

Additional Protocol Declaration Helper User Guide

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Additional Protocol Declaration Helper User Guide

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Prepared by
OAK RIDGE NATIONAL LABORATORY
Oak Ridge, Tennessee 37831-6283
managed by
UT-BATTELLE, LLC
for the
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Abbreviated Terms

AP	Additional Protocol
DOE	US Department of Energy
FAQ	frequently asked question
IAEA	International Atomic Energy Agency
INSEP	International Nuclear Safeguards and Engagement Program
NNSA	National Nuclear Security Administration
NPT	Nuclear Non-Proliferation Treaty

Glossary of Terms

Activity

Within the context of the AP Declaration Helper, an “activity” refers to any actions, materials, or equipment related to the nuclear fuel cycle, that are potentially declarable under the Additional Protocol.

Additional Protocol (AP)

Throughout the AP Declaration Helper, “Additional Protocol” and “AP” refer to the *Model Protocol Additional to the Agreement(s) between State(s) and the International Atomic Energy Agency for the Application of Safeguards* (INFCIRC/540), which is defined in the *IAEA Safeguards Glossary* (2001 Edition) as follows:

“The document [INFCIRC 540], also known as the Model Additional Protocol, providing for those measures for strengthening the effectiveness and improving the efficiency of IAEA safeguards which could not be implemented under the legal authority of safeguards agreements. It was approved by the IAEA Board of Governors in 1997. The IAEA uses the Model Additional Protocol for negotiation and conclusion of additional protocols and other legally binding agreements as follows:

- a. With States and other parties to comprehensive safeguards agreements, containing all of the measures provided for in this document as the standard;
- b. With nuclear weapon States, incorporating those measures from this document that each such State has identified as capable of contributing to the non-proliferation and efficiency aims of the Model Additional Protocol when implemented with regard to that State, and as consistent with that State’s obligations under Article I of the NPT;

- c. With other States that are prepared to accept measures provided for in this document in pursuance of safeguards effectiveness and efficiency objectives.”¹

AP Declaration Helper

The software tool being discussed herein, whether it is the web version or the downloaded desktop version.

Declaration

Information submitted to the IAEA by a State about its nuclear program and related activities. Examples of such information are the research and development activities related to the State’s nuclear fuel cycle, descriptions of buildings on sites, nuclear-related manufacturing activities, and exports of specified equipment and nonnuclear material.

Declaration Entry

An individual line item contained in a declaration.

Desktop Version

The downloadable version of the AP Declaration Helper that can be run on a desktop computer.

International Atomic Energy Agency (IAEA)

The IAEA is the world’s center of cooperation in the nuclear field. It was established in 1957 as the world’s “Atoms for Peace” organization within the United Nations family. The Agency works with its Member States and multiple partners worldwide to promote safe, secure, and peaceful nuclear technologies. See <http://www.iaea.org> for more information.

Interview

An AP Declaration Helper session in which the user answers the “Yes/No” questions in either the “Evaluate a Single Activity” or “Evaluate/Identify Multiple Activities” questionnaire.

Likely or Unlikely to be Declarable

The terms “likely to be declarable” and “unlikely to be declarable” are used in the AP Declaration Helper to indicate that activities evaluated in the interview may or may not be required to be included as entries in your State’s AP declaration to the IAEA. In either case, the AP Declarations Helper’s suggestion is just that—a suggestion. The suggestion that an activity is likely or unlikely to be declarable is based purely on your answers to the interview questions or your act of listing

¹ IAEA *Safeguards Glossary*, 2001 Edition, Paragraph 1.15. NPT: Nuclear Non-Proliferation Treaty.

the activity and associating it with a specific AP article using the Activity Entry Form. For more information, please review Section 1.2, “Cautionary Notice.”

IMPORTANT NOTE—Your State is required to submit a declaration for each article of the AP even if there are no activities to declare. In accordance with paragraph II.10 of the IAEA’s *Guidelines and Format for Preparation and Submission of Declarations Pursuant to Articles 2 and 3 of the Model Protocol Additional to Safeguards Agreements* (May 2004), “If there is nothing to be declared under an article, ‘Nothing to Declare’ should be entered in the comment line of the header.”

Protocol Reporter 2

The software tool distributed by the IAEA for authoring and managing AP Declarations.

Web Version

The network version of the AP Declaration Helper, which is publicly accessible via the Internet at <http://nnsa.energy.gov/APHelper>.

Chapter 1

Introduction

This guide serves as a reference to help new users understand what is available on the Additional Protocol (AP) Declaration Helper web site and how to use it.

1.1 WHAT IS THE AP DECLARATION HELPER?

The AP Declaration Helper is a software program that can help you determine whether or not you have activities or locations that may be declarable under the Additional Protocol (AP). It is available in two forms: as a desktop application that can be installed and run on your computer or as a web site application that you can access without downloading or installing any files or programs.

The AP Declaration Helper site includes the following major pages and features:

- An AP Helper Home page describing the capabilities and limitations of the web site
- An Interview page to help you identify activities and locations that may be declarable under the AP
- An AP Helper Help page, a comprehensive help system with extensive information on the AP Declaration Helper and the AP
- An AP Helper Frequently Asked Questions (FAQ) page addressing commonly requested information

- A Contact AP Helper page, which can be used to provide feedback or to request additional information
- An AP Helper Downloads page, where you can obtain the desktop version of the AP Declaration Helper

The most important function of the AP Declaration Helper is to provide guided interviews that can be taken by any person who has knowledge of activities and locations related to your State's nuclear fuel cycle. By providing "Yes" or "No" answers to the interview questions, a user can identify locations and activities that may be declarable under each article of the AP.

1.2 CAUTIONARY NOTICE

The AP Declaration Helper web site is intended to assist users in identifying information that is likely to be declarable to the International Atomic Energy Agency (IAEA) under Article 2 of the AP. However, it is only a tool. **No part of the AP Declaration Helper web site is intended to provide authoritative information or definitive results**, and its use is subject to a number of limitations. For example, when using the AP Declaration Helper Interview tool, the user must determine which activities to consider evaluating. The AP Declaration Helper provides no means of verifying that the user has in fact considered all activities that need to be evaluated. Further, answering an interview question correctly requires the user to apply judgment and knowledge concerning the activity being evaluated in order to produce accurate results. Users should also be aware that this tool is based on the Model Additional Protocol [INFCIRC/540 (Corrected)] and as such, does not address any modified or additional provisions that may be included in some States' versions of the AP. Ultimately, **it is the responsibility of the State to provide complete and accurate information to the IAEA under AP Article 2**. The AP Declaration Helper web site can assist users involved in this process, but it is no substitute for a comprehensive and systematic evaluation by the State and by those organizations and individuals that the State has chosen to make responsible for providing input to its declaration.

1.3 WHO SHOULD USE THE AP DECLARATION HELPER?

The AP Declaration Helper and the information and tools on its web site are intended for use by States, organizations, or individuals involved in the oversight or conduct of nuclear-related activities to help simplify the task of identifying those activities likely to be declarable under the AP.

1.4 BACKGROUND INFORMATION

The AP Declaration Helper is a reengineered and enhanced version of a similar tool that has helped the US Department of Energy (DOE) successfully satisfy its obligations under the AP. As such, the AP Declaration Helper has a legacy of proven success in helping parties evaluate activities for potential declarability and in helping users learn more about the details involved in identifying and reporting AP declarations.

Throughout the life of the AP Declaration Helper development project, the development team had the benefit of support and involvement from AP experts at DOE Headquarters and DOE national laboratories. The development team has also received international input from the IAEA and several member states that participate in DOE's International Nuclear Safeguards and Engagement Program (INSEP). INSEP establishes technical partnerships to build comprehensive, safe, and sustainable nuclear infrastructures in countries preparing for civil nuclear energy. These consultations helped to ensure that the information and logic used in the AP Declaration Helper supports the IAEA's mission, is consistent with the requirements of the AP, and is of value to the international community.

1.5 COMPARING THE AP DECLARATION HELPER TO PROTOCOL REPORTER

The AP Declaration Helper should not be confused with the IAEA's Protocol Reporter. The two software tools can both be used as a part of the declaration process, but they serve different purposes and are not integrated. The AP Declaration Helper serves primarily as a decision support tool to help you determine which of your activities and locations are likely to be declarable. Protocol Reporter is a data entry tool primarily used to author and manage declarations and entries to be submitted to the IAEA.

Each tool serves an important function in the overall declaration cycle. You can use the AP Declaration Helper first to help identify, review, and approve activities that are to be included in your declaration. Once your list of declarable activities has been finalized, you can use the Protocol Reporter to enter the required data for all entries and export them for submission to the IAEA. This approach yields several benefits, including the following:

- It divides the declaration process into two clearly distinct steps—identification/screening and data collection/submittal—so that each may be conducted in a more focused and manageable manner.

- It helps minimize the number of entries that must be entered and managed in Protocol Reporter, which saves time and effort, reduces errors, and minimizes confusion.
- It reduces the possibility of omitting an entry that should have been declared in your submission to the IAEA.

Chapter 2

Getting Started

2.1 SELECTING WHICH VERSION IS RIGHT FOR YOU

The AP Declaration Helper is available in two forms—a web version, which requires only a browser, and a desktop version, which must be installed on your computer. Both work very similarly, are easy to use, and require no user account or login.

You might choose to use the web version of the AP Declaration Helper if

- you have an Internet connection, or
- you do not need to save your interview results in a file.

Use the desktop version of the AP Declaration Helper if

- you do not have an Internet connection,
- you prefer not to transmit your data over the Internet, or
- you would like to be able to save partially or fully completed interview sessions in files on your computer or local network.

2.2 THE WEB VERSION

The web version of the AP Declaration Helper is available at <http://nnsa.energy.gov/aphelper>. Anyone can visit the web site and begin working immediately.

2.2.1 Your Privacy

- All users are anonymous. You are not required to log in, and you do not need an account. No data are stored that can be used to identify users of the AP Declaration Helper.
- The AP Declaration Helper does not retain any of the information you enter, not even the “Yes/No” answers that you provide in the interviews. Once you exit the interview and close your browser, you cannot recover the data you entered during the interview.

