

Instructions for Submitting Documents to OpenNet

Requesting an account to submit documents to OpenNet

If you plan to load documents to OpenNet, you must have an OpenNet Logon Name and Password. If you don't already have one, go to the OpenNet web site at:
<http://www.osti.gov/opennet>.

1. Click on the LOGIN link on the top right.
2. Read the information and check the "I agree..." box.
3. Click on the "Request data submission access..." link at the bottom of the page.
4. Fill out the form.

One of the required fields is the Site Input Code field. This field provides a drop down list of DOE Sites. All users with the same Site Input Code can edit all the records for that site. If your Site Code is not in the list or you need a site code more specific to your office than those listed, send an email to opennet@osti.gov.

Once you submit the request form, you should receive an approval email in about a day. You can then start uploading documents to OpenNet.

Submitting documents to OpenNet

In most cases, you will upload the electronic image of the document as a Portable Document Format (PDF) file in addition to providing basic bibliographic information. OSTI will do a text conversion, making the entire document full-text searchable. Once processed, the document will become immediately available to anyone in the public who wants it. All they have to do is click on the "Full Text" icon.

If you do not include the electronic image, you must give clear details of the document's location with the bibliographic information, including a contact phone number, and be prepared to answer requests for the document. While this was a breakthrough in 1994, it is a bit archaic today. It is much easier to upload the image file and take yourself out of the loop.

There are two ways to submit the bibliographic information and document images: through a 475.1 web form which gets information for one document at a time; or through an Extensible Markup Language (XML) file, which can contain the XML tags and data for as many documents as you wish. To submit bibliographic information either way, you must login first.

1. Go to the OpenNet web site at <http://www.osti.gov/opennet>
2. Click on the LOGIN link on the top right.
3. Read the information and check the "I agree..." box.
4. Enter your Logon Name and Password and click the blue LOGIN button.

Web Form

To submit bibliographic information for a document through the web form, select “New 475.1 Form” on the left. This will bring up a blank 475.1 form. The required fields have an asterisk (*) next to their names. You can click on any field name to get a detailed description of the field. At the bottom of the form, describe the document that corresponds to that bibliographic record. The choices are: “No Full Text”, “Paper”, “Document URL”, “Upload Full Text”. For “Document URL”, you must have the electronic, full text document available on a server somewhere and you enter the URL of the document. For “Upload Full Text”, after you submit the form, you will be asked to enter the filename of (or browse to) the electronic file on your computer or network. After it finishes uploading, you come back to the filled-in form. If you want to enter another record, click on the “New 475.1 Form”. If you resubmit filled-in form, you will overwrite what you have already submitted. This will not create a new record.

Batch XML

Another option for uploading bibliographic information and full-text image files for documents is through batch XML files. You may create tagged data files and transmit them along with their corresponding electronic full-text image files. The “Metadata” button under “Upload Files” brings up a screen for you to upload your 475.1 data in a batch XML file. The screen asks for the bibliographic information XML filename. You can either enter the filename in the space provided, or browse to the file on your computer or network. Next, you upload any electronic full-text files that correspond to the bibliographic records. You can upload as many full-text files as necessary on subsequent screens.

If you have questions

If you have technical questions, contact opennet@osti.gov.