

RMS Training (Search) - 12/3/2012

Goals:

- Learn how to access and log in.
- Learn what kind of info is in the RMS.
- Learn the general screen layout.
- Learn how to use the search filters to find reqs or doc information

Script:

Task	Hints
1. Access RMS and log in with LDAP	Go to Lab A-to-Z/Requirements Management Program web page. Select Reqs Mgmt System (left list). Select RMS/Database
2. What kind of info is in RMS	(see back of this sheet)
3. Become oriented with screen layout and function. <ul style="list-style-type: none"> Inbox (left panel), select Reports/Lab Policies. A list of property filters should appear on the right side. Search All by hitting "Search" button at upper left of this window. A list in upper right of screen should appear. <ul style="list-style-type: none"> Play with sizing of upper right window. Play with sorting lists Try shuffling columns by dragging a selected one to the position you want. Select any policy from the list. Its details should appear in the lower right window. <ul style="list-style-type: none"> Examine the metadata of the selected policy Scroll to bottom of the window to "Associations". These should be the same as the Source Driving Requirements and Implementing Documents listed in the RPM! 	Look at RMS/Intro-How-to #B02, #B03. Compare to the RPM (go to Lab A-to-Z/RPM).
4. Explore Policy associations in detail. <ul style="list-style-type: none"> Under Associations, select an associated Requirement. (Timer is missing - wait 15 to 30 seconds for system to respond). The details of the Req should appear. Examine. Go back to the Policy tab, and under Associations select an Implementing Doc. Look at its properties. 	Look at RMS/Intro-How-to: # B04
5. Search Policies again, but add another filter property.	<ul style="list-style-type: none"> Left panel, Reports/Lab Policies Enable another filter property by hitting green button, and enter search info. Use as little as possible, and use wildcard symbol % before and after.
6. Search Requirements. <ul style="list-style-type: none"> Search for <u>DOE Order 232.2</u> (Occurrence Reporting), <u>Order 414.1D</u> (Quality Assurance) or <u>10 CFR 851</u> (Worker Safety and Health) 	<ul style="list-style-type: none"> Left panel, Reports/ Requirements (active, non-deliverables). Enable another filter property to pinpoint one of the suggested reqs.
7. Examine properties (especially Associations) for one of the above requirements. <ul style="list-style-type: none"> Does the req have associated Cases or RODs? Take a look. 	
8. Generate a report for the selected requirement. <ul style="list-style-type: none"> Find all the reqs and docs associated with the selected requirement. 	<ul style="list-style-type: none"> Select Generate Report button, select Assoc Reqs and Docs.

What's loaded in the RMS database (12/3/2012)

In general - completed RPM policies, scheduled deliverables:

- All OCA, PAD, IT, OCFO

- 20 HR policies' worth (out of 80)

- 28EHS policies' worth (out of about 80)

- 14 RIIO policies' worth (out of 20)

- 0 Facilities

- 0 Tech Transfer

Loading more on rolling basis - so more to come!