2.2.2 Advantages

- It is readily and immediately available.
- You will always be using the most current version of the AP Declaration Helper; you never need to update it.

2.2.3 Limitations

Use of the web version has some limitations:

- You cannot save an interview and resume working on it later.
- If your Internet connection is interrupted for any reason during a session, the data you entered during that session could be lost.

2.3 THE DESKTOP VERSION

The desktop version of the AP Declaration Helper is a near-exact copy of the web version, but it runs on your own computer rather than a remote web server. It provides offline access to the same interviews, integrated help, and FAQs that are available through the web version at the time that the desktop version is downloaded. Once the desktop version is installed, you can run the AP Declaration Helper on your local personal computer without an Internet connection.

2.3.1 Advantages

- You can use the desktop version on an offline computer to avoid the need to transmit your data.
- You can save and reopen interviews. This is particularly useful for lengthy interviews that cannot easily be completed in one session.

2.3.2 Limitations

- You must have a computer that meets the minimum system requirements (see Section 2.3.3, “System Requirements”) to install and run the desktop version of the AP Declaration Helper. For example, if your computer is not compatible with Microsoft Windows, such as some Apple or Linux-based computers, you cannot use the desktop version.
- You may not be able to install the AP Declaration Helper if you do not have administrator privileges on your computer.

2.3.3 System Requirements

- PC with Pentium-class processor and at least 1 gigabyte of memory
- Microsoft Windows XP SP 3 or newer operating system
- Microsoft .Net Framework 3.5 or newer
- A compatible web browser, such as a recent version of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome

2.3.4 Downloading the Desktop Version

If you do not already have a copy of the AP Declaration Helper software, or if you have a copy but do not know how old it is, go to the web site to download the latest version.

1. Go to the AP Declaration Helper web site at <http://nnsa.energy.gov/aphelper>.
2. Click “AP Helper Downloads” in the Links section on the right side of the Home page, as shown in Figure 1. You will be directed to the Downloads page.

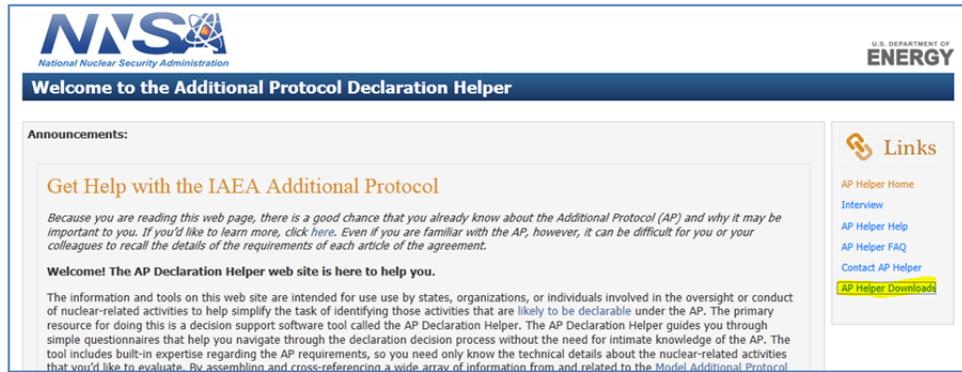


Figure 1. The Home page menu links.

- On the Downloads page (Figure 2), click the “AP Declaration Helper Desktop Version” link to begin downloading the setup package. The setup package is a self-extracting executable file that contains the components typically necessary to install the desktop version of the AP Declaration Helper on your local computer. Save the file in a convenient folder of your choice. The exact steps involved in your download procedure may vary depending on your choice of browser.

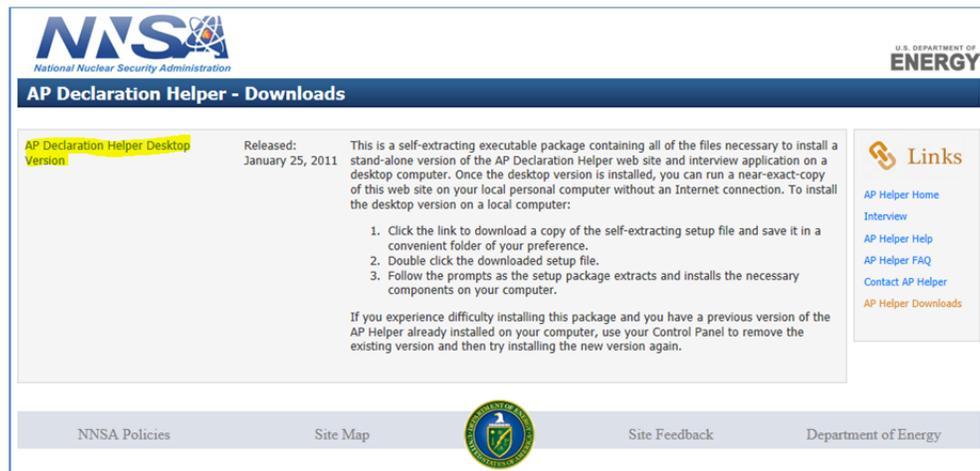


Figure 2. The Downloads page.

2.3.5 Installation Procedure for the Desktop Version

Before installing the AP Declaration Helper, please read the following notes:

- Installing the AP Declaration Helper on your computer will require administrative privileges. If you do not have the necessary privileges, you must contact your system administrator for assistance.

- If you experience difficulty with the installation process and you have a previous version of the AP Helper already installed on your computer, use your Control Panel to remove the existing version and then try installing the new version again.

Use the following steps to install the desktop version on a local computer:

1. If you downloaded a copy of the AP Declaration Helper setup package, go to the folder where you saved your download and double-click “APHelperSetup.exe” (the setup file). If you have a copy of the software on removable computer media, insert the media (CD, DVD, flash drive) into your computer and double-click the setup file.
2. Upon starting the installation package, you may receive a User Account Control message, such as the one shown in Figure 3, from your Windows operating system. If the message box asks you to enter a username and password for an administrator account, you must either enter the requested credentials or get assistance from your system administrator to continue. If Windows does not require you to enter credentials, click “Yes” to proceed.
3. After clicking “Yes,” you will be informed that the AP Declaration Helper needs to install the Cassini Web Server on your computer, as shown in Figure 4. This is a necessary part of the installation. Click “Install” to continue. A window with a progress bar will appear while the Cassini web server is being installed.

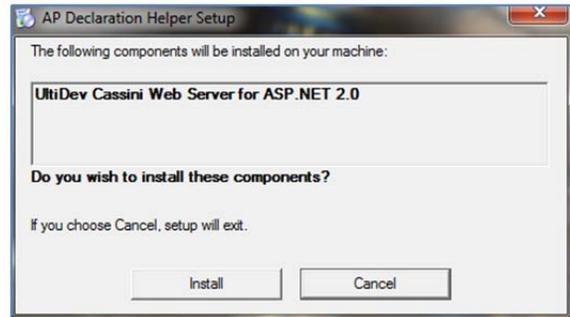
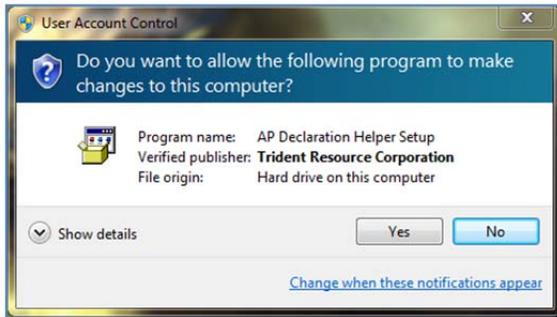


Figure 3. Windows User Account Control message. Figure 4. Installation of the Cassini desktop web server.

4. On some installations, you may encounter a message like the one shown in Figure 5, indicating that you must install the Microsoft .NET Framework. Click “Yes” to go to a Microsoft web page where you can download and install this required component. Follow the instructions from Microsoft to complete this part of the installation. Once the .Net Framework component is installed, you must restart your installation at Step 1.



Figure 5. Microsoft .NET Framework installation.

5. When finished, the AP Declaration Helper Setup Wizard will prompt you to continue with the installation, as shown in Figure 6. Click “Next” to continue.

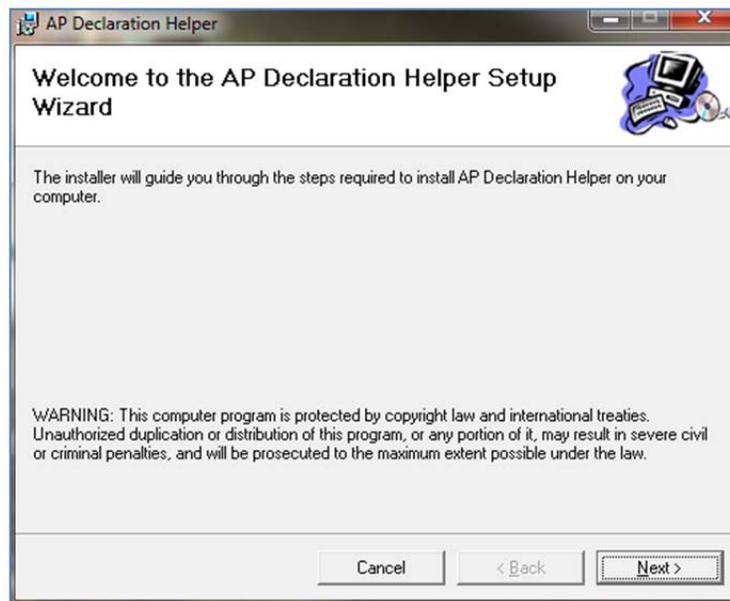


Figure 6. AP Declaration Helper Setup Wizard.

6. The installation wizard will ask you to specify the folder in which you would like to install the AP Declaration Helper, as shown in Figure 7. You may accept the default installation folder or change it to a folder of your choice. You may also select whether you want to install the AP Declaration Helper for all user accounts on the computer or limit the installation to your user account. Make your selection and click “Next” to continue.

