

**Mission Analytics Portal – External (MAP-X)
User Guide
V4.0**

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USER GUIDE FOR SUBMITTERS

Accessing the MAP-X Portal

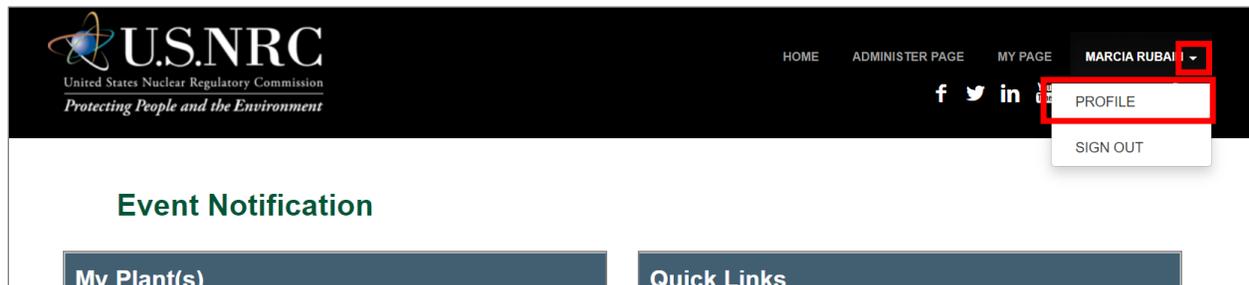
Licensees who wish to use the portal can enroll for NRC credentials here: <https://pki.nrc.gov/ecs/apps/gold/dcc-gold-wrr.html>. After completing identity verification, enrollees can log in to the MAP-X Portal using their established username, password, and one-time password code.

Detailed instructions for enrollment can be found at <https://pki.nrc.gov/ecs/docs/EnrollmentGuideLevelGold.pdf>.

If you have any difficulties with using the MAP-X Portal, please contact: map-x.resource@nrc.gov

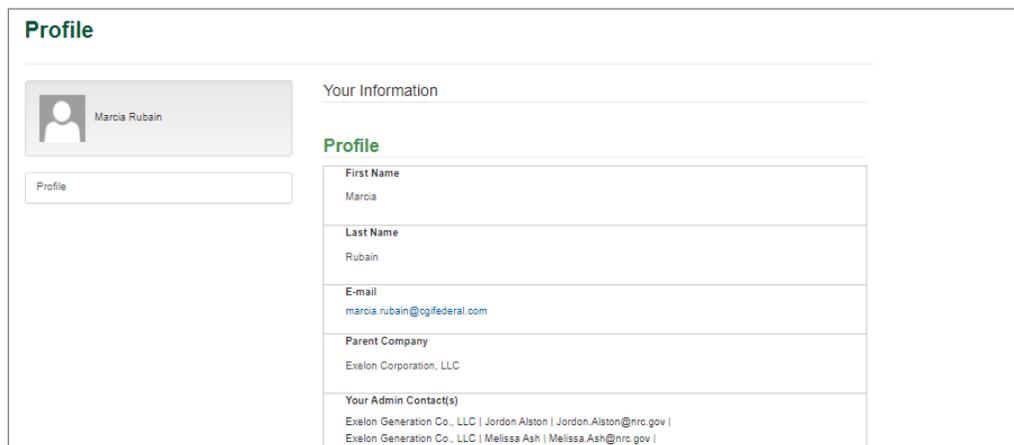
Your Profile

You can access your profile by clicking on the down arrow to the right of your name.



The Profile Page displays the following information.

- First Name
- Last Name
- Email Address
- Parent Company
- Admin Contact Information



Your profile information is **not** editable by you. If you feel there's an error, please reach out to your Admin Contact.

Portal Roles and Permissions

Whether you can submit, create/edit, or only view a submission is determined the permissions assigned to you by the Administrator. If you feel there's an error in your permissions, please reach out to you Administrator Contact. For additional guidance on the Administrator role, please see the "User Guide for Administrators" below.

MAP-X Home Page

The MAP-X home page serves as the landing page through which you can access the rest of the system. It includes the navigation elements listed below:

The screenshot shows the MAP-X Home Page. At the top left is the US NRC logo with the tagline "Protecting People and the Environment". To its right is the MAP-X logo. A navigation bar at the top right contains links: USER GUIDE, FAQ, CONTACT US, HOME, MY PROFILE, and SIGN IN. The main content area features a background image of Earth from space with a network overlay. Below this is a section titled "ABOUT MAP-X" containing descriptive text. To the right of the text are three panels: "Sign In", "Request Access", and "Submission Types". A footer at the bottom contains links: HOME, ABOUT US, POPULAR, and STAY.

