

V03A: Searching the RMS Database

I. Purpose:

This document covers the following topics regarding search of the RMS database.

1. What can you search in RMS database?
2. RMS Search Capabilities
3. RMS data weaknesses
4. Recommended Search Strategies
5. Search Tips

II. Who this is for:

General users of the RMS.

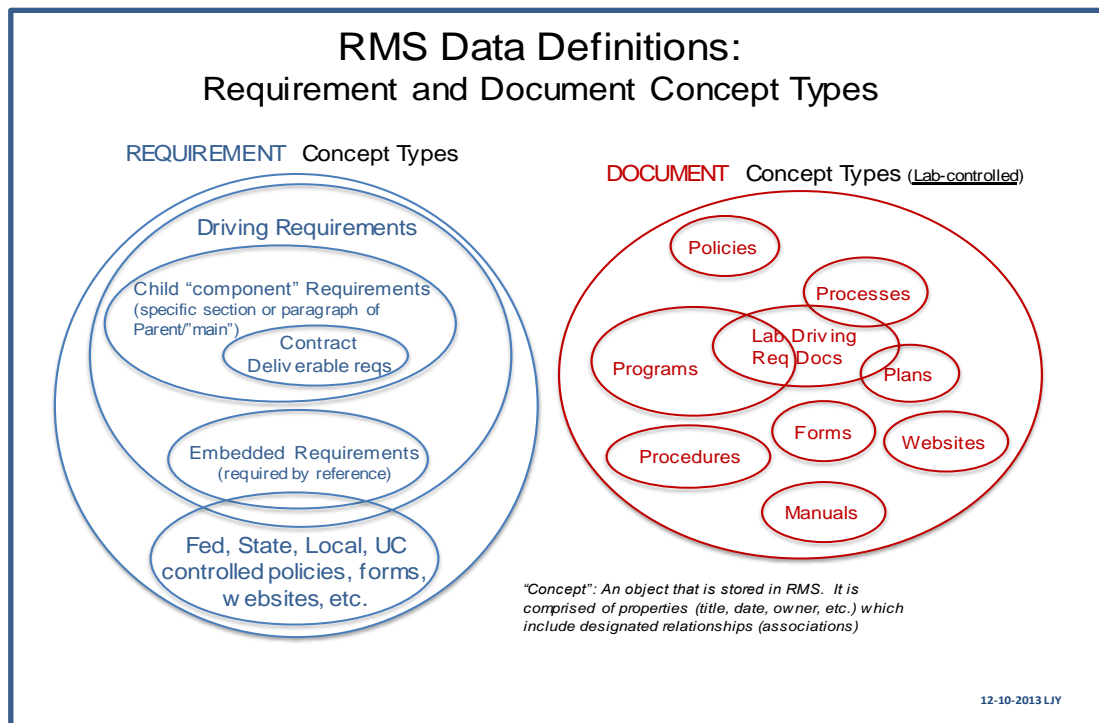
III. Prerequisites

The user should review the Cheatsheet for General Users (#V00) and the RMS definitions to use and search the RMS (#V01). There is a video #V03A demonstrating search.

IV. Specific Details

1: What can you search in the RMS Database?

The data in RMS is centered around two distinct concept types: requirements and documents. The definition for whether a record is classified as a “requirement” or a “document” is solely based on whether its changes are controlled by LBNL or not, and this distinction is based on the properties defined for each of these two concept types.



Requirements and documents may be “active”, “pending,” or “retired”.