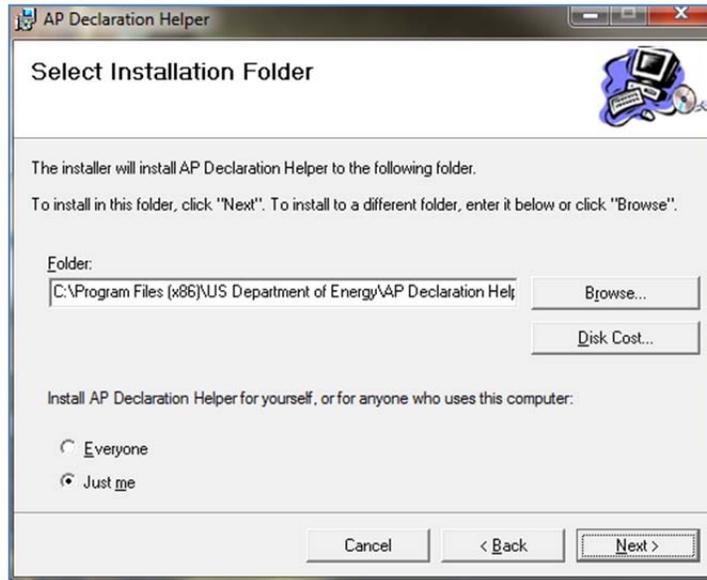


Figure 7. Selecting the Installation Folder.

7. At this point, you have completed all of the preinstallation steps and are ready to complete the installation process. The installation wizard will ask you to confirm that you want to continue, as shown in Figure 8. Click “Next” to continue or “Cancel” to abort the installation.

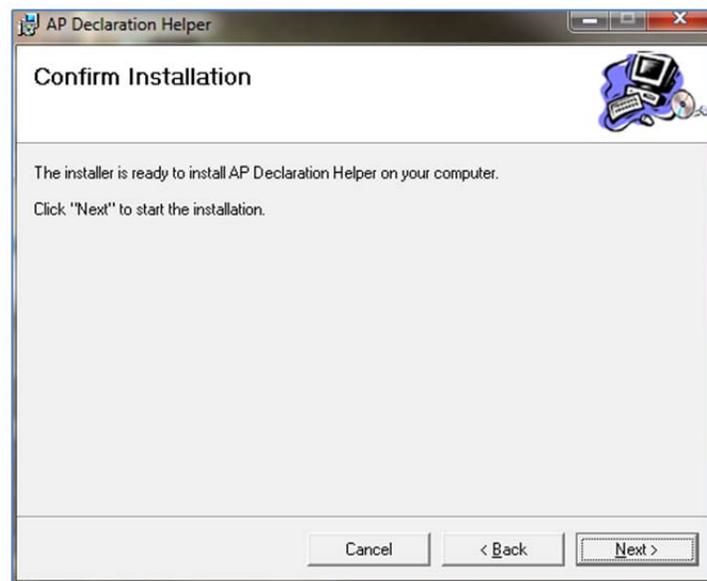


Figure 8. Confirm installation.

8. After installation is complete, the wizard will display a message like the one shown in Figure 9. Click “Close” to exit the installation procedure.

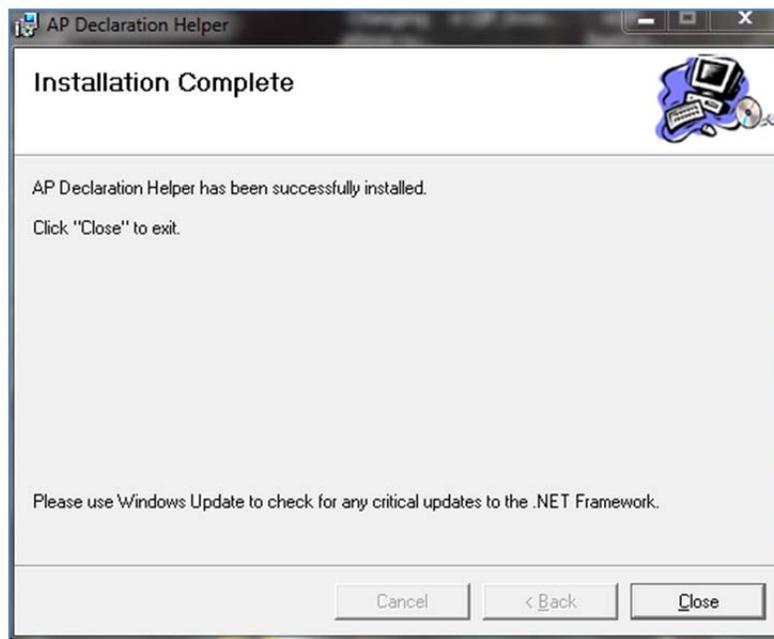


Figure 9. Successful Installation.

9. You may now run the AP Declaration Helper from the desktop shortcut created during installation. Your desktop shortcut will look like a shortcut to a web page and will use your default browser’s icon.

2.3.6 Periodic Checks for Updates

Because the desktop version of the AP Declaration Helper is designed to be used without an Internet connection, it does not automatically check for updates. Instead, it displays a message in a bold red font on several pages to indicate the release date of the installed version that you are using. Figure 10 shows an example of this message as it is displayed on the Home page.

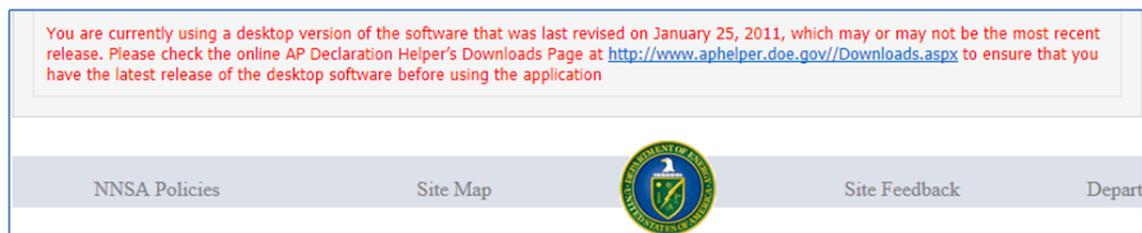


Figure 10. Desktop version update reminder.

This is a reminder that a newer version of the AP Helper may be available, so you should check the AP Declaration Helper web site for updates whenever it is convenient for you.

To check for updates, compare the release date of the desktop version shown on the Downloads page of the AP Declaration Helper web site to the release date shown on the Home page of the desktop version that you are running. If the release date shown on the web site is later than the one shown on your installed version, you should download and install the version on the web site in accordance with the installation procedure (see Section 2.3.5, “Installation Procedure for the Desktop Version”).

2.3.7 Uninstalling the AP Declaration Helper

You may wish to uninstall the AP Declaration Helper if you find you no longer need it or you want to install a newer version and are having difficulty getting the new version to overwrite the existing installed version. You may uninstall the AP Declaration Helper by going to your Control Panel (accessible from your Start menu) in Windows and finding “AP Declaration Helper” on the list of installed programs.

1. Select AP Declaration Helper from the installed programs list.
 - If you are using Windows Vista or Windows 7, click “Uninstall” in the button bar above the installed programs list.
 - If you are using Windows XP, click “Remove” to the right of the selected program.

A dialog box, similar to the one shown in Figure 11, may ask you to confirm your intention to uninstall the program. Click “Yes” to begin uninstalling.

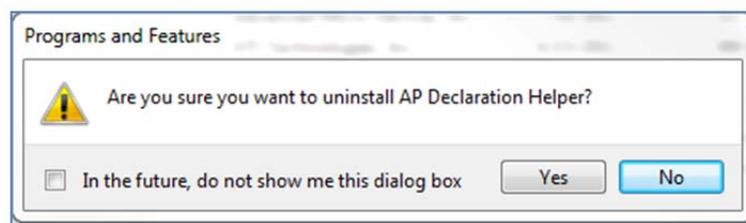


Figure 11. Confirming Uninstallation of the AP Declaration Helper.

1. You may receive a Windows User Account Control message similar to the one discussed in Step 1 of the installation procedure and shown in Figure 3. Click “Yes” to continue with uninstallation.
2. After the AP Declaration Helper application has been uninstalled, you should receive a message asking if you would also like to uninstall the Cassini web server components

(see Figure 12). In most cases, you should use the Control Panel to uninstall each of the listed components to fully remove Cassini from your computer. You might decide to leave the Cassini components installed if you plan to immediately install another version of the AP Declaration Helper.

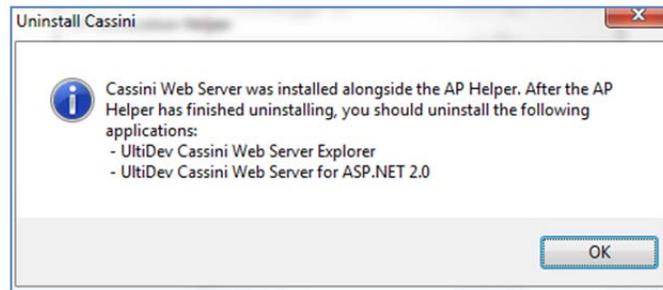


Figure 12. Uninstalling the Cassini web server.

Chapter 3

AP Declaration Helper Overview

3.1 STARTING THE AP DECLARATION HELPER

If you are using the desktop version, start the AP Declaration Helper by double-clicking the desktop shortcut created during installation.

To use the Internet version, open your choice of web browser and enter “<http://nnsa.energy.gov/aphelper>” in the address bar.

Note—The appearance of some pages of the Internet version will differ slightly from the screenshots shown below, which were taken from the desktop version.

3.2 THE HOME PAGE

The DOE AP Declaration Helper opens up to a welcome page, as shown in Figure 13. The content in the header above the blue bar at the top and in the grey footer bar at the bottom will take you to other parts of the U.S. National Nuclear Security Administration (NNSA) or DOE web sites, depending on which links or banners you click.

3.2.1 Links

The Links section, which appears on the right side of most pages (except for pages designed to be printed), serves as a menu to help you navigate to the different pages available on the web site.

