since it is only line numbering. The next two columns can be left as “general.” Once the data formats are selected, click the **FINISH** button to return to the spreadsheet.



“General” converts numeric values to numbers, date values to dates, and all remaining values to text. It is important that numeric values be interpreted as numbers in order to chart them or perform calculations on them.

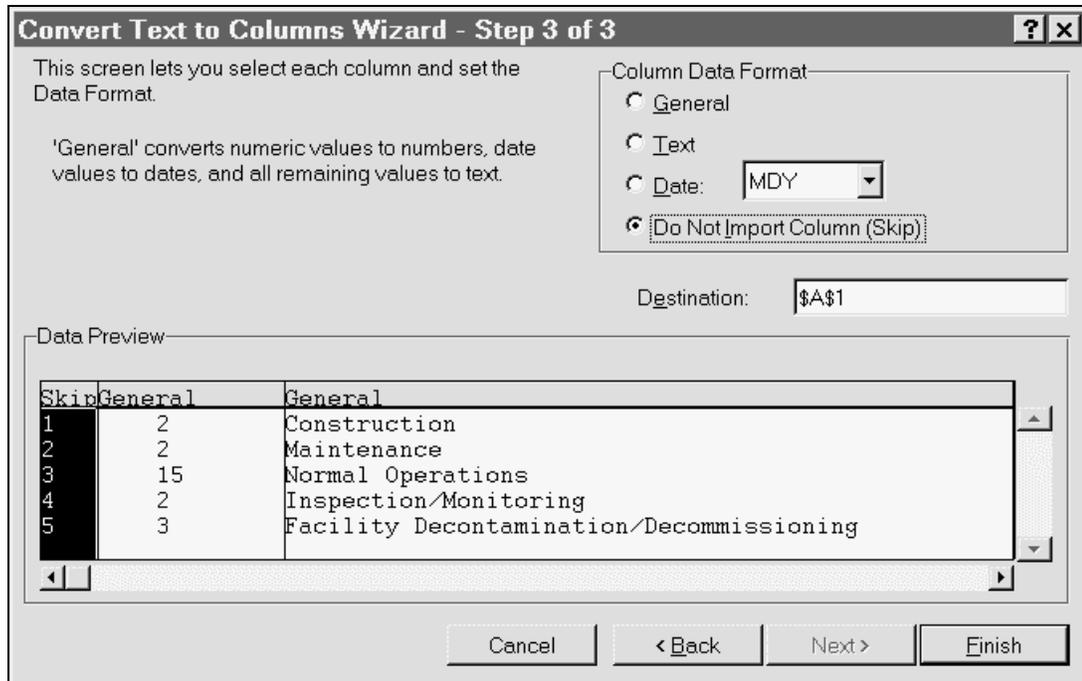


Figure 29 - The TextWizard screen where you select each column and set the data format.

Continuing with our example, the data should now be displayed as in **Figure 30** with each cell separated. Now that the data is separated, it is ready to be plotted into the preferred chart format.

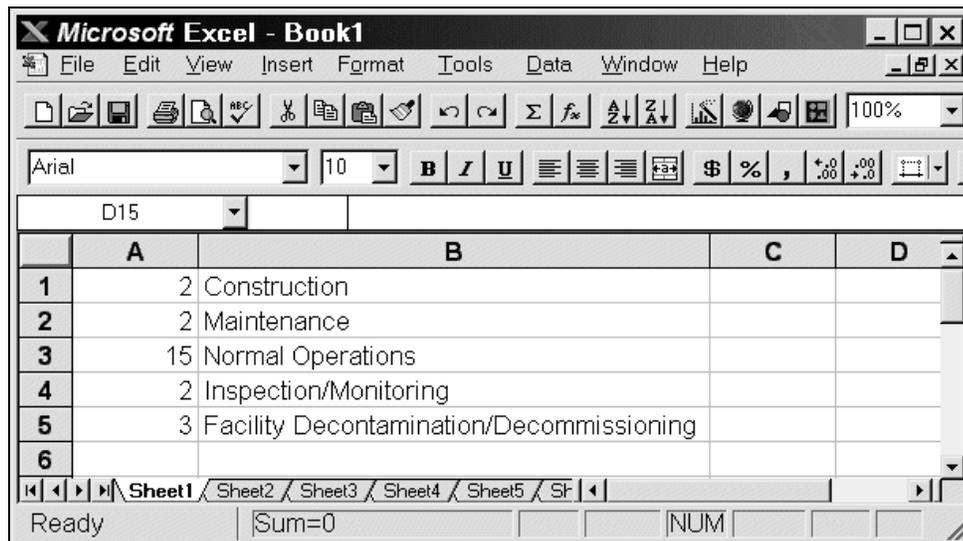


Figure 30 - An example of “parsed” data—each cell is separated.

