NMMSS Web Forms

1. Installation Instructions

The Nuclear Materials Management and Safeguards Systems (NMMSS) Web Forms provide an electronic format to create, save, and submit the three main NMMSS web forms: the Material Balance Report, the Nuclear Materials Transaction Report, and the Physical Inventory Listing. These forms are available for download from the NMMSS website at

http://nnsa.energy.gov/aboutus/ourprograms/nuclearsecurity/nmmsshome/nmmssinfo

PLEASE NOTE: These forms require Microsoft Internet Explorer to work correctly. They do not support other browsers at this time.

1.1. Download and Install Files

There are two install files required to run the NMMSS Web Forms. Both must be installed for the forms to work correctly. These files are:

- NMMSS Electronic Forms.exe
- NMMSSCommonDialogSetup.msi

It is recommended they be installed in the order listed above. The NMMSS Electronic Forms.msi installs the web forms as well as the XML prerequisites, and if required downloads and installs the .NET Framework. The NMMSSCommonDialogSetup file installs the custom library that handles the file exports.

1.2. Requirements

All requirements are installed by the two programs; however you must run these within Windows Explorer 7.0 or above. The files do not support other browsers at this time.

Requirements that are installed by the installation files include:

- .NET Framework version 4.5
- MSXML 6.0
- Internet Explorer 7.0 or Higher

1.3. Executing the Files

The install files will create a shortcut on your Start Menu under All Programs called NMMSS Electronic Forms. By selecting this option you will find all three forms plus an uninstall file.

2. Material Balance Report

The first report on the list is the Material Balance Report. When displayed in your browser it should look something like this:

You may get a pop-up message telling you that Internet Explorer has restricted the webpage from running scripts on the page because a script or ActiveX control may harm your computer. Right-click the

message and select "ALLOW BLOCKED CONTENT". When asked if you are sure, select "Yes". Failure to do this will prevent the page from displaying popups or from saving data.

Once the form is running, fill in the form exactly as you would if you were filling in the form by hand. Please note that the Date fields are popups and should bring up a calendar to select from. When you have completed filling in all options and are satisfied, select "Click to Save as XML". Enter a filename and save the file. Only do this when you are done. At this time, you can NOT load data back into the form to edit it.

3. Material Transaction Report

The second report on the list is the Nuclear Material Transaction Report. When displayed in your browser it should look something like this:

You may get a pop-up message telling you that Internet Explorer has restricted the webpage from running scripts on the page because a script or ActiveX control may harm your computer. Right-click the

message and select "ALLOW BLOCKED CONTENT". When asked if you are sure, select "Yes". Failure to do this will prevent the page from displaying popups or from saving data.

Once the form is running, fill in the form exactly as you would if you were filling in the form by hand. Please note that the Date fields are popups and should bring up a calendar to select from. When you have completed filling in all options and are satisfied, select "Save as XML". Enter a filename and save the file. Only do this when you are done. At this time, you can NOT load data back into the form to edit it.

4. Physical Inventory Listing

The third report on the list is the Physical Inventory Listing. When displayed in your browser it should look something like this:

You may get a pop-up message telling you that Internet Explorer has restricted the webpage from running scripts on the page because a script or ActiveX control may harm your computer. Right-click the

message and select "**ALLOW BLOCKED CONTENT**". When asked if you are sure, select "Yes". Failure to do this will prevent the page from displaying popups or from saving data.

Once the form is running, fill in the form exactly as you would if you were filling in the form by hand. Please note that the Date field is a popup and should bring up a calendar to select from. When you have completed filling in all options and are satisfied, select "Click to Save as XML". Enter a filename and save the file. Only do this when you are done. At this time, you can NOT load data back into the form to edit it.

5. Uninstall

The final option displayed is Uninstall Electronic NMMSS Reports. This option will allow you to remove the reports and delete the links from the Start Menu.