

Quick Reference Guide for Public Licensing Support Network (LSN) Library Search

Click [here](#) to access the Public LSN

Home Screen

This screenshot shows the home screen of the LSN library search interface. A red box highlights the search input field containing the text "Specify search terms". A yellow callout bubble points to this field with the text "Enter Search Criteria." Below the search bar, there are buttons for "New Query", "Save", and "Load". A yellow callout bubble points to the "Save" button with the text "Click to Save the current search." Another yellow callout bubble points to the "Load" button with the text "Click to Load a saved search." To the right, there is a text input field for "Enter LSN Accession Number" with a search icon. A yellow callout bubble points to this field with the text "Accession Number search".

Completed Search Screen

This screenshot shows the results page of the LSN library search. The search term "facility" is entered in the search bar. A yellow callout bubble points to the search bar with the text "Build new Query". Below the search bar, there are buttons for "New Query", "Save", and "Load". A yellow callout bubble points to the "New Query" button with the text "Build new Query". A yellow callout bubble points to the "Save" button with the text "Click to Save the current search." Another yellow callout bubble points to the "Load" button with the text "Click to Load a saved search." To the right, there is a text input field for "Enter LSN Accession Number" with a search icon. A yellow callout bubble points to this field with the text "Accession Number search".

The results section is highlighted with a red box and labeled "Results Section". It shows a list of search results. A yellow callout bubble points to the first result with the text "Click to open document." The first result is titled "TRANSFER OF DEFICIENCY REPORT DR-17 RESPONSIBILITIES TO YMPO" and includes a date of "Jun 28, 1988, 12:00:00 AM". The second result is titled "DRAFT OF THE PROPOSED CRITERIA IN THE FORM OF A MISCELLANEOUS NOTICE FOR COMMENTS" and includes a date of "Aug 7, 1975, 12:00:00 AM". The third result is titled "DEPARTMENTAL APPROVAL OF DOCUMENT REVIEW PROCESS FOR ELW DOCUMENTATION FOR DWPF AND WVDP" and includes a date of "Mar 24, 1989, 12:00:00 AM".

Annotations for the results section include:

- "# of results" pointing to "Results 1-25 of 381"
- "# of result pages" pointing to "1 2 3 4 5 ... 10"
- "Results sort options" pointing to the "Sort by: [Relevance]" dropdown
- "Results per page" pointing to "Results per page: 10 25 50 100"

At the bottom, there is a "Time Series" chart. A yellow callout bubble points to the chart with the text "Use the Time Series chart to narrow down search results to within a certain period of time." The chart shows a bar graph of search results over time, with a red box highlighting the x-axis labels from 1903 to 2007.

On the left side, a "Facet Tree" is visible, listing various search criteria such as "Document Number", "Addressee Name", "Access Controls", "Author Affiliation", "LSN Accession Number", "Package Number", "Document Type", "Author Name", "Addressee Affiliation", "Date", "Information Source", and "Participant Accession Number". A yellow callout bubble points to the Facet Tree with the text "Use facets to narrow down search results."

Basic Search

1. Enter the search criteria in to the search box.



2. Click the Search button or press Enter.
3. The search results will appear below the search bar.

TRANSFER OF DEFICIENCY REPORT DR- 17 RESPONSIBILITIES TO YMPO

Jun 28, 1990, 12:00:00 AM

... Energy ... memorandum DATE JUN 2 8 WO REPLY TO RW-20 SUBJECT Transfer of Deficiency Report DR-17 Responsibilities to YMPO To ... the Defense Waste Processing Facility High Level Waste Form" and the "Waste Acceptance Preliminary Specifications ... for the West Valley Demonstration Project High Level Waste Form" was transferred to the Yucca Mountain Project ... and coordinate corrective action with the Office of Facilities Siting and Development prior to transmitting the ... Associate Director for Facilities Siting and Development Attachments ATTN OF: cc: w/o Attachments F. Peters, RW ...