If you are using Microsoft Excel (as in our example), you will have one additional step that other spreadsheet software applications may not require. Since Excel needs the x axis text to the left of the y axis values in order to use the “chart wizard,” the above-displayed data must be moved (or swapped). In this case, the easiest way to accomplish this is to select (highlight) the values in Column A, and then drag them into Column C so that they appear adjacent (but to the right of) the labels in Column B. (Column B will appear to be truncated; but if desired, you can change the column width to display all the words.) The data is now ready for creating various types of charts using the procedure that you normally use with Microsoft Excel.

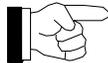


TUTORIAL

Using ORPS Reports Distribution Data to Create Your Own Graphics

1. Click the **Data** hyperlink at the bottom of the **DISTRIBUTION REPORT** page.
2. From the “raw” data display, click and drag over the data to select (or highlight) it.
3. Select **Copy** from the Netscape **EDIT** menu.
4. Switch to the spreadsheet application and select the upper-left cell of the area where the data will be pasted.
5. Select **Paste** from the application menu.
6. When pasted, each row of data will be placed into one cell as text. Therefore, it must be “parsed.” Parse the data into separate cells. (This procedure varies depending upon the specific spreadsheet application used.)
7. Once parsed, the data is ready to be plotted into your preferred chart format. (This procedure will also vary depending upon the specific spreadsheet application used.)

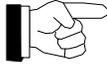
NOTE



If using Microsoft Excel, one additional step may be required after parsing, depending on the order in which the data is displayed. You may need to swap the data around so that the x axis text (labels) appear to the left of the y axis values in order to use the “chart wizard.”

Appendix A - Sample Reports

NOTE



All sample reports were created using the following search criteria:

Field Office='RFO' and OR Year='1995' and Occurrence Category='U'
and exclude UCNI and exclude Canceled and
last modified through DB as of 02/28/97 24:00

OR List Report

ORPS OR List

ORPS contains 37679 OR(s) with 39906 occurrences(s) as of 04/17/1998 09:00.
Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".

OR Number	OR Title/Subject
1) RFO--EGGR-371OPS-1995-0002	<u>#0019: During a daily Limiting Condition for Operation (LCO) surveillance, a portable SAAM lost air flow because of a failed pump.</u>
2) RFO--EGGR-371OPS-1995-0003	<u>#0055: Delta Point 11702, Supervisory Alarm was activated, reset, and continued to periodically alarm. No cause for the alarm identified.</u>
3) RFO--EGGR-371OPS-1995-0005	<u>#0064/Selective Alpha Air Monitor (SAAM) B38 Does Not Alarm Within The Required Timeframe and Fails the Monthly Surveillance</u>

Display 4 through 6?

ORPS Home	Search & Reports	Authorities	Help
---------------------------	--------------------------------------	-----------------------------	----------------------

*Please send comments to support@fis.eh.doe.gov or call the ES&H Helpline at (800) 473-4375.
Hours: 7:30 A.M. - 7:00 P.M., Mon - Fri (ETZ).*

Office of Environment, Safety, and Health

Elapsed time = 0.580000

Subject Report

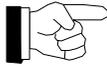
ORPS Subject Report			
ORPS contains 37679 OR(s) with 39906 occurrences(s) as of 04/17/1998 10:00. Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".			
OR Title/Subject			
# Occur.	OR Number / Facility Name	Category / OR Type	Discovery / Report Date
1) <u>#0019: During a daily Limiting Condition for Operation (LCO) surveillance, a portable SAAM lost air flow because of a failed pump.</u>			
1	RFO--EGGR-371OPS-1995-0002 371 Operations	Unusual Final	01/05/95 02/02/95
2) <u>#0055: Delta Point 11702, Supervisory Alarm was activated, reset, and continued to periodically alarm. No cause for the alarm identified.</u>			
1	RFO--EGGR-371OPS-1995-0003 371 Operations	Unusual Final	01/10/95 02/02/95
3) <u>#0064/Selective Alpha Air Monitor (SAAM) B38 Does Not Alarm Within The Required Timeframe and Fails the Monthly Surveillance</u>			
1	RFO--EGGR-371OPS-1995-0005 371 Operations	Unusual Final	01/11/95 02/02/95
<u>Display 4 through 6?</u>			
ORPS Home Search & Reports Authorities Help Please send comments to support@fis.eh.doe.gov or call the ES&H Helpline at (800) 473-4375. Hours: 7:30 A.M. - 7:00 P.M., Mon - Fri (ETZ). Office of Environment, Safety, and Health			
Elapsed time = 0.600000			