The link to the current page is displayed in a different color from the others to help indicate your current location within the application, as shown in Figure 13. The following links are available:

- **AP Helper Home** returns you to the Home page.
- **Interview** directs you to the AP Declaration Helper Interview page. The interview process is covered in detail in Chapter 4.
- **AP Helper Help** opens a new window showing the AP Declaration Helper’s interactive Help system. AP Declaration Helper Help discusses both AP-related topics and software-specific help. This feature is covered in detail in Chapter 5.
- **AP Declaration Helper FAQ (Frequently Asked Questions)** takes you to the FAQ page, where you can learn more about the AP Declaration Helper and how to resolve some problems with installation or use of the software (see Section 3.4, “Frequently Asked Questions”).
- **Contact AP Helper** takes you to our Contact Us page, where you can get the email address of someone to contact if you have questions or comments (see Section 3.5, “Contact Us”).

3.2.2 Version Reminder

When using the desktop version, a message in a red font appears at the bottom of the Home page and Interview page to remind you that you should check periodically to see if a newer version of the AP Declaration Helper has been released. If you are using the AP Declaration Helper on a computer connected to the Internet, you can check your version by clicking the link provided in the message and comparing the date shown in the message with the date of the version that is available on the Download page.

3.2.3 The Interview Page

The AP Declaration Helper Interview page is used to help you identify activities or locations that are likely to be declarable under the AP and to determine the relevant articles. Figure 14 shows an image of the Interview page. See Chapter 4 for a full description of the interview process.

NNSA
National Nuclear Security Administration

U.S. DEPARTMENT OF
ENERGY

Welcome to the Additional Protocol Declaration Helper

Announcements:

Get Help with the IAEA Additional Protocol

Because you are reading this web page, there is a good chance that you already know about the Additional Protocol (AP) and why it may be important to you. If you'd like to learn more, click here. Even if you are familiar with the AP, however, it can be difficult for you or your colleagues to recall the details of the requirements of each article of the agreement.

Welcome! The AP Declaration Helper web site is here to help you.

The information and tools on this web site are intended for use by states, organizations, or individuals involved in the oversight or conduct of nuclear-related activities to help simplify the task of identifying those activities that are likely to be declarable under the AP. The primary resource for doing this is a decision support software tool called the AP Declaration Helper. The AP Declaration Helper guides you through simple questionnaires that help you navigate through the declaration decision process without the need for intimate knowledge of the AP. The tool includes built-in expertise regarding the AP requirements, so you need only know the technical details about the nuclear-related activities that you'd like to evaluate. By assembling and cross-referencing a wide array of information from and related to the Model Additional Protocol (INFCIRC/540 (Corrected)), we've taken some very complex information and broken it down into a form that is easy to use and understand. All you have to do is answer a series of simple Yes/No questions to determine whether an activity is likely to be declarable.

All of the resources on this site are also available in a version designed to operate offline on your personal computer. You may use these resources online or visit the web site's Downloads page to download everything you see here for use on a non-internet connected computer system. There are a few differences between the desktop and web-based versions of the AP Declaration Helper that you should consider before selecting which version to use:

- The Downloads page is available only in the online web version.
- The ability to save your AP Declaration Helper interview data files and later re-open them is enabled only in the desktop version.

For more information about the AP, visit the IAEA's official web site.

CAUTION!

The AP Declaration Helper web site is intended to assist users in identifying information that is likely to be declarable to the IAEA under Article 2 of the Additional Protocol. However, it is only a tool. **No part of this web site is intended to provide authoritative information or definitive results** and its use is subject to a number of limitations. For example, when using the AP helper Interview tool, the user must determine which activities to consider evaluating. The Declaration Helper provides no means of assuring that the user has in fact considered all activities that need to be evaluated. Further, answering an interview question correctly requires the user to apply judgment and knowledge concerning the activity being evaluated in order to produce accurate results. Users should also be aware that this tool is based on the Model Additional Protocol (INFCIRC/540 (Corrected)), so it does not address any modified or additional provisions that may be included in some States' versions of the AP. Ultimately, **it is the responsibility of the State to provide complete and accurate information to the IAEA under AP Article 2.** While the AP Declaration Helper web site can assist users involved in this process, it is no substitute for a comprehensive and systematic evaluation by the State and by those organizations and individuals that the State has chosen to make responsible for providing input to its declaration.

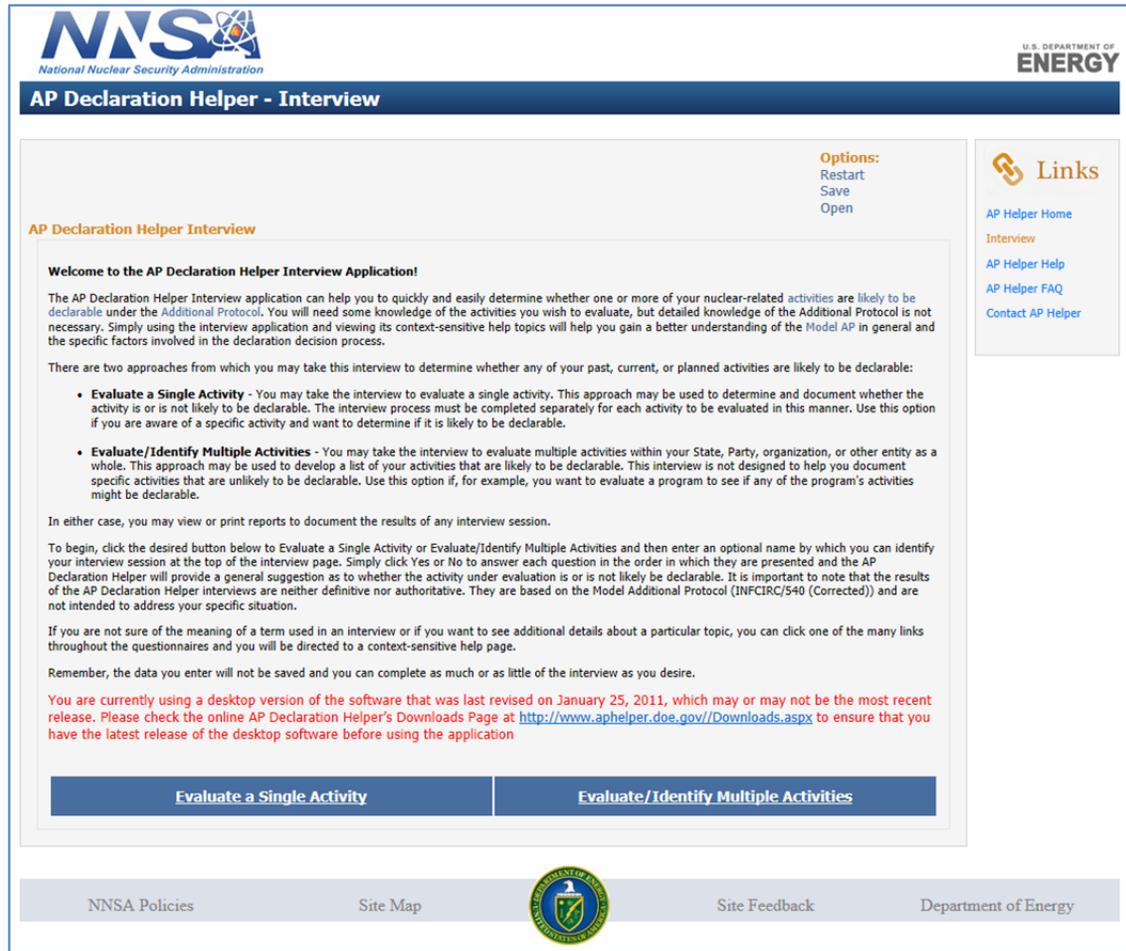
You are currently using a desktop version of the software that was last revised on January 25, 2011, which may or may not be the most recent release. Please check the online AP Declaration Helper's Downloads Page at <http://www.aphelper.doe.gov/Downloads.aspx> to ensure that you have the latest release of the desktop software before using the application

Links

- AP Helper Home
- Interview
- AP Helper Help
- AP Helper FAQ
- Contact AP Helper

NNSA Policies Site Map  Site Feedback Department of Energy

Figure 13. The Home page.



The screenshot shows the 'AP Declaration Helper - Interview' page. At the top left is the NNSA logo, and at the top right is the U.S. Department of Energy logo. The page title is 'AP Declaration Helper - Interview'. On the right side, there are 'Options' (Restart, Save, Open) and a 'Links' sidebar with links to 'AP Helper Home', 'Interview', 'AP Helper Help', 'AP Helper FAQ', and 'Contact AP Helper'. The main content area is titled 'AP Declaration Helper Interview' and contains a welcome message, instructions on how to use the application, and two main buttons: 'Evaluate a Single Activity' and 'Evaluate/Identify Multiple Activities'. At the bottom of the page, there are links for 'NNSA Policies', 'Site Map', 'Site Feedback', and 'Department of Energy'.

Figure 14. The Interview page.

3.3 AP HELPER HELP

See “Chapter 5, Online Help and Support” for information about the AP Declaration Helper’s context-sensitive help system.

3.4 FREQUENTLY ASKED QUESTIONS

The FAQ page (Figure 15) shows some common questions and answers that may help you better understand how to use the AP Declaration Helper. The questions are divided into two categories—General and Desktop Software. General questions and answers apply to both the web site and desktop versions. The Desktop Software questions and answers are specific to the desktop version.

