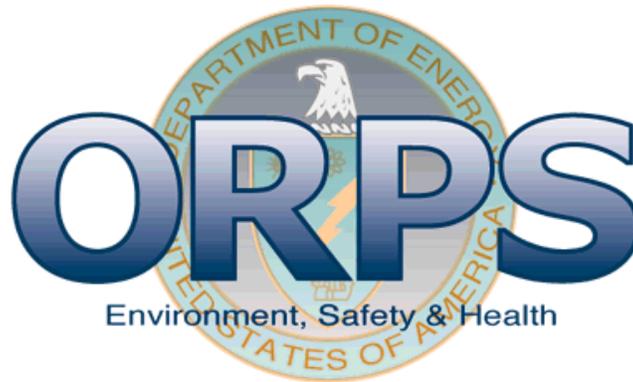


Preface



April, 1999

ORPS GUI Reference Manual

Table of Contents

About This Manual	1
Purpose	1
Course Descriptions	1
Conventions and Icons	3
ORPS GUI Background	5
System Requirements	5
Accessing the ORPS GUI Program	7
Ways to Access the ORPS GUI	7
Connection is Established	7
ORPS GUI Home Page	8
Exiting the ORPS GUI	10

About This Manual

Purpose

Welcome to the ORPS Graphical User Interface (GUI). The ORPS GUI provides a state-of-the-art method for entering data into the ORPS database and for utilizing analytical capabilities. 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) became available in April 1999.

This manual provides preliminary training material on the 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. In addition, the ORPS GUI contains extensive on-line help documentation. This manual is available to you in both WordPerfect and PDF format (for download or printing) from the ORPS on-line help application.

Course Descriptions

This manual contains 11 sections, including this Preface. 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 formal training, as a self-paced tutorial, and as a reference guide at your workplace.

- ▶ **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 add, modify, and delete corrective actions. In addition, information is provided on how to print a report, check the status of occurrence reports, and link directly to the ORPS GUI database.
- ▶ **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.
- ▶ **ORPS Direct Access Using Microsoft Query.** This course is designed to introduce you to the direct access feature of ORPS. Direct access is the advanced search capability provided to replace the capabilities that were available with the Visimage software on the HP. The discussion will include the registration process, security issues, and how to set up your PC for ORPS direct access with Microsoft Query. You will learn the basics of Structured Query Language (SQL) and how to use Microsoft Query to directly access ORPS data tables. You will be provided with the ORPS database schema and ORPS direct access templates, as well as instruction on how to use these tools.

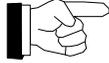
Conventions and Icons

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***.
- ▶ To signify syntax statements, Boolean logic operators, names of keys that you need to press, or other miscellaneous items that need to be emphasized, the font used will be uppercase italic; for example, ***[SHIFT]+[CLICK]***.

- ▶ 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

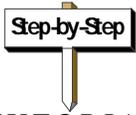


This icon indicates a *hint, good tip, or shortcut* that you can use when completing a task.



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 GUI Background

The ORPS 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 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 a direct Internet connection or a modem capable of communicating at speeds of 28,800 bps or faster.
- For PC users, the recommended configuration is a Pentium processor with 32 megabytes of memory (40 megabytes if running under Windows NT). (As with all Windows applications, a faster PC and/or additional memory will greatly enhance system performance.)

- You must have Internet browser software. The recommended (and supported) browser is Netscape 4.08. Your browser must be able to support features such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP).



It is important to note that if you choose to use Internet Explorer (the non-preferred browser) it is recommended that you use at least Internet Explorer, Version 4.01. You should also know 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 application in a couple of ways: 1) with a direct Internet connection; or 2) with a modem dial-up through an Internet Service Provider (ISP) or other network server.

Whether you are accessing ORPS through a direct Internet connection or via a modem connection, the process is nearly the same. The only difference in the two is when you dial up through a modem to your ISP or other network server, you will be required to enter the user-id and password supplied by the ISP or network server.

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://orps.tis.eh.doe.gov/>

NOTE



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.

NOTE



Depending upon your browser configuration, you may see a Security Information box prior to loading the **OCCURRENCE REPORTING & PROCESSING SYSTEM** home page. Just click on the **CONTINUE** button to clear the message and move on to the **ORPS GUI** home page.

ORPS GUI Home Page

Once you have logged on to 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 **Data Entry** and the **FM Functions** hyperlinks. The General User will not see these two hyperlinks; they will see only the last six links.

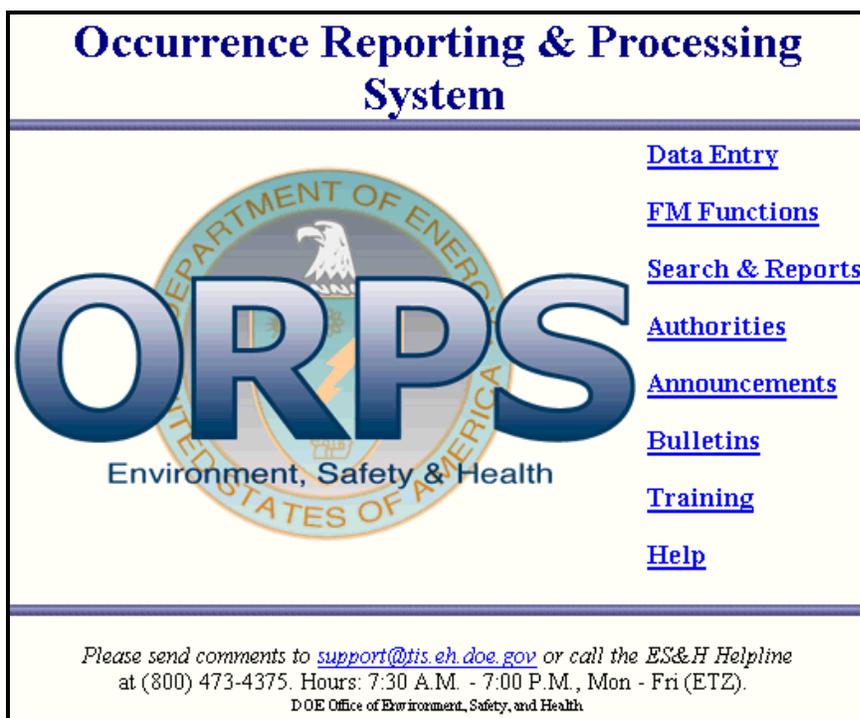


Figure 1 - The ORPS GUI home page.

- **Data Entry** - (Found only for Facility Managers/Designees/Administrators/Preparers.) This hyperlink temporarily exits the ORPS GUI database and directly accesses the ORPS Data Entry system. You will be presented with an additional “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 Home** page.

- **FM(/FR/PM) 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 **ORPS TRAINING** module where you can choose a user classification with which you would like to experiment. Once you select a user classification from the **AUTHORITY** section of the page, click on the **TRAIN** command button to proceed. This selection will enable you to access a training database with which to practice.
- **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.

Exiting the ORPS GUI

Since the ORPS GUI is now an Internet-based application, there is no official “log-off” process. To exit, you will need to close your browser by selecting **Close** from the browser’s **FILE** menu.



For security reasons, it is important to understand this. Even though you may have hyperlinked or navigated to other Internet sites and your ORPS pages are no longer visible in your current browser window, you are still connected. The only way to exit is to close your browser.