Summary Report

ORPS Summary Report			
ORPS contains 37679 OR(s) with 39906 occurrences(s) as of 04/17/1998 10:00. Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".			
OR Title/Subject			
# Occur.	OR Number / Facility Name	Category / OR Type	Discovery / Report Date
1) #0019: During a daily Limiting Condition for Operation (LCO) surveillance, a portable SAAM lost air flow because of a failed pump.			
1	RFO--EGGR-371OPS-1995-0002 371 Operations	Unusual Final	01/05/95 02/02/95
<i>Description of Occurrence (partial):</i>			
On Thursday, January 5, 1995, at approximately 0039 hours, Radiological Control Technicians (RCTs) notified the Radiological Control Supervisor and the Building 371 Shift Manager (SM) that a portable Selective Alpha Air Monitor (SAAM) in Room 2207 had failed the daily Limiting Condition for Operation (LCO) surveillance because of low air flow.			
The SM notified Radiation Instrumentation Technicians (RITs) who responded and determined that the SAAM had a defective vacuum pump.			
<i>Description of Cause (partial):</i>			
The direct derivation method was used to determine the direct and root causes for this incident.			
The direct and root causes of this occurrence were attributed to an equipment problem. The cause of the equipment failure was not immediately determined. Over an extended period of time, equipment components will fail through material degradation and age. A thorough evaluation of the failed SAAM is conducted by RITs and repairs are completed using an IWCP standard work package. In addition,			
<u>Display 2 through 2?</u>			

User-Defined Report

NOTE



The items selected for this User-Defined report were: **OR Title/Subject**, **Nature of Occurrence** and **Root Cause**.

ORPS User Defined Report	
ORPS contains 37680 OR(s) with 39908 occurrences(s) as of 04/17/1998 13:00. Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".	
Heading for Sample User-defined Report	
1) OR Number:	<u>RFO--EGGR-371OPS-1995-0002</u>
OR Title/Subject:	#0019: During a daily Limiting Condition for Operation (LCO) surveillance, a portable SAAM lost air flow because of a failed pump.
Nature of Occurrence:	01) Facility Condition G) Unsatisfactory Surveillance/Inspections
Root Cause:	1) EQUIPMENT/MATERIAL PROBLEM A) Defective or Failed Part
2) OR Number:	<u>RFO--EGGR-371OPS-1995-0003</u>
OR Title/Subject:	#0055: Delta Point 11702, Supervisory Alarm was activated, reset, and continued to periodically alarm. No cause for the alarm identified.
Nature of Occurrence:	01) Facility Condition E) Vital System/Component Degradation
Root Cause:	1) EQUIPMENT/MATERIAL PROBLEM A) Defective or Failed Part

Distribution Report

NOTE



For the report displayed below, the Occurrence Reports are distributed by **Contractor**.

ORPS Distribution Reports			
Distribution by Contractor			
Code	Contractor	Occurrence Count	Report Count
EGGR	EG&G Rocky Flats	284	284
KHLL	Kaiser-Hill Company, L.L.C.	144	144
WSIR	Wackenhut Services, Inc.	2	2
	Total	430	430

[Graph](#) [Data](#)

[ORPS Home](#) [Search & Reports](#) [Authorities](#) [Help](#)

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Hours: 7:30 A.M. - 7:00 P.M., Mon - Fri (ETZ).
Office of Environment, Safety, and Health*



For the report displayed below, the Occurrence Reports are distributed by **Activity Category**.

