

Quick Manual: Using the ADMINREC Website

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1. INTRODUCTION

The ADMINREC.com website allows Internet access to the administrative records (AR) that are required under the provisions of the *Comprehensive Environmental Restoration, Compensation, and Liability Act* (CERCLA). Each installation's AR documents the process of environmental restoration and public participation in that process at that installation.

This *Quick Manual* will allow you to navigate the website, search the AR database and print search findings; choose report formats, and view or print scanned images of the documents. Section 2.6 provides for obtaining help.

2. USING THE WEBSITE

2.1. Getting Started

Activate your Internet browser to reach the website (<http://www.adminrec.com>). Be patient depending on the speed of your computer and Internet connection, the site may take several moments to load the opening page (or "splash" page).

Note: the site is best viewed using Microsoft Internet Explorer (MSIE), which is part of the Windows software. After the site has loaded, you will see buttons that allow you to download MSIE, or to use the AOL or Netscape browsers.

You will need to use the Adobe Acrobat PDF (portable document format) reader to view the scanned documents. Many computers already have the Adobe PDF Reader installed. If not then it can be downloaded for free by clicking on "Accessibility" at the bottom of this screen. Save the download as a file and note the file location. Then, using Windows Explorer, double-click on the downloaded file to install the software to your computer.

Note: Once you have downloaded and installed any of the software, it will not be necessary to repeat these steps.

2.2. Accessing the AR Database

Return to the opening page of the ADMINREC website. Select "D.O.D." from the left column, then the Major Command from the following page.

Select the desired location from the dialogue box then select the installation from the left column. As a tutorial *PACAF, Hawaii, and the 15 ABW* is used as an example for this manual.

2.3. Installation Information

The Table of Contents screen contains information about points of contact, date of last update. On the Table of Contents screen one can view the entire database index by selecting to view the records in groups of 20, 50, 100, or Unlimited. After designating the selection click the “View” button.

2.4. Conducting a Search

Select “Expert Search” from the index tab or the left column. The Query screen appears after a few moments.

The following examples of simple and more complex searches are presented to demonstrate the search operations.

2.3.1. Searching by Site

The first example is to search for all the records pertaining to a single site. We will use BFMV DP-17, the Dump Burn Site, at Bellows AFS for this example.

On the Query screen, select the “Site” box, then select the “word wheel” to the right of the box. Note that the “Terms List” radio button (circle) in the gray area at the bottom of the selection box is filled. Choose “BFMV DP-17” *either* by double-clicking it or by clicking it to highlight it and then clicking Paste – this will place BFMV DP-17 into the Site box on the Query screen. Click the Close button from the word wheel box to return to the Query screen.

Scroll to the top of the query screen and select “Submit Query” to collect the desired records. Or, you can begin the search by simply pressing Enter after pasting the entry into the box.

A tabular report appears, listing up to 20 records. If the number of records found exceeds 20, there will be a button allowing you to move to the next page of records. You can print this page of search findings by pressing the Print button on your browser toolbar (or by going to File, Print on the menu bar). If you wish to print the entire list, you must repeat the print procedure for each page of search findings.

See Section 2.4 to learn more about different formats for viewing or printing the search findings. See Section 2.5 for instructions on viewing and/or printing document images.

2.3.2. Searching by Site with Specified Date Range

This example will demonstrate the inclusion of an addition search parameter, document date. We will locate documents that pertain to Site BFMV DP-17, but only within certain dates, 1995 through 1998.

As described in Section 2.1.1, use the bar at the right side of the query screen to select BFMV DP-17, then scroll back up to the “Document Date” box and enter the desired date range using a *colon* to separate the dates (i.e. 1995:1998). This returns all documents dated between January 1, 1995 and December 31, 1998. To find documents between January and August of 1995, use: Jan 95: Aug 95. The tabular report appears.

2.3.3. Adding More Search Parameters

You may wish to further limit the search findings, for example, to select only correspondence pertaining to that site and within the limited date range. To do this, paste BFMV DP-17 into the Site box, as described in Section 2.1.1, and type the desired date range into the Document Date box, as described in Section 2.1.2. Then, remaining in the query screen, scroll up to Document Type (near the top of the query screen), and use the word wheel to select “Correspondence.” Hit Enter or click the Submit Query button to obtain the list of search findings. Note that the list of search findings will become smaller as additional search parameters from different fields are added, limiting the search.

2.5. Selecting Report Formats.

Four report formats are provided, each with a pre-defined sort.

The default report format is a tabular format, Short-Date, which lists the documents sorted by date order (oldest first) and gives the AR IR File Number (the record number), document date, subject or title, author, and an “image” column.

You can select another format by clicking the selection box. The Short-AR format, also a tabular format, provides the same fields as Short-Date, but is sorted by AR IR File Number.

There are also two list formats available. The EPAIndex format provides 12 fields in a list format, while the Longlist format contains all database fields. Both list formats are sorted by AR IR File Number.

2.6. Viewing and Printing Document Images

To view an individual document, click on the Image link in the right column in the tabular formats, or at the end of each record in the list formats. The PDF reader software will open and the first page of the document will appear on your screen. Again, be patient; this may take several moments to load. (Note that the first page of each document is a cover page and the last two pages are the front and reverse of a back cover.)

Use the buttons at the top of the viewer software to move through the document and view it on your screen. You may also print one or more pages of the scanned document. (Be aware that some documents were been scanned from poorly legible originals –the best that were available at the time of scanning – and may not be of ideal clarity.)

2.7. Obtaining Assistance

If you experience difficulties or have questions, please email us at the addresses shown below, or call us at (402) 291-2362.

- Bill Ohlmeyer (bill.ohlmeyer@latatenv.com)
- John Wilen (john.wilen@labatenv.com)