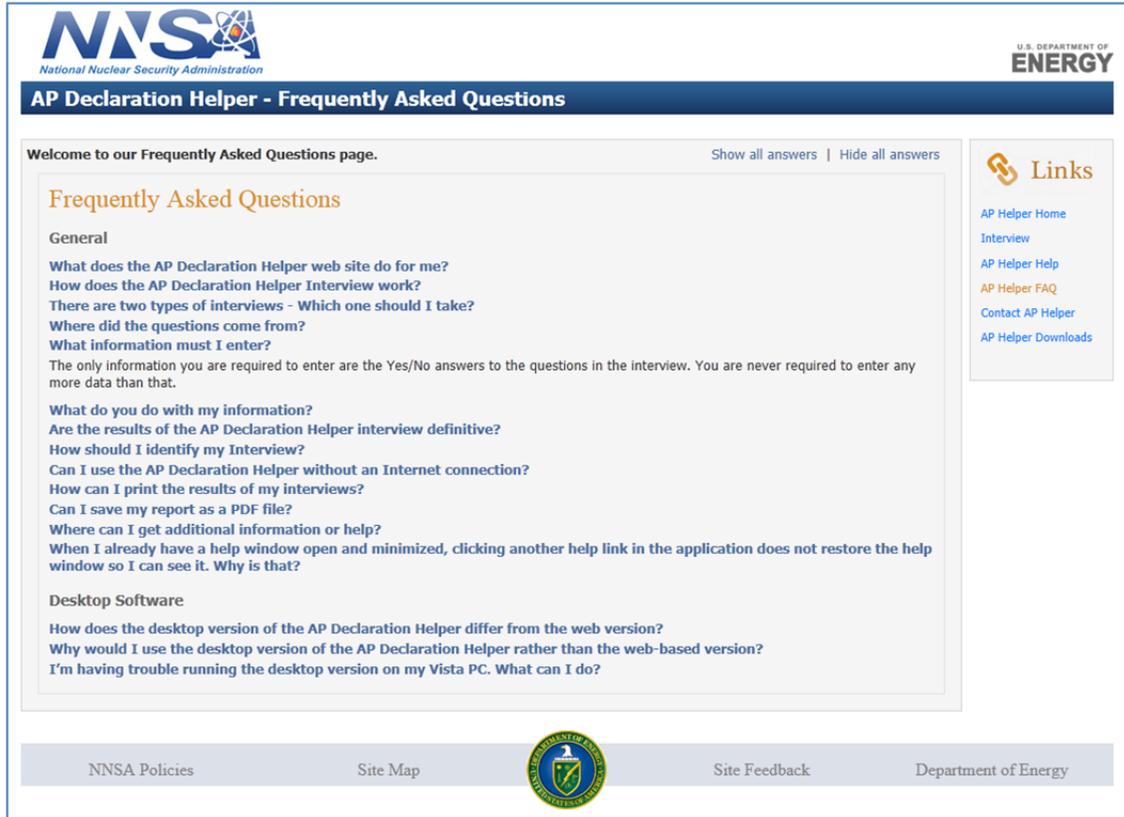


Figure 15. The FAQ page.

The questions displayed are clickable links. When you click a question, the answer appears below it as shown by the “What Information must I enter?” question in Figure 15. Click the same question again, and the answer will disappear. You can show or hide all answers by clicking the links in the upper right-hand corner of the page.

3.5 CONTACT US

Figure 16 shows an image of the Contact AP Helper page, which provides a simple link for you to click to contact someone involved with the AP Declaration Helper. If you are using the Internet version or the desktop version on a computer connected to the Internet, clicking the email link should open your default email program to allow you to write and send your message.

NNSA
National Nuclear Security Administration

U.S. DEPARTMENT OF
ENERGY

AP Declaration Helper - Contact Us

If you would like to contact us please send an email to aphelper@nnsa.doe.gov

Links

- [AP Helper Home](#)
- [Interview](#)
- [AP Helper Help](#)
- [AP Helper FAQ](#)
- [Contact AP Helper](#)

NNSA Policies Site Map  Site Feedback Department of Energy

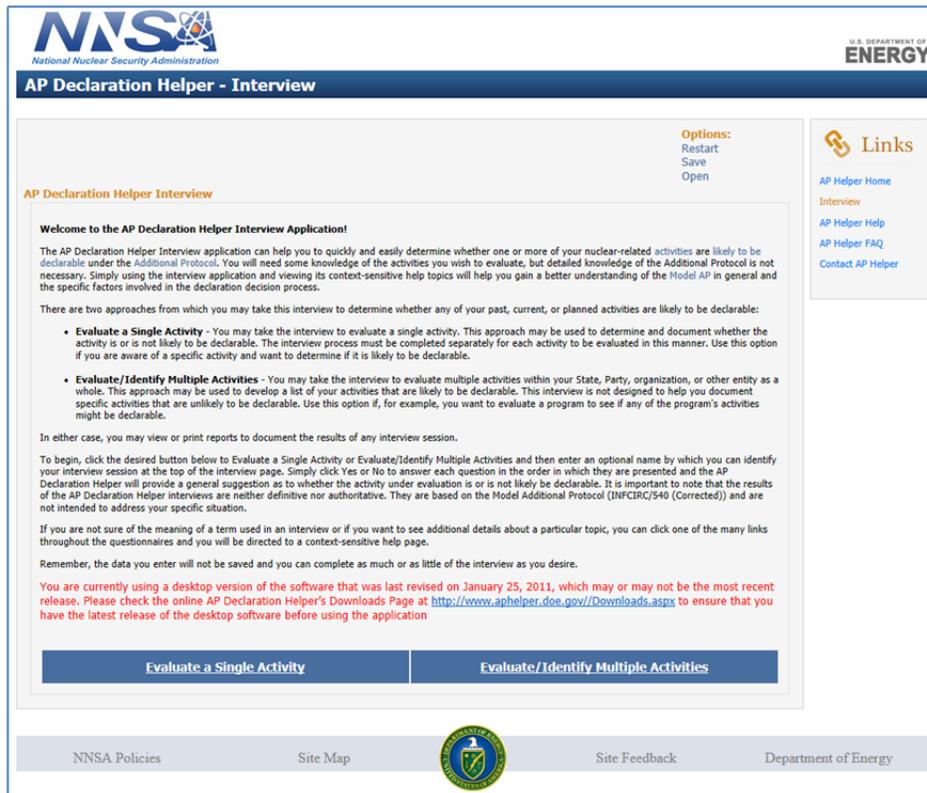
Figure 16. The Contact AP Helper page.

Chapter 4

The AP Declaration Helper Interviews

4.1 THE INTERVIEW PAGE

After clicking “Interview” in the Links section of any page, you are directed to the Interview page, which is shown in Figure 17. The version reminder message provided on the Home page is repeated on the Interview page. (See Section 3.2.2, “Version Reminder,” for more information.)



Chapter 4 The AP Declaration
Helper Interviews

Figure 17. The Interview page.

The information and links found on the Interview page are described in the following sections.

4.1.1 Welcome/Choosing the Type of Interview

The AP Declaration Helper offers two approaches to help you determine whether one or more of your activities or locations might be declarable under the AP. Each approach is designed to be suitable for a specific circumstance, and each offers certain benefits that the other does not. To begin an interview, you must select the type of interview you would like to take by clicking the appropriate link in the blue bar near the bottom of the page. Your choices are “Evaluate a Single Activity” or “Evaluate/Identify Multiple Activities.”

4.1.1.1 Evaluate a Single Activity

If you already have a specific list of activities that you think are likely to be declarable, you can take the “Evaluate a Single Activity” interview once for each activity. In this approach, you answer all of the interview questions for one activity at a time. An added benefit is that this interview offers negative as well as positive results—it can help you determine whether each activity *is* or *is not* likely to be declarable. Negative results can be just as valuable as positive ones. This information can be saved in reports to document the fact that you have evaluated all of the appropriate activities and recorded the results, positive or negative, for each one. Use this option if you are aware of a specific activity and want to determine whether or not it is likely to be declarable.

4.1.1.2 Evaluate/Identify Multiple Activities

If you are not sure whether you have any declarable activities, you might prefer to take the “Evaluate/Identify Multiple Activities” interview. This interview will help you discover activities within your organization that are likely to be declarable. Rather than focus on a specific activity or project that you identify, this interview asks you to answer questions about certain types of activities that your organization may or may not conduct. Depending on your answers, you may find that one or more of your activities are likely to be declarable, in which case you are given the opportunity to identify the projects or locations that match the answers that you just provided. Use this option if, for example, you want to evaluate a large program to determine whether any of the program’s activities might be declarable.

4.1.1.3 Use Both Interviews

You do not necessarily have to choose one interview or the other. You may take either interview whenever you like. You might choose one instead of the other in certain situations, or you may even want to use the multiple activity interview to discover a list of activities that are likely to be declarable, and then use the single-activity interview to individually evaluate each. This approach

gives you the opportunity to see how the decision logic applies to each discreet activity and to create separate reports for each one to fully support your documentation and review requirements.

4.1.2 Interview Page: Options Menu

The Options menu, located in the top right corner of the Interview page, provides links to context-specific functions that vary with the version of the AP Declaration Helper you are using, the type of interview you are conducting, and where you are in the interview process. Some options appear only for the desktop version, the multiple activity interview, or at select stages during the interview process. Figure 18 shows the Options menu specific to a *multiple activity interview on the desktop version*, which includes the following choices:



Figure 18. The Options menu.

- **Interview Report**—This option is available as soon as you begin an interview. Click “Interview Report” to view or print a report containing the questions and answers in your interview session.
- **Activities Report**—This option is available only during a multiple activity interview. Click “Activities Report” to create a report that lists the activities you identify as likely to be declarable during the interview session.
- **View Activities**—This option is available only during a multiple activity interview. Click “View Activities” to view or manage the activities you identify as likely to be declarable during the interview session.
- **Restart**—Click “Restart” to end your current interview session and start a new one.
- **Save**— This option is available only when using the desktop version. Select “Save” to save your current interview session to a file on your local computer or network. You can reopen the saved file and continue or modify the session.
- **Open** – This option is available only when using the desktop version. Click “Open” to open an interview file that you saved during a previous session.

4.2 INTERVIEW PROCESS OVERVIEW

The general procedure for completing either type of interview is the same except that the multiple activity interview offers you the option of listing several activities that may be declarable as you complete the questions related to each article of the AP.

1. Click “Interview” in the Links section on the right side of the web page.
2. On the Interview welcome page (see Figure 17), select your desired interview type by clicking either “Evaluate a Single Activity” or “Evaluate/Identify Multiple Activities” near the bottom of the page. After selecting the interview type, you are directed to the appropriate questionnaire page. Figure 19 illustrates an example.
3. *(Optional)* Enter a name in the Interview Name field to identify your interview session. If you are taking the single activity interview, it may be helpful to use a name that relates to the activity you are evaluating. That name will appear in the header of the interview report if you choose to print one. It will also be used as the default file name if you choose to save the data for your interview session.
4. Answer the “Yes/No” questions under the topics related to articles of the AP.
5. *(Optional)* If you are taking the Multiple Activity interview, identify and enter activities that are potentially declarable.
6. *(Optional)* Add comments containing any extra information you would like to include about the data that you have entered during the interview.
7. *(Optional)* View or print your interview results as desired.
8. *(Optional)* Save your session information to a file as desired (desktop version only).