LSN Accession Number Search

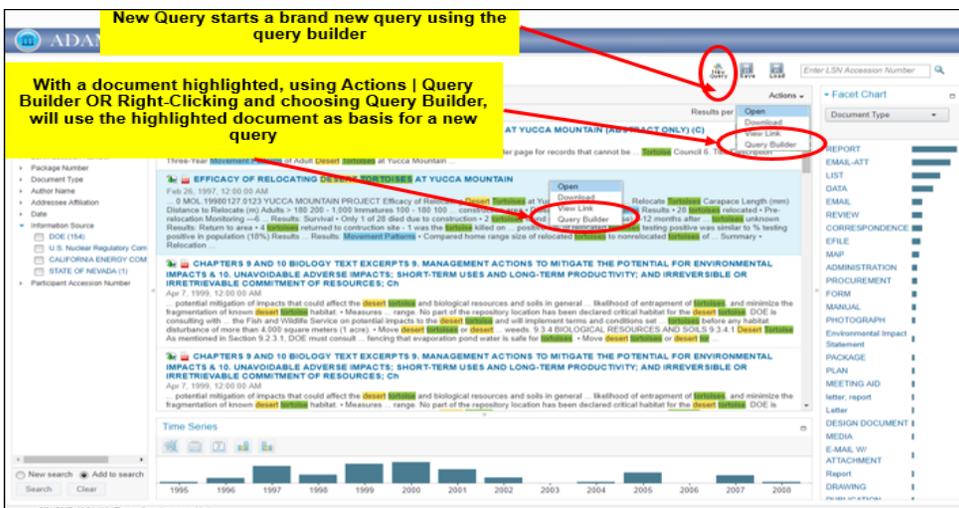
1. If you know the LSN Accession Number for the document you are searching for enter it into the search box in the upper right corner.

Enter LSN Accession Number

2. The search results will display below.

Query Builder

Query Builder allows you to build custom queries based on a number of options and the content of a selected document. Select any document and then right click to select 'Query Builder' option or click on Actions | Query Builder.

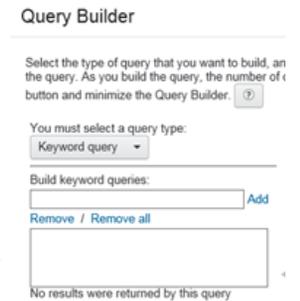


New Query starts a brand new query using the query builder

With a document highlighted, using Actions | Query Builder OR Right-Clicking and choosing Query Builder, will use the highlighted document as basis for a new query

Query Builder Cont'd.

1. If you want to create a custom query click on New Query.
2. Select the type of query that you want to build from the drop down list, and then highlight the criteria you want to include in the query.
3. To run the query and explore documents, click the appropriate Search button and then collapse the Query Builder.



Collapse AND Search AND NOT Search OR Search Close

4. The search results will display.
5. Queries can be built by Keyword, Phrase, Date, Proximity, Field etc.

Properties

1. Click  to display a document's LSN properties.

FUNDS TO SUPPORT TRAVEL TO MEETINGS BY SPECIAL INTEREST GROUPS

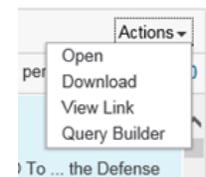
Nov 16, 1901, 12:00:00 AM

Office/of the Deputy Manager Department of Energy Nevada Operations Office orsz: r /29 C.71-)r- fi-cpc- A. Ao -7z7 s c,v(pc 7-R efroe-i- S tic kj r77 tfe- 1-7 Spe-Ciet... /Ai ltc-ret-S 7- 6 Azo dOco 7,0 yo ee A-A.0 4c... '6-19, e

lsn_accession_number: DEN000997498
information_source: DOE
participant_accession_number: ALA.20040213.4403

Actions

1. Once you have selected a document click on the Actions drop down to see available options.
2. The options include Open, Download, View Link, and Query Builder.



