



Canadian Nuclear Laboratories Spotlight featuring Samantha Toelly

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Canadian Nuclear
Laboratories

Introducing CNL

- The Canadian Nuclear Laboratories (<https://www.cnl.ca>) located in Chalk River, Ontario is Canada's premier nuclear science and technology organization and a world leader in developing nuclear technology for peaceful and innovative applications.
- Atomic Energy of Canada Limited (AECL) launched CNL in 2014 as a Government Owned, Company Operation (GOCO) organization to manage and operate the AECL laboratories, sites, and projects.
- Operating in a highly regulated industry, document control and process are critical to operating CNL where their sensitive records go back over 100 years. During the separation from AECL, they selected OpenText Content Suite and focused on converting their main legacy document repository.
- Curiously named ATOM for "*A trove of information*," CNL centralized the standard operation procedures (SOP's), created a technical document library, and manages collaborative working areas for its 3,000+ knowledge workers



CNL Journey

ATOM

A trove of information

1
AECL formed CNL in 2014.
Converted legacy TRAK
engineering system to
OTCS 16.2.11 in 2019



3
Deployed 3 high Impact use
cases: Procedures, Training
Records, and Collaborative
Workings Areas



5
Data Transformation
project to bulk update
category and attributes to
improve key word search
for the CNL engineers

2
Over 3,000 users and
millions of documents on
ATOM. Running mostly
Classic View and some
Smart UI

4
Technical Library - Ongoing
scanning of historical
records and bulk loading
with metadata to ATOM

6
Next up – manage move a
sensitive and legacy
document library to a new
and desirable state in OTCS

CNL Best Practice Recommendations

Keep it Simple

This includes your CIS model, Metadata, and Required Fields

More Training

Be prepared to provide more training to your end users than anticipated

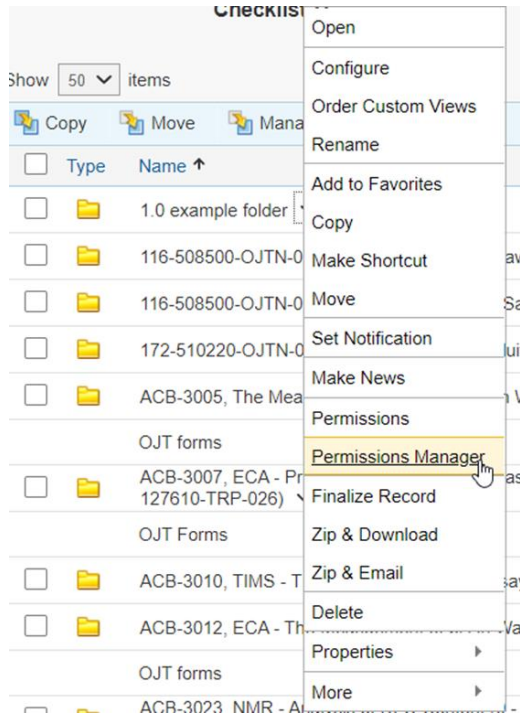
Proven Workflows

Look for proven Content Suite workflows vs custom built



Permissions Manager Focus

Scenario #1: Training Records



- All training records are filed in Content Suite
- CNL offers >565 courses | 1 course = 1 folder
- Each folder is restricted as they contain personal information (who attended, who passed/failed), the exam and exam answers.
- There are ~20 permission groups that could be applied to any of these folders.
- These groups need access to the root folder and to their own, but not everything in that root folder.
- To make new folders easy to create CNL applied all permission groups to the root folder. We remove any unnecessary ones from the new folder.

Permissions Manager Focus

Scenario #1: Training Records

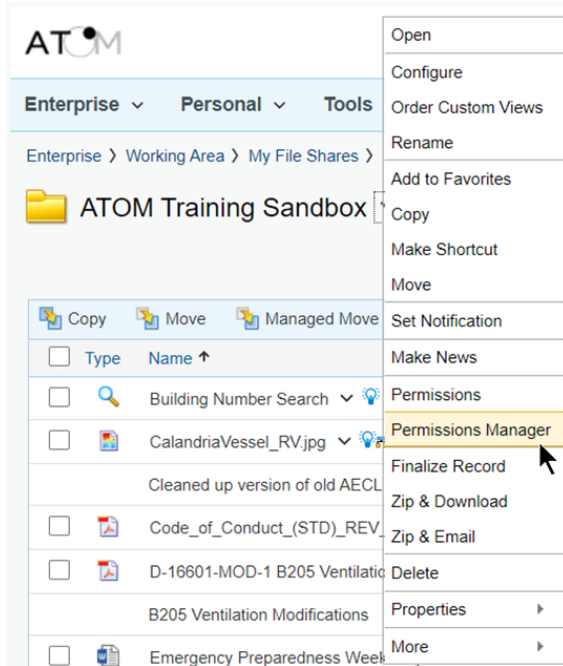
CNL needs to remove >15 of these groups
Click **Edit Permissions**

The screenshot displays the Permissions Manager interface. On the left, a list of groups is shown, including 'Toelly, Samantha (toellys)', 'ST-Records Management (18)', 'Public Access', and various 'CR-All Access-Consumers' and 'CR-Training' groups. The main area shows a table of permissions for these groups, with columns for 'Mode', 'Item permissions', and 'Virtual permissions'. A modal window is open, showing the 'Edit Permissions' dialog for the 'CR-Training' group. The modal has tabs for 'Item permissions' and 'Virtual permissions', and a 'Revoke Access' button. The 'Revoke Access' button is highlighted with a red box. The 'Update' button is also visible at the bottom of the modal.