ORPS Distribution Reports			
Distribution by Activity Category			
Code	Activity Category	Occurrence Count	Report Count
01	Construction	1	1
02	Maintenance	9	9
03	Normal Operations	185	185
04	Startup	1	1
06	Facility/System/Equipment Testing	65	65
08	Transportation	1	1
10	Inspection/Monitoring	166	166
11	Facility Decontamination/Decommissioning	2	2
	Total	430	430

[Graph](#) [Data](#)

[ORPS Home](#) [Search & Reports](#) [Authorities](#) [Help](#)

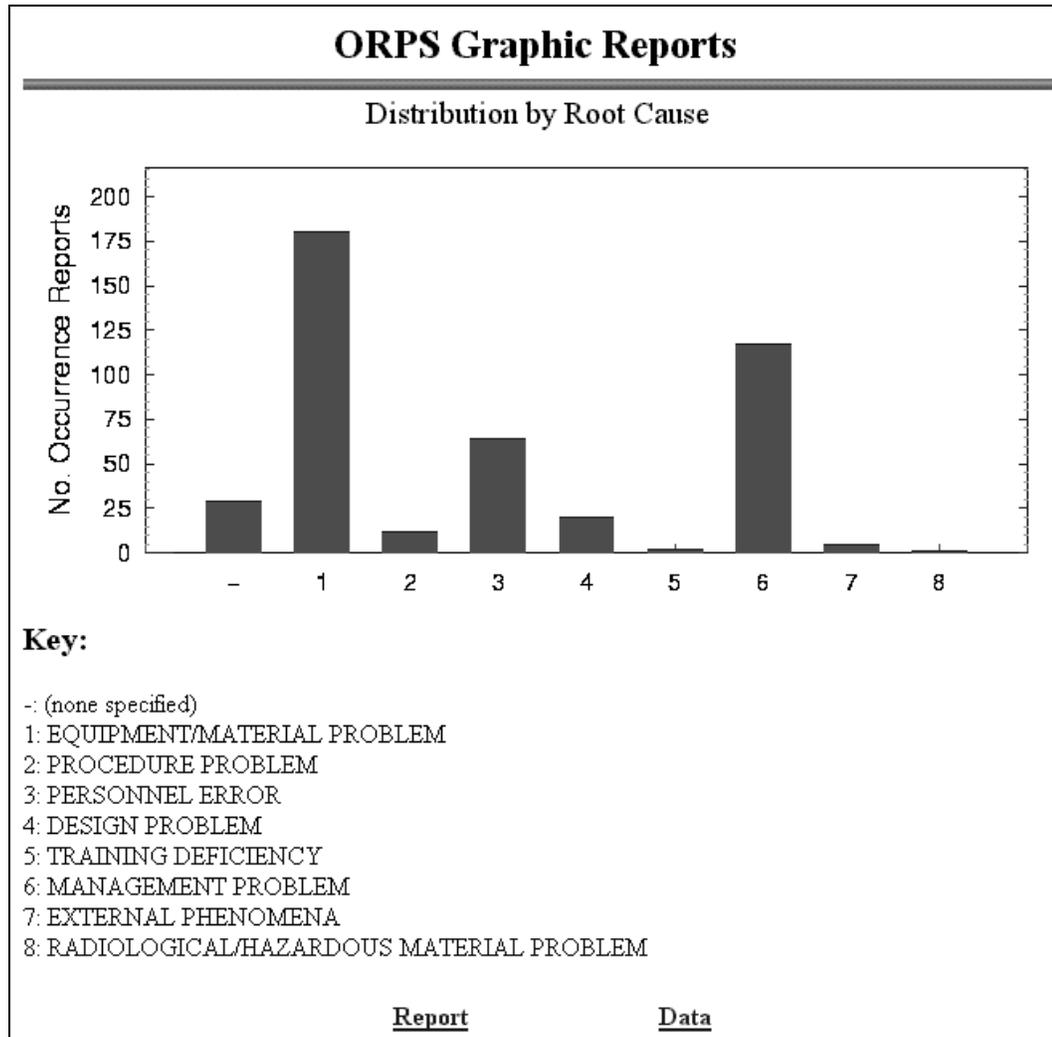
*Please send comments to support@tis.eh.doe.gov or call the ES&H Helpline at (800) 473-4375.
Hours: 7:30 A.M. - 7:00 P.M., Mon - Fri (ETZ).
Office of Environment, Safety, and Health*

Graphics Report

NOTE

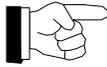


For the report displayed below, the Occurrence Reports are distributed by **Root Cause**.



Generic Lag Report

NOTE



For the report displayed below, the calculated lag is from **Discovery Date** to **Categorization Date**.