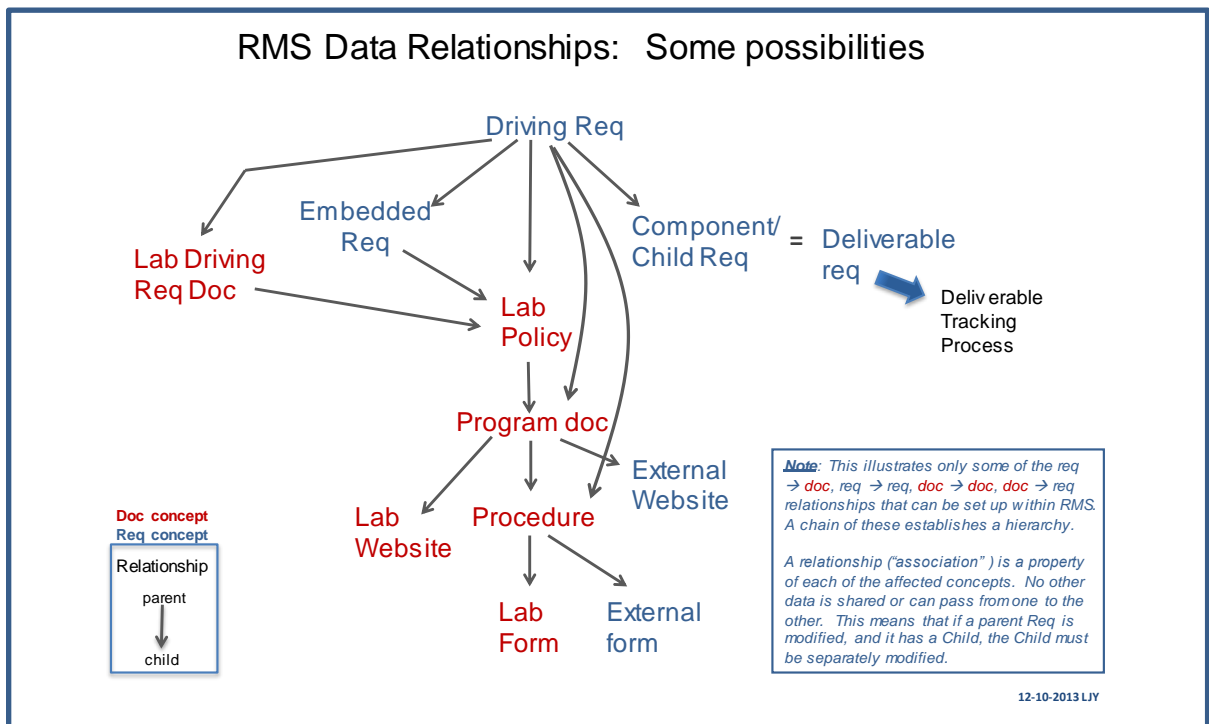
The RMS has begun to serve as a repository for requirements such as UC and DOE memos, DOE acquisition letters, etc. that are not explicitly in Contract 31 and are providing guidance whether in the interim or longer term.

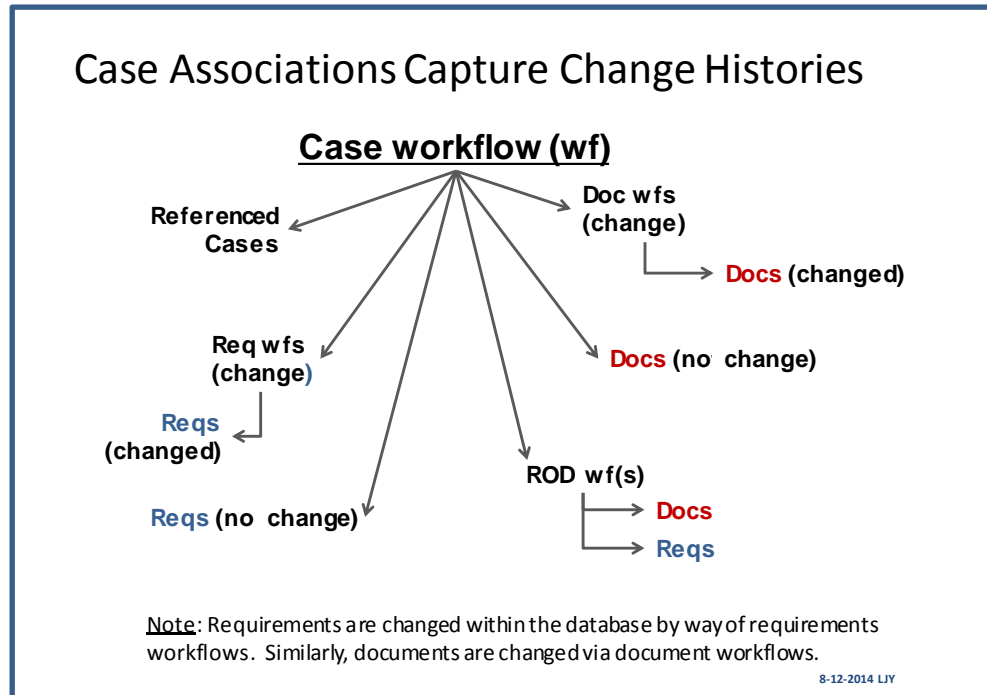
In addition to requirement and document concepts, the RMS also carries workflow records. These include

- Cases - records of activities concerning requirements or documents,
- Records of Decision (ROD), which are summaries of why a decision has been made regarding a requirement or document
- Deliverable workflows, where Deliverable requirements themselves are a subset of requirements, but the specific instances of a deliverable (for example, the annual deliverable due December 1, 2013) is a workflow.

Workflows may be in an “open” or “closed” state. Workflows are the means by which documents or requirements are modified.

RMS is a RELATIONAL database. This means that there are relationships (or associations) amongst the several types of records and workflows. The strength of the RMS database lies in its ability to show traceability from a Contract requirement through to the Laboratory policies, programs, processes that it impacts. A second strength is the traceability of changes of requirements or documents through historical threads as recorded by Cases and RODs.