A) USER GUIDE FAQ CONTACT US HOME MY PROFILE SIGN IN

B)

C)

ABOUT MAP-X

The NRC's Mission Analytics Portal-External, or **MAP-X**, is a tool designed to modernize and enhance communications with licensees while maintaining openness with the public. The NRC is using state-of-the-art development tools and expects additional MAP-X features will further enhance the agency's online capabilities. Licensees can use MAP-X to create verified profiles for editing, submitting, and checking the status of requests and reports made through the portal. Additionally, users will be able to see previously submitted requests and reports via the portal. Licensees have the option of using the MAP-X portal, or they can use established submission methods. In 2021, the NRC released its first module for **Web-Based Relief Requests (WRR)**. Commercial U.S. nuclear power plant licensees can use the MAP-X portal to create and submit proposed alternatives to certain requirements in NRC's regulations. These requests are allowed under Title 10 of the Code of Federal Regulations, Section 50.55a(z), "Alternatives to codes and standards requirements." In 2022, the NRC released a module which will allow operating reactor licensees to submit **NRC Form 361, Event Notification Worksheet**, electronically. Note that licensees are still required by regulation to communicate all events directly to the Headquarters Operations Office. This electronic form is intended to simplify communication and data management. If you need assistance or have any questions, please reach out to MAP-X.Resource@nrc.gov.

Sign In

Sign In

Request Access

Request Access to Map-X Portal

Submission Types

- Web-Based Relief Requests (WRR)
- NRC Form 361, Event Notification Worksheet
- NRC Form 366, Licensee Event Report
- General Submissions

HOME ABOUT US POPULAR STAY

- The header navigation (A) – Provides links to commonly used sections of the system, some items may not appear on your level of access and whether or not you have already logged in. The layout of the navigation header will also change dependent on how large your screen is.
 - Sign in/Sign out buttons.
 - My profile - Allows you to review your account information, such as assigned licensees and the admins for your licensees.
 - My page – Let's you see the forms you have submitted and navigate to the forms in the system.
 - Admin page – If you are an admin allows you to manage users.
 - FAQ - links to an FAQ document for MAP-X.
- Sign in/Register (B) – If you have not logged in yet the links to the log in and request access locations will be available here.
- Submission Types (C) – Allows you to access the pages to view, create or edit form submissions for the various forms in MAP-X

MAP-X Portal My Page

Accessible from the header navigation after logging in, the “My Page” allows you to view all your existing submissions

My Page

Information Security Warning!

DO NOT include classified, or safeguards information in either your drafts or your submissions through the MAP-X portal. If you include any sensitive information in your drafts or your submissions that is not classified and is not safeguards, please ensure it is marked appropriately in the form fields or in any uploaded documents. Sensitive information is information that is generally not publicly available (e.g., proprietary information, security related information, personally identifiable information, etc.). Please also upload an affidavit in your submission, as appropriate, in accordance with 10 C.F.R § 2.390. See <https://www.nrc.gov/security/info-security.html> for more detailed information.

Submission Types

- Relief Request
- Event Notification
- Licensee Event Reports
- General Submissions

My Submissions

1. Search

2.

Unique ID	Submission Title ↓	Status	Submission Type	Submission Link	Modified On
LER-001059	UpdatedLERTest	Submitted	Licensee Event Report	View Submission	11/7/2023 9:38 AM
	undefined	Additional Details		View Submission	6/29/2023 10:07 AM
LER-001066	ugh	Submitted	Licensee Event Report	View Submission	11/8/2023 8:49 AM
LER-001026	TestSubSummaryundefined	Draft	Licensee Event Report	View Submission	9/8/2023 10:43 AM
LER-001032	TestingUpdatedAttachments	Draft	Licensee Event Report	View Submission	9/22/2023 2:03 PM
	testing 5 22 23	Draft		View Submission	9/5/2023 11:10 AM
LER-001061	TestAttach	Submitted	Licensee Event Report	View Submission	11/7/2023 10:58 AM
RR-001013	Test Subsummary	Draft	Relief Request	View Submission	9/8/2023 1:48 PM
	Test Record RR	Submitted		View Submission	10/3/2023 2:21 PM
	Test	Confirmation		View Submission	6/28/2023 5:09 PM

3. < 2 3 >

4.

The my submission screen has two main interaction points:

- A) The submission types area allows you to access the pages to view, create or edit form submissions for the various forms in MAP-X
- B) The my submission screen allows you to see your past submissions and quickly edit them. Some features worth noting are:
 1. Searching submissions based on any of the columns, use a wildcard [*] at the start of the search to search on partial text
 2. By selecting any of the headers you can order the list of your submissions by that column.
 3. Selecting the unique ID will bring you directly to the record.
 4. Selecting the Submission Link will bring your directly to the record.