Navigating Between Searches

1. Click   to go back and forth between search queries that you already completed and want to access again.

In Chrome

1. After a search is performed, by default the search results displayed are 25, however the user can change the preferences for the results per page to 10, 50 or 100 by clicking on the result per page count. Locate the document you would like to open.
2. Click on the document title.



3. The document will download in the downloads folder.
4. Click on the down arrow at the bottom of the screen and choose open to view the document. The document will open in a new tab



In Internet Explorer

After a search is performed, locate the document you would like to open.

1. Click on the document title.



3. A popup will appear. Click Open and the document will open in a new window.



In Safari

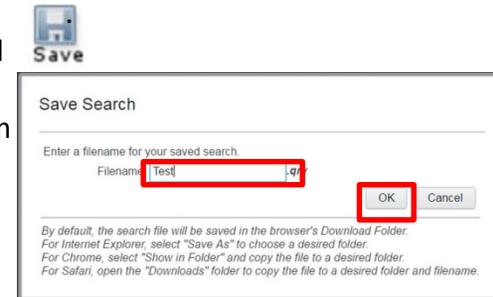
1. After a search is performed, locate the document you would like to open.
2. Click on the document title.



3. The document will open in a new window while it gets downloaded in the Downloads folder.

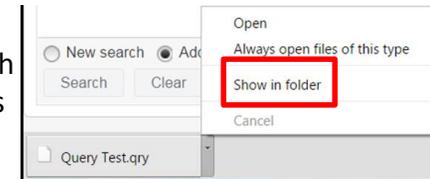
Saving Searches In Chrome

1. After completing a search, click  Save
2. Enter a name for the search and click OK.
3. A popup will open at the bottom of the screen.
4. Select Show in Folder to save in your desired location.
5. To access a saved search click the Load  button.
6. Open the folder you saved the search in. Click Open and the search results will display again.



In Internet Explorer

1. After completing a search, click  Save
2. Enter a name for the search and click OK.
3. A popup will open at the bottom of the screen. Select Save As and select the folder you want to save the search in.



4. To access a saved search click the Load  button
5. Open the folder you saved the search in. Click open and the search results will display again.

In Safari

1. After completing a search, click  Save .
2. A screen will appear as below indicating you "open your downloads folder to copy the file to a desired folder and filename". Then click Ok.
3. To access a saved search click  Load
4. Click on Downloads Folder.
5. Click on the search you saved.
6. Click on 'Choose' and search results will display.



Time Series Chart

The Time Series Chart allows the user to narrow down their search by the date of the documents. After the content search is done, you can highlight the year that you would narrow the search by and click on the search button to pull documents from that year, the same can be repeated to drill down further by month and day.



If you hover over a particular year, a count of the number of headers/documents within that year will be displayed.

Facet Tree

Facet Tree is on the left side of the search results. It allows the user to drill down into their search results by specific header information such as Document Number, Addressee Name, Access Controls, Author Affiliation etc.

Facet Chart Filter

The Facet Chart is located to the right of your search results. It allows you to visualize how many documents are available, meeting a certain criterion. You are able to change the criterion you are looking for by selecting the drop down box. To narrow your search results, click on any of the faces/property to the left of the bars representing the number of documents meeting that criterion. The new search results will be displayed.

Below are Facet Chart examples:

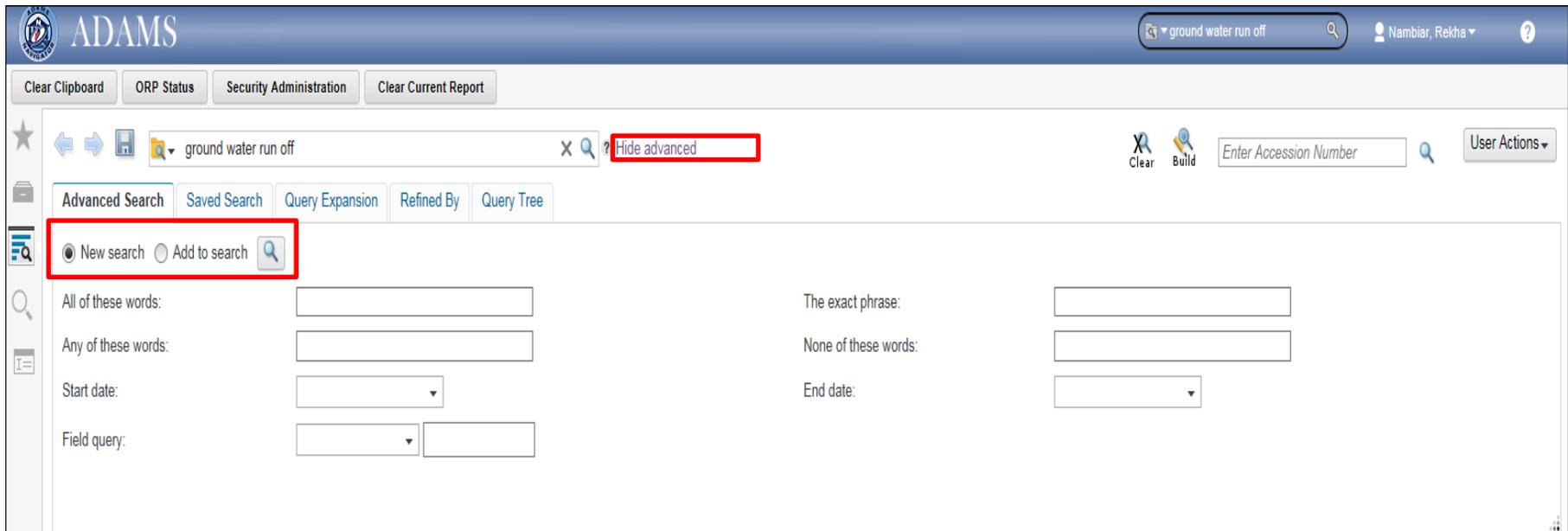
Addressee Name	Addressee Affiliation	Information Source
N/A	N/A	DOE
MCCANN EW	DOE	U.S. Nuclear Regulatory Commission
PYSTO TH	SAIC LAS VEGAS NV	STATE OF NEVADA
DIXON WR	YMP NV	JOINT TIMBISHA SHOSHONE TRIBAL GROUP
JACOBS WR	SAIC	CALIFORNIA ENERGY COMMISSION
GERTZ CP	M&O	NUCLEAR ENERGY INSTITUTE
FASANO GA	EG&G	CLARK COUNTY, NV
DUSSMAN MM	RPC	LINCOLN COUNTY, NV
HARRIS MW	DOE/YMP	ESMERALDA COUNTY, NV
WILSON WA	M&O LAS VEGAS NV	
OFARRELL TP	OU=YM/O=RWD@CRWMS	
DYER JR	USGS	
DIXON W	SNL	
DUSSMAN M	REECO LAS VEGAS NV	
DIXON	DOE/YMSCO LAS VEGAS NV	
RYDER ME	SAIC LAS VEGAS NV 517T-11	
KAISER RD	DRI LAS VEGAS NV	
MCCANN E W	RECORDS PROCESSING CENTER	
WADE SA		
PYSTO T H		

Advanced Search

The Advanced Search Feature allows the user to search by any of the six available criteria as listed below. Click on 'Advanced Search' button to expand the search fields and enter the search criteria, click on New Search or Add to Search if you would like to add to a search. Click on the Search  button.



You can click on the 'Hide Advanced' button to minimize the Advanced Search feature.



1. All of these words = The search pulls up all documents that contain all of the words in the text box
2. The exact phrase = The search pulls up all documents which contain the exact phrase in the text box.
3. Any of these words = The search pulls up all documents with any of the words in the text box for e.g. if the search terms were Desert Tortoise, the results will show documents with either Tortoise or Desert in them.
4. None of these words = The search pulls up all documents that do not contain the words in that text box.
5. Start and End date = The search pulls up documents that are within the date criteria.
6. Field query = The search pulls up documents by the property field criteria like Document Type, Information Source etc.