

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.

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:

DOE/NRC Form 741 (5-2011) Previous editions are obsolete. MANDATORY DATA COLLECTION AUTHORIZED BY 10 CFR 83.40, 83.70, 83.74, 83.75, 83.150 Public Laws 92-703, 92-435, 95-91		U.S. DEPARTMENT OF ENERGY AND U.S. NUCLEAR REGULATORY COMMISSION		APPROVED BY OMB: NO. 3150-0003 Estimated burden per response to comply with this mandatory request: 45 minutes. This information is required for IAEA accounting records that show changes in inventory of nuclear materials. Send comments regarding burden estimate to the Records Management Branch (7-455), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to info@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NRCB-1000, (3150-0003), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.		EXPIRES: 05/31/2005							
NUCLEAR MATERIAL TRANSACTION REPORT													
1. SHIPPER'S NAME		2. RECEIVER'S NAME		3. TRANSACTION NO.		4. CORRECTION NO.		5. PROCESSING CODE		6. ACTION CODE		7. DOCUMENTATION (only if document is classified SECRET)	
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652. SHIPPER'S FAX		653. RECEIVER'S FAX		654. SHIPPER'S FAX		655. RECEIVER'S FAX		656. SHIPPER'S FAX		657. RECEIVER'S FAX		658. SHIPPER'S FAX	
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666. SHIPPER'S FAX		667. RECEIVER'S FAX		668. SHIPPER'S FAX		669. RECEIVER'S FAX		670. SHIPPER'S FAX		671. RECEIVER'S FAX		672. SHIPPER'S FAX	
673. SHIPPER'S FAX		674. RECEIVER'S FAX		675. SHIPPER'S FAX		676. RECEIVER'S FAX		677. SHIPPER'S FAX		678. RECEIVER'S FAX		679. SHIPPER'S FAX	
680. SHIPPER'S FAX		681. RECEIVER'S FAX		682. SHIPPER'S FAX		683. RECEIVER'S FAX		684. SHIPPER'S FAX		685. RECEIVER'S FAX		686. SHIPPER'S FAX	
687. SHIPPER'S FAX		688. RECEIVER'S FAX		689. SHIPPER'S FAX		690. RECEIVER'S FAX		691. SHIPPER'S FAX		692. RECEIVER'S FAX		693. SHIPPER'S FAX	
694. SHIPPER'S FAX		695. RECEIVER'S FAX		696. SHIPPER'S FAX		697. RECEIVER'S FAX		698. SHIPPER'S FAX		699. RECEIVER'S FAX		700. SHIPPER'S FAX	
701. SHIPPER'S FAX		702. RECEIVER'S FAX		703. SHIPPER'S FAX		704. RECEIVER'S FAX		705. SHIPPER'S					

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.

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.