ORPS Generic Lag Report					
ORPS contains 37680 OR(s) with 39908 occurrences(s) as of 04/17/1998 13:00. Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".					
from Discovery to Categorization					
	OR Number	Category	From	To	Lag
1	RFO--EGGR-371OPS-1995-0002	Unusual	01/05/95	01/05/95	00h
2	RFO--EGGR-371OPS-1995-0003	Unusual	01/10/95	01/10/95	02h
3	RFO--EGGR-371OPS-1995-0005	Unusual	01/11/95	01/11/95	01h
4	RFO--EGGR-371OPS-1995-0007	Unusual	01/12/95	01/12/95	01h
5	RFO--EGGR-371OPS-1995-0009	Unusual	01/16/95	01/16/95	00h
6	RFO--EGGR-371OPS-1995-0010	Unusual	01/17/95	01/17/95	00h
7	RFO--EGGR-371OPS-1995-0011	Unusual	01/19/95	01/19/95	00h
8	RFO--EGGR-371OPS-1995-0014	Unusual	01/25/95	01/25/95	01h
9	RFO--EGGR-371OPS-1995-0015	Unusual	01/27/95	01/27/95	00h
10	RFO--EGGR-371OPS-1995-0017	Unusual	02/01/95	02/01/95	00h
Display 11 through 20?					
<p> ORPS Home Search & Reports Authorities Help </p> <p> <i>Please send comments to support@fis.eh.doe.gov or call the ES&H Helpline at (800) 473-4375. Hours: 7:30 A.M. - 7:00 P.M., Mon - Fri (ETZ).</i> </p> <p>Office of Environment, Safety, and Health</p>					
Elapsed time = 0.620000					

OR Status Report

ORPS OR Status Report																											
ORPS contains 37681 OR(s) with 39909 occurrences(s) as of 04/17/1998 14:00. Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".																											
OR Title/Subject																											
# Occur.	OR Number / Facility Name	Category / OR Type	Discovery / Report Date																								
1) <u>#0006: During a routine daily LCO surveillance, a Radiological Control Technician found a SAAM with airflow in excess of specifications.</u>																											
1	RFO--EGGR-771OPS-1995-0002 771 Operations	Unusual Update	01/02/94 02/18/95																								
2) <u>#1952: At two different times, personnel manipulated five sight gauge valves without required authorization from building management.</u>																											
1	RFO--EGGR-771OPS-1995-0003 771 Operations	Unusual Update	12/31/94 01/12/95																								
3) <u>#0133: Personnel Discovered A Glovebox Passthrough Door Was Closed; It Was Required To Be Open To Maintain Proper Glovebox Pressure.</u>																											
1	RFO--EGGR-771OPS-1995-0011 771 Operations	Unusual Update	01/20/95 12/11/96																								
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: center;">Cumulative Summary Statistics</th> </tr> <tr> <th colspan="3" style="text-align: center;">*** Pre-Final Reports ***</th> <th>Notification</th> <th>Update</th> <th>Total</th> </tr> <tr> <th style="text-align: center;">Awaiting FR Sign.</th> <th style="text-align: center;">Awaiting PM Sign.</th> <th style="text-align: center;">Rejected</th> <td></td> <td></td> <td></td> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p style="text-align: center;">Grand Total of 39 occurrence report(s) are not final.</p> <p style="text-align: center;"><u>Display 4 through 6?</u></p>				Cumulative Summary Statistics						*** Pre-Final Reports ***			Notification	Update	Total	Awaiting FR Sign.	Awaiting PM Sign.	Rejected				0	0	0	0	3	3
Cumulative Summary Statistics																											
*** Pre-Final Reports ***			Notification	Update	Total																						
Awaiting FR Sign.	Awaiting PM Sign.	Rejected																									
0	0	0	0	3	3																						