4.3 COMPLETING AN INTERVIEW

The questionnaire page is where the determination of declarability (or identification of declarable activities) occurs. Figure 19 shows an example of the Single Activity interview page. The major sections of the page are circled on the image and described below. These features are similar for the Multiple Activities interview.

Figure 19. Conducting an interview.

4.3.1 Interview Information

The Interview Information section appears above the questionnaire and is shown in Figure 20. You may enter a name for your interview session in the Interview Name box. That name will appear in the header of the interview report if you choose to print one. It will also be used as the default file name if you choose to save the data for your interview session.

Tip: It may be helpful to enter a name that relates to the activity or activities that you are evaluating.

Figure 20. Naming an interview session.

4.3.2 Answering Questions

The interview is divided into several topics. You may complete the topics in any order, but you must answer the questions within each topic in the order in which they are presented. The arrow

to the right of the Yes/No options, as shown in the example in Figure 21, indicates the next question that must be answered to proceed.



Figure 21. Answering interview questions.

If you change the answer to any question, all subsequent answers within that interview topic will be cleared along with any results that were related to those answers. You will then have to reanswer the cleared questions to complete the topic.

4.3.3 Declarability of Activities

The AP Declaration Helper checks the answers to all questions throughout the course of the interview to determine whether the activity or activities being evaluated are or are not likely to be declarable under any article of the AP. When a determination is made for a given article, a popup message immediately appears to inform you of the determination. There are two forms of this popup. Figure 22 shows an example of a popup that could appear when taking a single activity interview. Figure 23 shows one for a multiple activity interview.

When you conduct a multiple activity interview, the popup asks if you would like to add activities at that point. If you click “Yes,” you are taken to the activity entry page, where you can immediately enter the activity or activities that you were thinking about when you answered the question (or questions) that led to the determination. Then, when you are done, you can return to the interview page and resume the interview. If you prefer, you may click “No” in response to the prompt and wait until the end of the interview to enter all activities that were identified as likely to be declarable during the session. For more information on this process, see Section 4.4, “Entering Activities in the Multiple Activity Interview.”

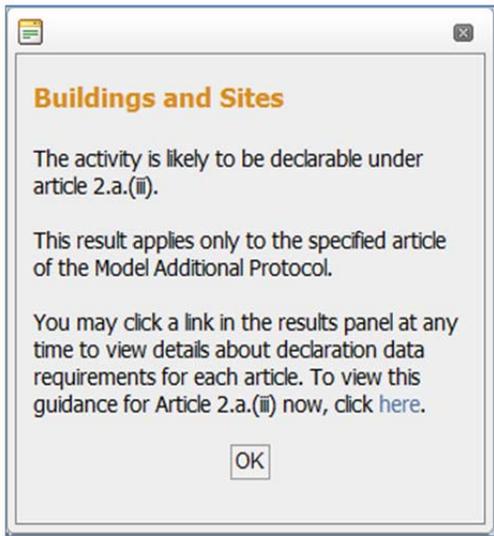


Figure 22. Declarability popup in a single activity interview.

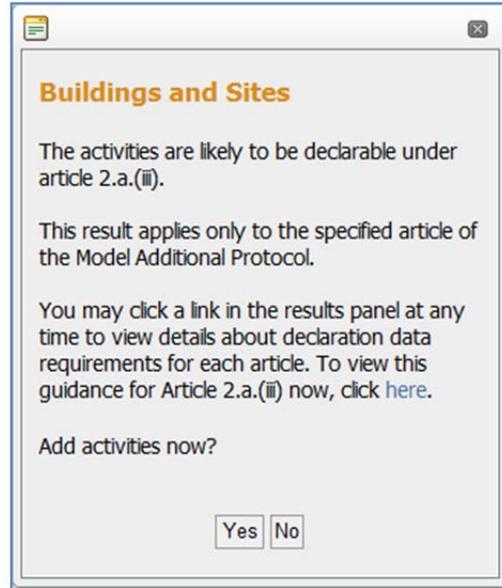


Figure 23. Declarability popup in a multiple activity interview.

A popup will also immediately appear when your answers to the questions for a given article indicate that the activity or activities you are evaluating are *not* likely to be declarable under that article. Examples of this type of popup are shown in Figs. 24 and 25 for the single- and multiple activity interviews, respectively.

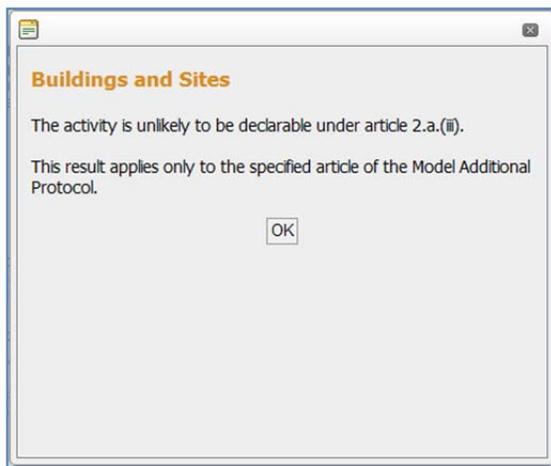


Figure 24. Popup for a single activity that is unlikely to be declarable.

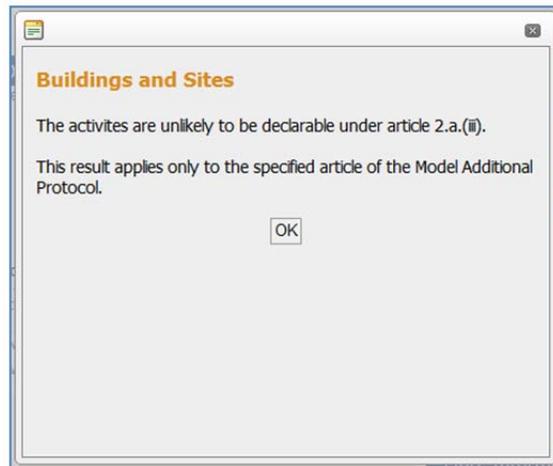


Figure 25. Popup for multiple activities that are unlikely to be declarable.

The information provided in a declarability popup applies only to the article indicated in the popup. The activities indicated in the popup may be declarable under other articles of the AP, and the interview should be continued to evaluate the activities against all articles.

4.3.4 Interview Results

As the interview proceeds, the Interview Results Panel (Figure 26) is updated to show the AP articles under which the activity or activities being evaluated are likely to be declarable, the articles under which they are unlikely to be declarable, and the articles that have not yet been addressed in the interview. The results are updated based on the cumulative set of answers to the questions for each topic. Figure 26 shows an example of the Results panel in which only the questions related to the topics for articles 2.a.(i), 2.a.(iii), and 2.b.(i) have been completed.

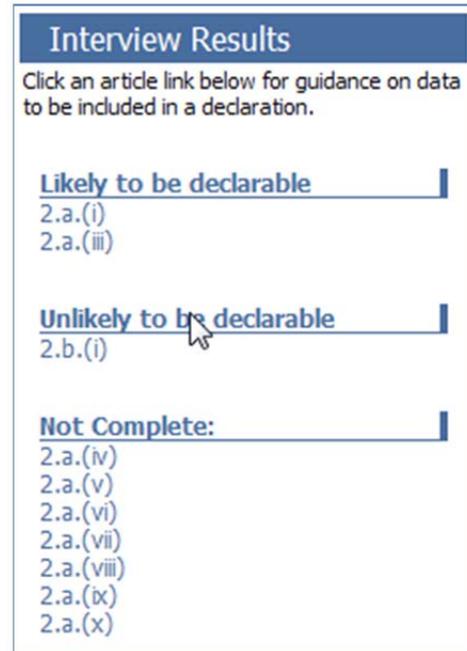


Figure 26. The Interview Results Panel.

4.3.5 Comments

General comments about the interview may be entered at the bottom of the page in a section similar to that shown in Figure 27. The comments you enter will appear in the Interview Report and can provide useful information to reviewers, managers, and others who will see your entries.

You may wish to add comments to

- provide additional information to differentiate an activity from a similar activity,
- clarify the reason that you believe that an activity may or may not be declarable, and
- provide your contact information in the event that someone has a question.

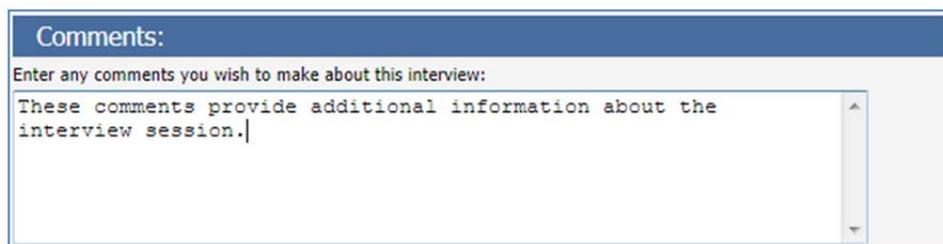


Figure 27. Entering interview comments.

4.4 ENTERING ACTIVITIES IN THE MULTIPLE ACTIVITY INTERVIEW

As you proceed through the multiple activity interview process, you have the option to use the Activities page to record some brief information about the activities that are identified as likely to be declarable. The list of activities you enter can be printed or saved with the interview for future reference. This information can be very useful later when you are preparing your declaration entries. All listed activities will appear in the Activities Report and the Interview Report.

Activities are entered on the Activities page, which can be opened in either of two ways:

- Click “Yes” when you see the prompt, “Add activities now?” in the popup that appears after a determination of declarability is made (See Figure 23). This enables you to conveniently enter the activity information as soon as a determination is made.
- Click “View Activities” in the Options menu at the top right corner of the interview page. This enables you to enter activity information at any time and allows you to review the information that you entered previously and to modify it as necessary.

