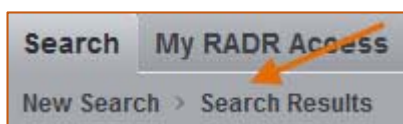## Actions

RADR was developed using Oracle APEX. This tool includes a group of functions called Actions. Actions are available when a list of items is shown to the user. For more information about Actions available in RADR, please see *RADR Quick Guide – Navigation*.

Breadcrumbs

Breadcrumbs are a navigation aid that allow you to keep track of your location within RADR. Using the browser Back button will cause problems in RADR. Always use either the Tabs or the Breadcrumbs to navigate throughout RADR.

Broken Link

A primary link that is no longer valid in the source system. For example, for Oracle Awards associated with sponsored funding (e.g., National Institutes of Health or American Heart Association), the Funding Source Award Number is used as the primary link for all documents associated with the grant. The Funding Source Award Number entered in Oracle can be modified after the Oracle Award is created. If this number is changed in Oracle, then the "link" in RADR is no longer valid. Invalid links are also known as Broken Links.

Confidential/Non-Confidential Flag

Documents are flagged as either *Confidential* or *Non-Confidential*. If a document is flagged as *Confidential* then only those users with a role with access to *Confidential* documents within the document's repository will be able to see the document.

> **TIP:** If there is a lock icon 🔒 at the far right of the Search Results list then that document will not be included in the Search Results list for the users that don't have access to documents flagged as *Confidential*.

Define Users

The function that enables users with the appropriate role to assign or remove another user's roles.

Document Date

The Document Date is the date that represents the date associated with the document, for example, the date on which a transaction was completed in Oracle. There are three dates associated with each document: Document, Creation, and Last Update. Of these, only the *Document Date* can be modified. The Document Date is also the date that is used on the searches for date range searches.

Document Group

Document Groups are used to assist in the organization of documents in RADR. Document Group is included in the Search Results.

Document Type

Document Type is a lower level of organization of documents within RADR. Document Type is included in the Search Results.

Exit

A navigation option included in the header of the application. When *Exit* is clicked the browser tab or window will close and take you out of RADR.

Help

A navigation option included in the header of the application. When *Help* is clicked a new browser window/tab will open taking you to the IMSS *Campus Training & Guides* web site.

Home

A navigation option included in the header of the application. When *Home* is clicked you will navigate to the application's home page, which for RADR is the Search.

Logout All

A navigation option included in the header of the application. When *Logout All* is clicked the browser tab or window will close and take you out of RADR, *AND* you will be logged out of access.caltech.

Metadata

A set of data that describes and gives information about other data. For example, metadata about a person's appearance may include hair and eye color.

My RADR Access

A web page within RADR that shows the user:

- A list of Awards and Award-Project combinations to which the user has access (see *RADR Quick Guide –User Security* for more information);

- RADR roles that the user has been granted; and

- Repositories to which they have access and the level of that access.

Optical Character Recognition (OCR)

The conversion of scanned or photographed images of typewritten or printed text into machine-encoded/computer-readable text. RADR has the capability to do a text search across all of the documents, however, a document must have OCR in order for it to be searched.

Primary Link

Primary Links are metadata associated with a document that derive both search terms for the document and the document's level of access. For example, if a document has an Award Number as a Primary Link, then that Award Number is used to derive other search terms, e.g., Project Number and GL Funding Segment. In this case the Award Number also indicates that only those people with access to the Award will have access to the document.

Recent Docs

A list, in chronological order (newest dates first), of documents you have uploaded or modified.

Repository

A group of documents organized together for a specific sharing purpose. Repositories provide two levels of security:

1. Does the user have access to the Repository?

2. If the user does have access to the repository do they have access to documents flagged as *Confidential*?

Role

RADR Roles are used to determine user access in the following ways:

1. Which Repositories are available to the Role?

2. For each *Repository* does the Role have access to confidential documents?

3. Which *Search Types* are available to the Role?

4. Which *Upload Types* (if any) are available to the Role?

5. Does the Role have the ability to assign Roles to other users? If so, what are those Roles?

Search Results

A list of the documents to which the user has access and have met the entered search criteria.

Search Type

Search Types assist in the search of documents. The Search Type chosen determines which *Repositories* will be searched, the *Document Groups* and *Types* available for choosing, and the search terms available. The types of searches available to a user is based upon the RADR role(s) granted to the user.

Tabs

Tabs are a navigation aid providing access to the primary functions of RADR, e.g., search for a document (**Search**), uploading a document (**Upload**), or checking on your level of access (**My RADR Access**). The available Tabs are dependent on the *Role*(s) you have been given in RADR. If you do not think you have the proper Role(s), please contact your organization's grantor of RADR Roles.

Upload Type

Upload Types assist in the process flow when uploading a document. The Upload Type chosen streamlines the entry of *metadata.* The types of uploads available to a user (if any) are based upon the RADR role(s) granted to the user.