My form pages

Each form has a central page that allows you to manage, review, and create new forms (dependent on having the access to do so). So for example the Event notification has a “My Event Notifications” page. Each of these pages follows this layout:

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A)

- + Event Notifications
- 361 - Reactor Plant
- 361A - Fuel Cycle and Materials
- 361N - Non-Power Reactor

B)

Event Notification List

361 - Reactor Plant 361A - Fuel Cycle and Materials 361N - Non-Power Reactor **1.**

4. **2.** Search **3.**

Unique ID ↓	Title	Submitted Date	Status	ADAMS Accession number
EN-100036	EJR12	10/30/2023 1:53 PM	Submitted	
EN-100035 5.	EN 999	10/18/2023 3:49 PM	Submitted	TA23291A125
EN-100034	ED 111	10/18/2023 2:43 PM	Submitted	TA23291A119

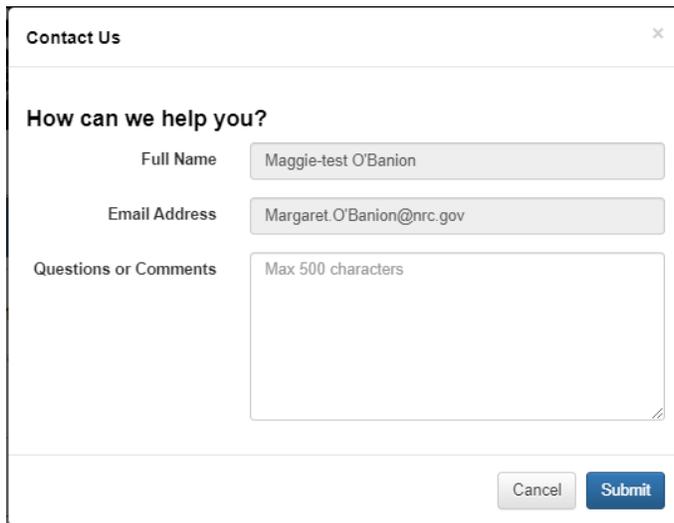
6.

- A) The new form section lists the variants of the form. Selecting any one of these links will bring you to the page to create that variant of the form.
- B) The list of form submissions that you can view or edit (dependent on user access).
 1. If there are multiple variants of the form there will be a tab allowing you to alternate between the variants.

2. The search bar allows you to search based on any of the columns of the table below it. You can use a wildcard [*] to do partial text searches.
3. The create button allows you to create a new form.
4. The header columns can be used to sort the list of forms in ascending or descending order.
5. Selecting the Unique ID for a form will bring you directly to it.
6. Selecting this button will also allow you to be brought to the form.

Contact Us

Opens up the following dialog box, which prompts you to contact the MAP-X Portal resource email (map-x.resource@nrc.gov).



Contact Us

How can we help you?

Full Name: Maggie-test O'Banion

Email Address: Margaret.O'Banion@nrc.gov

Questions or Comments: Max 500 characters

Cancel Submit

Creating, viewing, or editing a submission.

Regardless of what form you are creating there are a number of features that are consistent across the application. You can create, edit, or view a submission from it's My Page, by either selecting it's unique id or selecting the view button.

For each for you will find the below elements, dependent on the stage the form is in and your access in MAP-X:

Form 366 – Licensee Event Report (LER)

APPROVED BY OMB: NO. 3150-0104 EXPIRES: 3/31/2024

Estimated burden per response to comply with this mandatory collection request: 80 hours. Reported lessons learned are incorporated into the licensing process and fed back to industry. Send comments regarding burden estimate to the FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to Infocollects.Resource@nrc.gov, and the OMB reviewer at: OMB Office of Information and Regulatory Affairs, (3150-0104), Attn: Desk all: oira_submission@omb.eop.gov. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the document requesting or requiring the collection displays a currently valid OMB control number.

Email PDF Preview

PDF Preview

Create Draft Form 366 ✓

Additional Details ✓

Review & Submit

Confirmation

Status Bar

[The Form You Are Submitting]

Previous

Next

Navigation Buttons

Email PDF Preview

This button will send you an unofficial copy of the form you intend to submit or have submitted. It will be sent to the email address that you are signed in with. This button can typically only be accessed on the Review and Submit and Confirmation stages (see below).