4.4.1 The Activities List

When you open the Activities page (click the “View Activities” link in the Options menu of the Interview page), it displays a list, as shown in Figure 28, of any activities associated with the current interview session. If you have not yet entered any activities, the list will be empty.

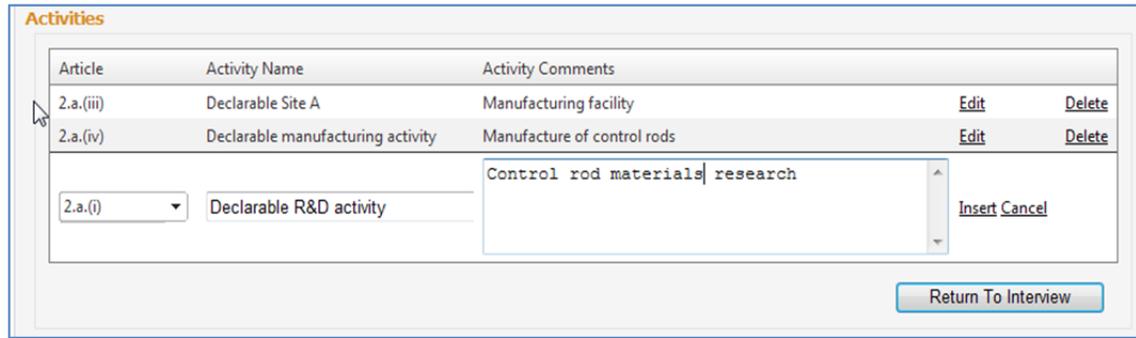
Article	Activity Name	Activity Comments	
2.a.(iii)	Declarable Site A	Manufacturing facility	Edit Delete
2.a.(iv)	Declarable manufacturing activity	Manufacture of control rods.	Edit Delete

Figure 28. The Activities list in a multiple activity interview.

You may use the buttons and links in the list to add, edit, or delete activities as follows.

4.4.1.1 Adding a New Activity

To enter a new activity, click the “Add an Activity” link at the top or bottom of the Activities List (see Figure 28). This will open the activity entry form at the bottom of the list, as shown in Figure 29, so you can enter the information for the new activity.



Activities

Article	Activity Name	Activity Comments		
2.a.(iii)	Declarable Site A	Manufacturing facility	Edit	Delete
2.a.(iv)	Declarable manufacturing activity	Manufacture of control rods	Edit	Delete

2.a.(i) Declarable R&D activity

Control rod materials research

[Insert](#) [Cancel](#)

[Return To Interview](#)

Figure 29. Using the Activity Entry form to add a new activity.

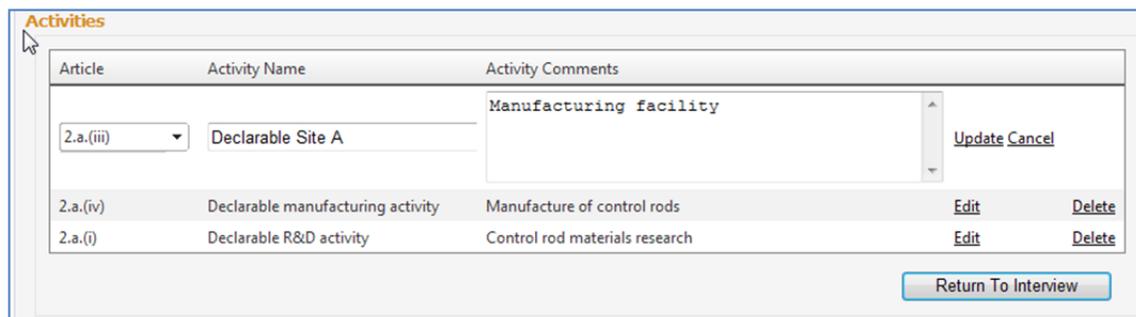
Complete each data entry field as follows:

- **Article** – Use the dropdown list to select the article under which the activity to be entered is likely to be declarable. If you were directed to this form after answering an interview question, the article that was in process at the time will be selected by default.
- **Activity Name** – Enter a unique name that you can use to identify and distinguish the activity.
- **Comments** – Enter any useful comments about the activity such as why it is likely to be declarable, where it is conducted, or other information that may be useful to you or others who might review this entry.

To save your entry, click the “Insert” link on the right side of the entry form. This will close the activity entry form and add your new entry to the Activities List. To cancel your entry, click the “Cancel” link.

4.4.1.2 Editing an Activity

To edit an existing activity, click the “Edit” link next to the activity to be edited (see Figure 28). This will open the Activity Entry form on the selected row, as shown in Figure 30, so you can modify the selected activity. You may change any information about the activity you wish.



Activities

Article	Activity Name	Activity Comments		
2.a.(iii)	Declarable Site A	Manufacturing facility	Update	Cancel
2.a.(iv)	Declarable manufacturing activity	Manufacture of control rods	Edit	Delete
2.a.(i)	Declarable R&D activity	Control rod materials research	Edit	Delete

[Return To Interview](#)

Figure 30. Using the Activity Entry form to edit an existing activity.

Edit the information in the data fields as described in Section 4.4.1.1, “Adding a New Activity.” When you are finished modifying the activity, click the “Update” link on the right side of the entry form. This will close the activity entry form and show the updated Activities List. To cancel your changes, click the “Cancel” link.

4.4.1.3 Deleting an Activity

To remove an activity from the list, click the “Delete” link next to the activity to be deleted (see Figure 28).

4.4.1.4 Return to Interview

When you have completed adding, editing, or deleting activities, click the “Return to Interview” button on the Activities List (see Figure 28) to close it and to continue your interview session. If you have any pending changes that have not yet been saved, you will be prompted to either save or cancel the changes before returning to the interview.

4.4.2 Saving and Opening Interviews in the Desktop Version

The desktop version of the AP Declaration Helper allows you to save your work in the form of an interview file on your local file system or network and to open that file for reuse later. This gives you the option of starting, stopping, saving, and resuming or changing your work at your convenience. This feature can be very useful if, for example,

- you are working on a lengthy interview and cannot complete it in a single session,
- you require input from other individuals before you can complete an interview,
- you would like to save your work for archival purposes,
- you need to modify any of the data in your interview after it has been completed, or
- you would like to send an electronic copy of your interview data to another AP Declaration Helper user.

When you are using the desktop version of the AP Declaration Helper, the Options menu at the top of the Interview page will include Save and Open options, as shown in Figure 18. You may save your current interview session by clicking “Save” on the Options menu at any time during the session. Your browser will then prompt you to save the file in a folder that you specify. The exact process for saving a file will vary slightly among different browsers. By default, the interview file will usually be saved to your Downloads folder in the same way as any other file you download from the Internet.

Once you have saved the interview file, you may perform file system operations on it like any other document, and you may reopen it for further use in the AP Declaration Helper. To open a saved interview file, click “Open” in the Options menu. You will be presented with a form similar to the one shown in Figure 31.

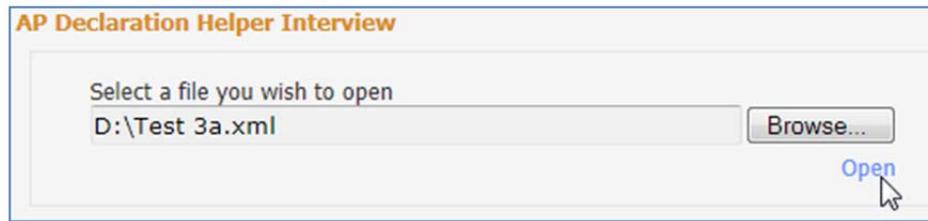


Figure 31. Opening an interview file.

1. Click the “Browse” button to navigate to the file you wish to open.
2. Select the file using Windows Explorer.
3. Click the “Open” link below the Browse button.

You will then be directed to the Interview page with the selected file open and ready for use.

4.5 REPORTS

Two types of reports are available in the AP Declaration Helper. They are designed to document your current interview session and are available only while you are taking an interview.

4.5.1 Interview Report

The Interview Report displays the questionnaire, interview responses, and results of your interview in a read-only, printer-friendly format. It is available when you are taking either a single- or multiple activity interview. To view the report, click the “Interview Report” link in the Options menu at the top right corner of the Interview page (see Figure 18). Figure 32 shows an example of an Interview Report.

To print the report, use your browser’s print function, which is usually found under its File menu.

AP Declaration Helper
Interview Report
My Test Interview

Likely to be declarable 2.a.(iii) 2.a.(v) 2.a.(vi)(b) 2.a.(vii)(b) 2.a.(viii) 2.a.(x) 2.b.(i)	Unlikely to be declarable 2.a.(i) 2.a.(iv) 2.a.(vi)(a) 2.a.(vi)(c) 2.a.(vii)(a) 2.a.(x)	Not Complete:
---	--	----------------------

Nuclear Fuel Cycle Research and Development

Does this activity involve nuclear fuel cycle-related research and development that is specifically related to any process or system development aspect of any of the following?

- Conversion of nuclear material
- Enrichment of nuclear material
- Nuclear fuel fabrication
- Reactors
- Critical facilities
- Reprocessing of nuclear fuel
- Processing (not including repackaging or conditioning not involving the separation of elements, for storage or disposal) of intermediate or high-level waste containing plutonium, high enriched uranium or uranium-233?

Yes No

Does this research and development activity involve nuclear material?
Tip: R&D Activities and Nuclear Material - What must be declared?

Yes No

Is this research and development activity authorized by, controlled by, carried out on behalf of, or partially or fully funded by the State?
Tip: State involvement in R&D activities

Yes No

Is this research and development activity specifically related to enrichment, reprocessing of nuclear fuel, or the processing of intermediate or high-level waste containing plutonium, high enriched uranium, or uranium-233?

Yes No

Buildings and Sites

Is your area, location, or building identified as a Site in design information for a Facility or Location Outside Facilities (LOF)?

Yes No

Manufacturing, Assembly, and Construction

Does this activity involve any of the following manufacturing, assembly, or construction activities related to the nuclear fuel cycle?

- The manufacture of centrifuge rotor tubes or the assembly of gas centrifuges?
- The manufacture of diffusion barriers?