2: RMS Search Capabilities

- Very basic operations: “AND” only between different fields
 - Cannot perform “OR” or “NOT”
 - Cannot perform “AND” between one value in a field and a second value in the same field. (For example: cannot set up – “Policies” AND “Programs”)
- Data is divided into classes (Requirements, Documents, Cases, RODs), and searches are conducted within the classes.
 - There is NO GLOBAL search function that can scan across the class boundaries.
- Search is by strings.
 - The system does not distinguish character case (this is good)
 - The system does count spaces between characters (this can be confounding)
 - The system is not intelligent – if it does not find the entered string pattern, it will come back with a blank screen – it cannot guess what you wanted.
- A concatenated label is included among those fields that are searchable.
 - Document label concatenation: DocType /Hierarchy/ DocTitle / Pre-2012# / Doc#
 - Requirement label concatenation: ContractSubsection / SourceCitation / SourceSectionCitation / SourceTitle / SourceSectionTitle/Hierarchy
 - Deliverable label concatenation: year-month-day (due) / ContractSubsection / SourceCitation / SourceSectionCitation / SourceTitle / SourceSectionTitle

3. Database Weaknesses (as of October 2014)

The user should keep in mind the following weaknesses/inconsistencies in the data. Some are due to inconsistencies during the initial uploads of data, and will need to be corrected in time.

- Document or Requirements owner names are not always populated, and they are not necessarily current. Searching by owner names will not provide a full set of records.
- Functional Areas associated with Owners are inconsistently applied (for example, sometimes EHS was selected rather than EHS-Rad for Radiological Protection related items). Some initial data had been entered before realizing the severe limitations of search operations). This can be corrected over time.
- Names and roles, in general, are not necessarily up-to-date. The database is still relatively immature and focus has been on populating it with data and managing doc/req changes rather than keeping up with the ever-changing roles and responsibilities.
- RMC Reps names in assigned records are about 90% accurate (Oct.2014). The intention is to achieve 98% accuracy since the total set of RMC members is small enough where name management should be achievable.
- Data and any associations are “policy centric”. That is, the metadata for policies published in the RPM has been entered in the RMS database. This means:
 - Policies not yet fully converted from the older RPM therefore are not necessarily represented in RMS
 - Contract 31 sections, clauses, etc. not directly associated with either policies or deliverables are not necessarily yet in the RMS.

4. Recommended Search Strategy

1. Determine whether the item to be searched is a requirement, a document, a workflow.
2. Select from the left panel the relevant search filter (also referred to as search mask).
3. Apply bare minimum key words and/or parameters.
4. Obtain a first list and examine.
5. Then narrow or broaden by refining the entries in the filter.
6. Should be able to find the desired information within 2 iterations.
7. Once the desired record is found, use its associations to explore or drill down.

5. Search Tips

1. The number of filter fields: the fewer the better. Too many runs the risk of over-constraining (remember RMS is not very smart)
2. Key words or strings – the fewer, the better.
3. Use wild card “%”
4. Don’t know whether to put a key word in the title or subtitle field? Don’t know exactly whether the citation is a sub-section or the section? Then use the label field (see screenshot below).
5. Start with the custom filters (Lab Policies; Requirements-active, no deliverables; Deliverable Requirements). These look at the “active” items only.
6. If you decide to use the generic filters (Requirements, Documents),
 - Be sure to enable *Status* and indicate *active* (assuming you don’t want all the retired info)
 - For requirements, if you are not interested in deliverables, be sure to enable *Is this a deliverable* and indicate *no*.

7. Make sure there are no BLANK ACTIVATED/ENABLE filter fields!!! This will result in no records found!!!
8. Go for what, not who (and other weaknesses in the data).

Tip: Use this Label field (= concatenated fields) with wildcards (%) when you aren't sure which specific field to enter your search value.

These don't work yet – keep as “is equal”.

Instruction: Keyword search - use % for wildcard (eg. %85%85%). Enable filter - select green button. Disable filter - select red button.

Examples that result in a manageable list (see also accompanying video #V03A):

- (Doc type = Policy) + (Doc title = %financial%)
- (Doc number = 04.0%) this will yield all documents whose numbers start with “04.0”
- (Doc number = %04.0%) – this will yield all documents whose numbers contain somewhere the string “04.0”. This will be a longer list than the preceding example.
- (Source Req type = Code of Federal Regulations) + (SRD Citation = 10%85%) will yield the list of “10 CFR” items containing “85”. For example, including all the subsections of 10 CFR 851.
- (Contract Subsection = H.%) + (Status = active) + (Is this a deliverable = no) – this will yield all the active H clauses listed that are not deliverables.
- (Contract Subsection = H.%) + (Status = active) will give all the active H clauses including any H clause deliverables.
- Open Case

V. Other Related “How-to’s for the RMS

- V00 – Cheatsheet for General Users
- V01 – Definitions to Help Use and Search the RMS *[VERY USEFUL!]*
- V02 – Basic Screen Orientation
- V03A – Searching the RMS (video)

VI. Revision History

Revision	Date	By Whom	Description
0	10-25-2014	L.J.Young	Initial Draft
0.1	12-14-2014	L.J.Young	Formalize formatting