Corrective Action Status Report

ORPS Corrective Action Status Report			
ORPS contains 37681 OR(s) with 39909 occurrences(s) as of 04/17/1998 14:00. Query selected 430 OR(s) with 430 occurrence(s) through 02/28/1997 24:00 using criteria "Rocky Flats".			
OR Title/Subject			
# Occur.	OR Number / Facility Name	Category / OR Type	Discovery / Report Date
1) <u>Uninterruptible Power Supply (UPS) Batteries Cannot Be Checked for Specific Gravity, as Required by Operational Safety Requirements.</u>			
1	RFO--EGGR-774OPS-1995-0003 774 Operations	Unusual Final	12/19/94 11/12/96
<i>CA #</i>	<i>Description/Revised Date Justification</i>		<i>Target</i>
02	Insert page changes as applicable to the Building 774 Operational Safety Requirement (OSR) to address the verification of the Vital Safety Systems power supply, Limiting Condition for Operation, and Surveillance. Responsibility: TSR/OSR Support		12/31/97
<i>CA #</i>	<i>Description/Revised Date Justification</i>		<i>Target</i>
03	Completion of resolution of the identified out-of-tolerance conditions and Conduct of Operations (COOP-1, Return-to- Service) required for restart. Responsibility: Building 774 Shift Manager		12/31/97
2) <u>Two-Hour Load Tests Have Not Been Conducted on the UPS Battery System as Required by the Building 774 Operational Safety Requirements.</u>			
1	RFO--EGGR-774OPS-1995-0004 774 Operations	Unusual Final	12/19/94 11/12/96
<i>CA #</i>	<i>Description/Revised Date Justification</i>		<i>Target</i>
Total of 10 occurrence report(s) are final with open corrective actions.			
<u>Display 3 through 4?</u>			
<u>ORPS Home</u>	<u>Search & Reports</u>	<u>Authorities</u>	<u>Help</u>
Please send comments to support@tis.eh.doe.gov or call the ES&H Helpline at (800) 473-4375. Hours: 7:30 A.M. - 7:00 P.M., Mon - Fri (ETZ). Office of Environment, Safety, and Health			
Elapsed time = 2.250000			

Appendix B - Steps For Creating Sample Search Profiles (To Be Used for Exercises)

The following sample search profiles must be created before you can complete the exercises on **Pages 33 - 35**. Please carefully follow the step-by-step instructions.

ALO 1997 Final

NOTE



If you have already been through the *ORPS GUI Basic Search Techniques* course, rather than following the step-by-step instructions provided below you may want to create this search profile using the following criteria:

Profile: "ALO 1997 Final"

Field Office='ALO' and OR Year='1997' and OR Type='F'
and exclude UCNI and exclude Canceled and
last modified through DB as of <today>

1. From the **ORPS OR SEARCH & REPORTS** control panel, click the **NEW** command button. You will be presented with the **ORPS OR SEARCH CRITERIA** page.
2. From the **IDENTIFICATION** selection box you will need to choose **Field Office, OR Year, and OR Type**. Because these are nonsequential selections, click first on **Field Office**, then **[CTRL]+[CLICK]** on **OR Year** and **[CTRL]+[CLICK]** on **OR Type** (note that you may need to use the vertical scroll bar to move down the list and locate **OR Type**).
3. In the **EXCLUDING** selection area, click the **UCN** check box.
4. Use the vertical scroll bar on the right side of your page to scroll down. Locate and click the **REFINE** command button.
5. Again, use the vertical scroll bar to scroll down. From the **FIELD OFFICE** selection box choose **ALO - Albuquerque Operations**. From the **OR YEAR** selection box choose **1997**, and from the **OR TYPE** selection box choose **Final**.
6. Click on the **FINISH** command button. This will return you to the **ORPS OR SEARCH & REPORTS** page. You will notice that a new search profile, named **Untitled**, has been added to the **OR SEARCH CRITERIA** selection box.

7. Type **ALO 1997 Final** in the **SAVE AS** edit box and click the **SAVE** command button. The new profile, named **ALO 1997 Final**, will appear in the selection box in place of **Untitled**.

Richland 1996 Unusual

NOTE



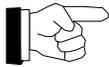
If you have already been through the *ORPS GUI Basic Search Techniques* course, rather than following the step-by-step instructions provided below you may want to create this search profile using the following criteria:

Profile: "Richland 1996 Unusual"
Field Office='RL' and OR Year='1996' and Occurrence Category='U'
and exclude UCNI and exclude Canceled and
last modified through DB as of <today>

1. From the **ORPS OR SEARCH & REPORTS** control panel, click the **NEW** command button. You will be presented with the **ORPS OR SEARCH CRITERIA** page.
2. From the **IDENTIFICATION** selection box you will need to choose **Field Office, OR Year, and Occurrence Category**. Because these are nonsequential selections, click first on **Field Office**, then **[CTRL]+[CLICK]** on **OR Year** and **[CTRL]+[CLICK]** on **Occurrence Category** (note that you may need to use the vertical scroll bar to move down the list and locate **Occurrence Category**).
3. In the **EXCLUDING** selection area, click the **UCN** check box.
4. Use the vertical scroll bar on the right side of your page to scroll down. Locate and click the **REFINE** command button.
5. Again, use the vertical scroll bar to scroll down. From the **FIELD OFFICE** selection box choose **RL - Richland Operations** (you may need to scroll down). From the **OR YEAR** selection box choose **1996**, and from the **OCCURRENCE CATEGORY** selection box choose **Unusual**.
6. Click on the **FINISH** command button. This will return you to the **ORPS OR SEARCH & REPORTS** page. You will notice that a new search profile, named **Untitled**, has been added to the **OR SEARCH CRITERIA** selection box.
7. Type **Richland 1996 Unusual** in the **SAVE AS** edit box and click the **SAVE** command button. The new profile, named **Richland 1996 Unusual**, will appear in the selection box in place of **Untitled**.