Click the **Revoke Access** button as required
Click **Update**

Permissions Manager Focus

Scenario #2: Transitory Working Area



- CNL uses OTCS for transitory collaborative spaces
- There are hundreds of file shares
- Frequently, CNL needs to change the collaborative space controller

Permissions Manager Focus

Scenario #2: Transitory Working Area

Select the **group** that needs to have the members edited

Permissions Overview for: ATOM Training Sandbox

Copy Permissions Rollback Permissions ☒ Copy ☐ Replace

<input type="checkbox"/> Name	User/Group
ATOM Training Sandbox	
<input type="checkbox"/>	Administrator, ATOM (Admin)
<input type="checkbox"/>	ST-Records Management (18)

To add members to this group, first find the users or groups you wish to add...

Find: that starts with

Then mark their checkboxes and click the "Submit" button below...

Type	Name	Last Name ↑	Department	Actions
	Toelly, Samantha (toellys)	Toelly	9627	<input checked="" type="checkbox"/> Add to group
	Toelly, Samantha (toellys-a)	Toelly	ST-System	<input type="checkbox"/>

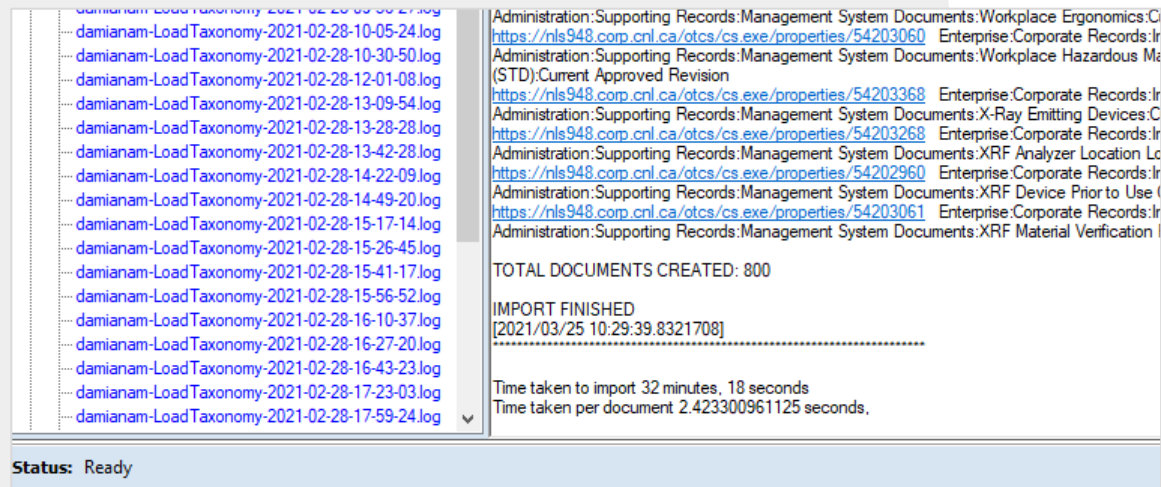
Add Users

Bulk Data Manager Focus

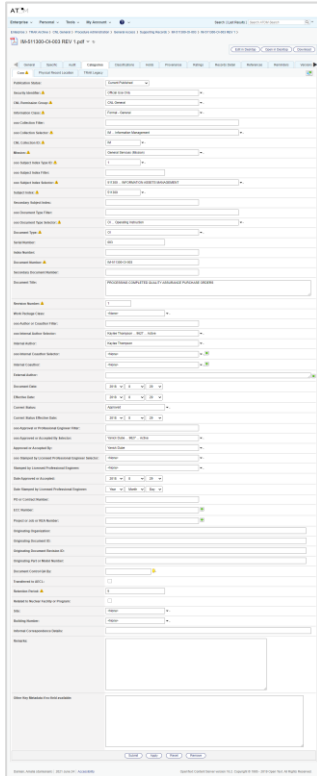
Scenario #3: Create Procedure Centre Workspace

CNL needed all procedural documents located in one workspace.