Figure 32. The Interview Report.

4.5.2 Activities Report

The Activities Report (Figure 33) displays all of the activities you entered that are likely to be declarable for each article. It is available only when you are taking a multiple activity interview. To view the report, click the “Activities Report” link in the Options menu at the top of the Interview page. To print the report, use your browser’s print function, which is usually found under its File menu.

AP Declaration Helper
Potentially Declarable Activities
Multiple Activity Test Interview

Activity by Article	Activity Comment
Article: 2.a.(iii)	
Site # 1	Comments for Site # 1
Site # 2	Comments for Site # 2
Article: 2.a.(iv)	
Manufacturing Plant	Control rod manufacturing

Figure 33. The Activities Report.

Chapter 5

Online Help and Support

The AP Declaration Helper includes an extensive context-sensitive help system containing a wide range of cross-referenced information to assist you in using the AP Declaration Helper and learning more about the AP.

- **Page-Specific Help Topics** provide instructions for using the various pages and functions in the AP Declaration Helper, including detailed instructions for completing the interviews.
- An **AP Glossary** provides definitions of key technical terms used throughout the AP.
- Various topics related to **AP Article 2** provide detailed information to help you fully understand what activities and locations must be declared and why.
- **Reference Documents** such as the full text of the *Model Additional Protocol* and the *IAEA Format Guidelines* are included in the Help system for your convenience.
- **Tips and Explanations** provide additional information on some specific AP topics that are often misunderstood.

There are two ways to open the help system:

- Click the “AP Helper Help” link shown in the Links section (see Figure 1) on the right side of any page in the AP Declaration Helper. This will take you to the introductory Help page.

- Click a help-related hyperlink embedded in the AP Declaration Helper content. This will open a help topic that is specific to the section of the AP Declaration Helper that contains the link.

Help opens in a new browser window or tab, depending on your browser settings, and displays the introductory page, as shown in Figure 34:

- The Navigation Pane is used to easily find and select any topic within the help system.
- The Topic Pane displays the information related to the currently selected topic.
- Links are used to create cross references among related topics.

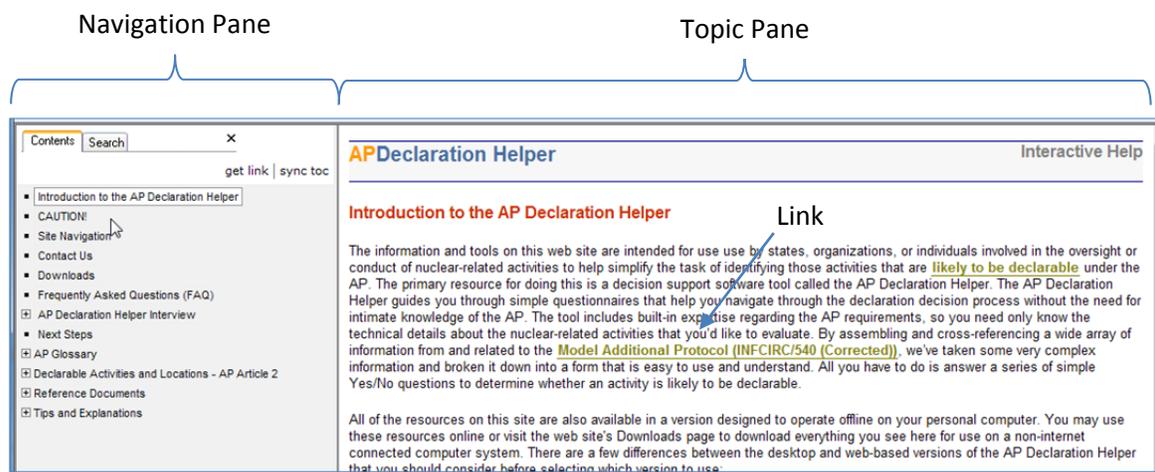


Figure 34. The components of a Help page.

5.1 FINDING INFORMATION IN HELP

Once you are in the help system, you can easily go directly to any topic to find specific information by using the table of contents, the built-in search function, or any of the thousands of links embedded in the help topics.

5.1.1 Using the Table of Contents

Use the table of contents to browse to a specific topic (see Figure 35):

1. Click the “Contents” tab in the Navigation Pane and
2. Click the title of a topic in the Table of Contents.

The content related to the selected topic will be displayed in the Topic Pane.

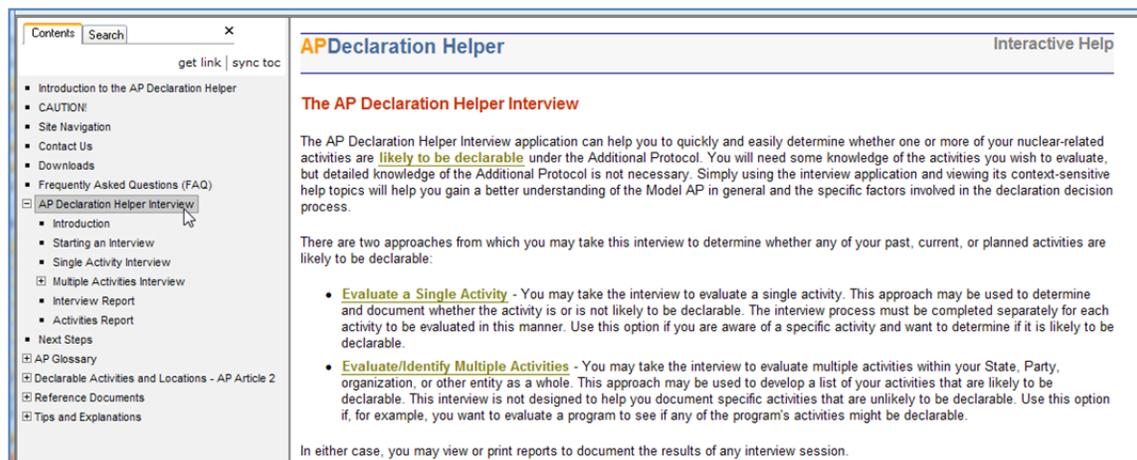


Figure 35. Using the interactive Help system’s table of contents.

If the topic of interest has an “expand” icon (+) next to it, you can click the icon to see additional subtopics related to that topic. Click any subtopic to display it in the Topic Pane. Once a topic containing subtopics is expanded, a collapse icon (-) will appear next to it. Click the collapse icon to hide the subtopics.

5.1.2 Using the Search Function

If you cannot find the information you desire in the table of contents or if you would like to find a number of topics that contain certain words, use the “Search” function:

1. Click the “Search” tab in the Navigation Pane.
2. Enter the word (or words) you would like to find in the appropriate field to find topics containing any or all of the search terms.
3. Click the “Search” button to display a list of all topics that meet the search criteria within the Navigation Pane.
4. Click any topic title in the search results to display the content of that topic in the Topic Pane. All instances of the search term will be highlighted for convenience.

Figure 36 shows the results of a simple search for every instance of the word, “reactor” throughout the Help system. All help topics that contain the search term are listed in the left panel of the window. Click any topic to view the associated help page with all occurrences of the search term highlighted.

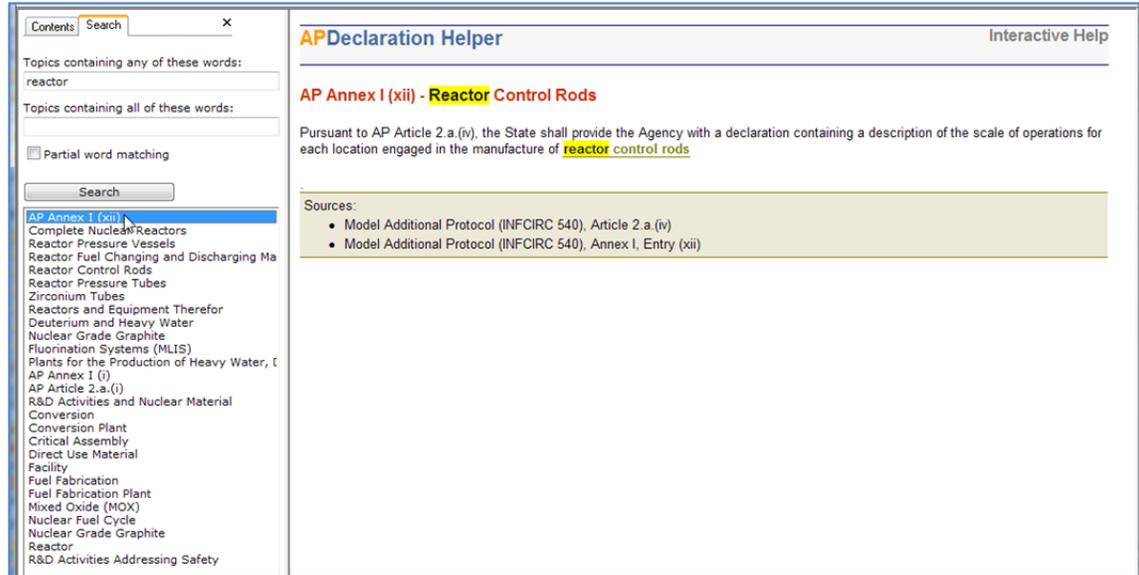


Figure 36. Using the interactive Help system’s Search function.

5.1.3 Using Links

Most of the Help topics contain links like the one indicated in Figure 34 to cross-reference the topics and enable you to easily find additional information related to a topic. Clicking a link may direct you to a definition in the AP Glossary, a more detailed explanation of the topic you are reading, or a complete reference document.

5.2 SOURCES AND CITATIONS

The topic displayed in Figure 36 cites two sources of the information contained in the topic. Whenever practical, help topics cite authoritative sources for the information that they contain, so you may readily conduct additional research on the topic if desired.

5.3 OTHER SUPPORT OPTIONS

In addition to the Help system, the AP Declaration Helper includes an FAQ page (see Section 3.4, “Frequently Asked Questions”). If you need additional assistance that is not covered in the FAQ or help pages, click “Contact AP Helper” in the Links list and then follow the instructions on the Contact AP Helper page.