Kaiser-Hill 1997 Off-Normal

NOTE



If you have already been through the *ORPS GUI Basic Search Techniques* course, rather than following the step-by-step instructions provided below you may want to create this search profile using the following criteria:

Profile: "Kaiser-Hill 1997 Off-Normal"
Contractor='KHLL' and OR Year='1997' and Occurrence Category='O'
and exclude UCNI and exclude Canceled and
last modified through DB as of <today>

1. From the **ORPS OR SEARCH & REPORTS** control panel, click the **NEW** command button. You will be presented with the **ORPS OR SEARCH CRITERIA** page.
2. From the **IDENTIFICATION** selection box you will need to choose **Contractor, OR Year, and Occurrence Category**. Because these are nonsequential selections, click first on **Contractor**, then **[CTRL]+[CLICK]** on **OR Year** and **[CTRL]+[CLICK]** on **Occurrence Category** (note that you may need to use the vertical scroll bar to move down the list and locate **Occurrence Category**).
3. In the **EXCLUDING** selection area, click the **UCN** check box.
4. Use the vertical scroll bar on the right side of your page to scroll down. Locate and click the **REFINE** command button.
5. Again, use the vertical scroll bar to scroll down. From the **CONTRACTOR** selection box choose **KHLL - Kaiser-Hill Company, L.L.C.** (you will need to scroll down). From the **OR YEAR** selection box choose **1997**, and from the **OCCURRENCE CATEGORY** selection box choose **Off-Normal**.
6. Click on the **FINISH** command button. This will return you to the **ORPS OR SEARCH & REPORTS** page. You will notice that a new search profile, named **Untitled**, has been added to the **OR SEARCH CRITERIA** selection box.
7. Type **Kaiser-Hill 1997 Off-Normal** in the **SAVE AS** edit box and click the **SAVE** command button. The new profile, named **Kaiser-Hill 1997 Off-Normal**, will appear in the selection box in place of **Untitled**.

Exercise Solutions

Exercise 1

1. Use the search profile titled **ALO 1997 Final** to create a **User Defined Report** that contains the following items: **Facility Name, Occurrence Category, OR Title/Subject, and Root Cause**. Title your report **Albuquerque Operations 1997 Final Reports** and indicate that you want the fields ordered in your report as follows: **Facility Name, OR Title/Subject, Occurrence Category, Root Cause**.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **ALO 1997 Final** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **User Defined** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Type **Albuquerque Operations 1997 Final Reports** in the **ENTER AN OPTIONAL TITLE** edit box.
 - e. In the **ORDER DESIRED** edit box, type **1, 19, 8, 27**
 - f. Click the **PREPARE** command button.

2. Use the search profile titled **Richland 1996 Unusual** to create a **Distribution** report that is distributed on **Activity Category**. Display this same report in a graphical format.



To display a distribution report in a graphical format, select the **Graph** hyperlink.

- a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Richland 1996 Unusual** (located in the **OR SEARCH CRITERIA** selection box).
- b. Select **Distributions** from the **REPORTS** selection box.
- c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
- d. Click the **ACTIVITY CATEGORY** check box.
- e. Click the **PREPARE** report command button.
- f. To display the same report graphically, click the **Graph** hyperlink.

Exercise 1
(Continued)

3. Use the search profile titled **Kaiser-Hill 1997 Off-Normal** to create a **Generic Lag Report**. Show the lag from **DOE Oral Notification** to **Notification**.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Kaiser-Hill 1997 Off-Normal** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **Generic Lag** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Click the **DOE ORAL NOTIFICATION** radio button in the **FROM** column and the **NOTIFICATION** radio button in the **TO** column.
 - e. Click the **PREPARE** command button.

4. How many ORs are returned by the **Kaiser-Hill 1997 Off-Normal** OR search criteria set?
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Kaiser-Hill 1997 Off-Normal** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Click the **COUNT ORs** command button.
 - c. Look at the top of the **ORPS OR SEARCH & REPORTS** control panel to see how many ORs were selected by the query.