Status Bar

The status bar shows what stage your form is at in the submission process. The stages highlighted in green with a checkmark have been completed. Depending on where you are in the submission process you may be able to go back to these steps to make modifications. The stage highlighted in blue is the current stage the submission is in. Finally, stages highlighted in grey have not yet been started, and can be reached by completing the stages before them.

There are for possible stages a submission can be in:

1. **Create draft:** This stage is where you provide the majority of the details for the record you are submitting, this is the stage that you start in. There will only be a next button at the bottom in the navigation section.
2. **Additional details (is not on all forms):** The additional details stage allows you to add in various bits of supporting information that are a part of your submission. This includes adding attachments where applicable. There will be a previous or next button at the bottom in the navigation section.

3. **Review and submit:** This stage allows you to see a summary of your full submission before submitting. There is a previous/edit and submit button at the bottom in the navigation section. This is the last stage before submitting your form, and pressing the submit button will prevent you from going back to the previous steps.
4. **Confirmation:** At this point the form has been submitted and no additional changes can be made to it. Moving a submission to the confirmation stage starts the ADAMS submission process. There are no navigation buttons at this stage.

Administration

A users access role is comprised of three elements, the organizational level it applies to, the module it applies to, and the access type.

The organizational level is a hierarchical structure that defines how a user can access parts of MAP-X. In order, from parent, to child, then grandchild the hierarchy is Licensee, Plant, and Unit.

Licensee – The parent tier, name of the licensing organization.

Plant – The child tier, an individual location managed by a licensing organization.

Unit – The grandchild tier, a subsection of a plant.

Admin and user access is set up using a cascading access model, where giving access at a higher tier generates access to tiers below it. After initial setup of this cascading access permissions can be adjusted to manage more unique access rules.

The module is the form(s) that the access applies to. Multiple modules can be associated to a single access record.

The access type defines what privileges are given to a user within the scope of the two other elements. These access types are:

View my – Allows viewing but not editing of your records.

View all – Allows viewing of all records.

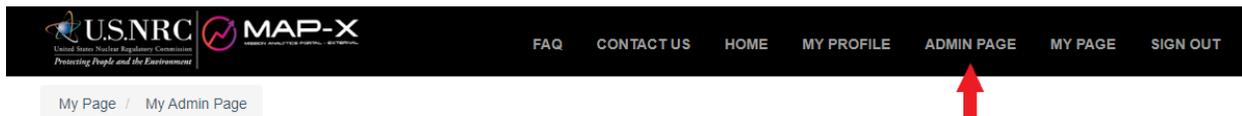
Edit my – Allows editing and viewing of your records.

Edit all – Allows editing of all records.

Admin – Allows editing of all records along with the ability to provide any of these five access types to other users.

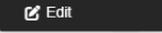
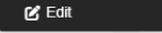
Managing users as an Administrator

Select admin page from the top navigation.



This will bring you to the admin page. From here you can modify user access on a per user basis or a licensee level. Lower levels of the organizational hierarchy can also be accessed from the licensee area. Select the person or licensee you want to modify access for and then press edit.

Access By User

Full Name	Email	
Kory Koponen	kory.koponen@nrc.gov	
Christopher George	Christopher.George@nrc.gov	 
Peter Meyers	peter.meyers@nrc.gov	
Gerard Olarte	gerard.olarte@nrc.gov	
Gerard ARC Olarte	gao-arc@nrc.gov	
Portal User	portaluser@powerappsportals.com	
Alex Ovechkin	alex.Ovechkin@test.com	
Max Scherzer	max.scherzer@test.com	
Chase Young	chase.young@test.com	

< **1** 2 3 4 5 6 7 8 >

Access by Licensee

☰ Licenses I can administrate ▾

Name ↑	Parent Company	EDMS License ID
Exelon Generation Co., LLC	Exelon Corporation, LLC	32296 

Changing Access at the user level

From the user admin screen you can see all access applied to that specific user and delete, edit, and create new privileges for them. You can if you are a Super User also make another user a Super User

User Information

***Full Name**

Email

Super User
 No Yes

Licensee Access

[+ Create](#)

Email (Applies to)	Licensee	Access Type	Module	
test@test.gov	Exelon Generation Co., LLC	View All	All	

[Edit](#)
[Delete](#)

Plant Access

[+ Create](#)

Email (Applies to)	Plant	Access Type	Module	
test@test.gov	Byron	Edit All	All	

Unit Access

[+ Create](#)

Email (Applies to)	Unit	Access Type ↓	Module	
test@test.gov	Byron 1	Admin	All	

[Submit](#)

Changing Access at the licensee level

From the licensee admin area, you can see all users that have access to the licensee and modify the access along with creating new access records for the licensee. You can also see all the plants that are associated to the licensee and make the same changes by opening any of the plants.