Exercise 2

1. Use the search profile titled **Richland 1996 Unusual** to create a **Graphics Report** that is distributed on **Facility Function**. Display this same report in a table format.

HINT



To display a graphics report in a table format, select the **Report** hyperlink.

- a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Richland 1996 Unusual** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **Graphics** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Click the **FACILITY FUNCTION** check box.
 - e. Click the **PREPARE** report command button.
 - f. To display the same report in a table format, click the **Report** hyperlink.
2. Use the search profile titled **Kaiser-Hill 1997 Off-Normal** to create a **Generic Lag Report**. Show the lag from **Discover** to **Notification**.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Kaiser-Hill 1997 Off-Normal** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **Generic Lag** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Click the **DISCOVERY** radio button in the **FROM** column and the **NOTIFICATION** radio button in the **TO** column.
 - e. Click the **PREPARE** command button.

Exercise 2
(Continued)

3. Use the search profile titled **ALO 1997 Final** to create a **User Defined Report** that contains the following items: **Facility Name, Facility Function, OR Title/Subject, and Nature of Occurrence**. Title your report **Albuquerque Operations 1997 Final Reports** and indicate that you want the fields ordered in your report as follows: **OR Title/Subject, Facility Name, Facility Function, and Nature of Occurrence**.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **ALO 1997 Final** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **User Defined** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Type **Albuquerque Operations 1997 Final Reports** in the **ENTER AN OPTIONAL TITLE** edit box.
 - e. In the **ORDER DESIRED** edit box, type **19, 1, 2, 20**.
 - f. Click the **PREPARE** command button.

4. Display the criteria associated with the **Richland 1996 Unusual** search profile.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Richland 1996 Unusual** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Click the **DISPLAY** criteria command button.

The criteria displayed at the top of the page is:

Profile: "Richland 1996 Unusual"

Field Office='RL' and OR Year='1996' and Occurrence Category='U'
and exclude UCNI and exclude Canceled and
last modified through DB as of 03/30/97 09:32

Exercise 3

1. Use the search profile titled **Kaiser-Hill 1997 Off-Normal** to create a **Generic Lag Report**. Show the lag from **Categorization** to **Notification**.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Kaiser-Hill 1997 Off-Normal** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **Generic Lag** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Click the **CATEGORIZATION** radio button in the **FROM** column and the **NOTIFICATION** radio button in the **TO** column.
 - e. Click the **PREPARE** command button.

2. Use the search profile titled **ALO 1997 Final** to create a **User Defined Report** that contains the following items: **Facility Name, Report Date/Time, OR Title/Subject, and OR Narrative**. Title your report **Albuquerque Operations 1997 Final Reports** and indicate that you want the fields ordered in your report as follows: **Report Date/Time, OR Title/Subject, Occurrence Narrative, Facility Name**.
 - a. From the **ORPS OR SEARCH & REPORTS** control panel, click **ALO 1997 Final** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Select **User Defined** from the **REPORTS** selection box.
 - c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
 - d. Type **Albuquerque Operations 1997 Final Reports** in the **ENTER AN OPTIONAL TITLE** edit box.
 - e. In the **ORDER DESIRED** edit box, type **7, 19, 21, 1**.
 - f. Click the **PREPARE** command button.

Exercise 3 (Continued)

3. Use the search profile titled **Richland 1996 Unusual** to create a **Distribution** report that is distributed on **Root Cause**. Display this same report in a graphical format. Explain how the information contained in the two reports is different.



To display a distribution report in a graphical format, select the **Graph** hyperlink.

- a. From the **ORPS OR SEARCH & REPORTS** control panel, click **Richland 1996 Unusual** (located in the **OR SEARCH CRITERIA** selection box).
- b. Select **Distribution** from the **REPORTS** selection box.
- c. Leave the **ITEMS/PAGE** edit box set to **10**, and click the **PREPARE** report command button.
- d. Click the **ROOT CAUSE** check box.
- e. Click the **PREPARE** report command button.
- f. To display the same report in a table format, click the **Graph** hyperlink.

How are the two reports different?

Root Cause subcode information is *not included* in the **Graphic Report** but is *included* in the **Distribution Report**.

4. How many ORs are returned by the **ALO 1997 Final** search profile
- a. From the **ORPS OR SEARCH & REPORTS** control panel, click **ALO 1997 Final** (located in the **OR SEARCH CRITERIA** selection box).
 - b. Click the **COUNT ORs** command button.
 - c. Look at the top of the **ORPS OR SEARCH & REPORTS** control panel to see how many ORs were selected by the query.

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