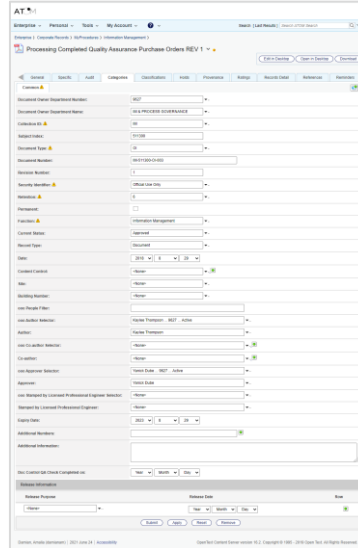
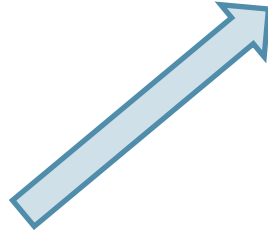
Using BDM (**Load Taxonomy**) the Procedure Centre structure containing over **800 folders** has been created in approximately **30 minutes**



Bulk Data Manager Focus

A screenshot of the Bulk Data Manager (BDM) interface. It shows a complex form with many fields, tabs, and a sidebar on the left. The form is titled "Processing Completed Quality Assurance Purchase Orders REV 1". The sidebar on the left contains various sections like "General Information", "Financial Information", "Operational Information", "Logistics Information", "Maintenance Information", "Performance Information", "Compliance Information", "Reporting Information", "Administrative Information", and "Miscellaneous Information". The main form area is divided into several sections, each with a title and a list of fields. The fields are organized into groups, some with expand/collapse icons. The form is designed for data entry and management.

3 cats simplified to
1 cat w/ attributes

A screenshot of the Bulk Data Manager (BDM) interface showing a simplified form. The form is titled "Processing Completed Quality Assurance Purchase Orders REV 1". The sidebar on the left is simplified, with fewer sections and fields. The main form area is also simplified, with fewer sections and fields. The form is designed for data entry and management.

Scenario #4: Revamp Categories

- Procedures from the TRAK archives were transferred over to the new procedure centre using a different and simplified category set with less attributes
- CNL used BDM to extract the old category set and transfer over the data to the new category set

Bulk Data Manager Focus

Scenario #5: Change Attributes

- “Who doesn’t need this?” – Amalia Damian. We are in a continuous change
- BDM allows to quickly change values in the metadata using the update attributes tool (**1000 documents in 20 minutes**)

```
damianam-UpdateAttributes-2021-02-23-15-27-00.log
damianam-UpdateAttributes-2021-02-23-15-31-03.log
damianam-UpdateAttributes-2021-02-23-15-32-25.log
damianam-UpdateAttributes-2021-02-23-15-33-53.log
damianam-UpdateAttributes-2021-02-24-11-48-33.log
damianam-UpdateAttributes-2021-02-24-15-00-00.log
damianam-UpdateAttributes-2021-02-25-11-26-37.log
damianam-UpdateAttributes-2021-02-25-13-44-41.log
damianam-UpdateAttributes-2021-03-01-06-34-27.log
damianam-UpdateAttributes-2021-03-01-07-37-52.log
damianam-UpdateAttributes-2021-04-23-15-59-54.log
damianam-UpdateAttributes-2021-04-23-16-09-34.log
damianam-UpdateAttributes-2021-04-23-16-35-37.log
damianam-UpdateAttributes-2021-04-27-12-21-13.log
damianam-UpdateAttributes-2021-05-05-12-39-09.log
damianam-UpdateAttributes-2021-06-04-12-32-55.log
damianam-UpdateAttributes-2021-06-09-07-25-40.log

https://nls948.corp.cnl.ca/otcs/cs.exe/properties/54368047 Enterprise:Corporate Records:Informatic
Administration:Supporting Records:Supporting Records for Process Documents:Sick Leave:Current Ap
https://nls948.corp.cnl.ca/otcs/cs.exe/properties/54328082 Enterprise:Corporate Records:Informatic
Administration:Supporting Records:Supporting Records for Process Documents:Program Description De
Approved Revision
https://nls948.corp.cnl.ca/otcs/cs.exe/properties/54367943 Enterprise:Corporate Records:Informatic
Administration:Supporting Records:Supporting Records for Process Documents:Request To Obsolete/I
Position/System Number(s) Form:Current Approved Revision
https://nls948.corp.cnl.ca/otcs/cs.exe/properties/54367430 Enterprise:Corporate Records:Informatic
Administration:Supporting Records:Supporting Records for Process Documents:Safety Analysis (PRD):(
Analysis (PRD) REV 3

TOTAL DOCUMENTS UPDATED: 1000

IMPORT FINISHED
[2021/04/23 16:30:01.3089779]

Time taken to import 20 minutes, 27 seconds
Time taken per document 1.2271359695 seconds.
```

Status: Ready

Fastman Management Suite

Trust your data. Drive your data.

Fastman solutions ensure the security and integrity of your enterprise information by increasing the trust your business has in its Content Suite and Extended ECM platforms. We unlock new opportunities, driving more value from your data, and radically changing the way these systems are perceived and used within your business.



Permissions Manager

Ensure that only trusted individuals can access or modify the information stored within your Content Suite or Extended ECM platforms including SAP Extended ECM by OpenText.



Access Manager

Ensure that licence compliance is retained within OpenText Content Suite and Extended ECM platforms.



Bulk Data Manager

Simplify the migration and transformation of your content between Content Suite instances, into the cloud, or into SAP Extended ECM.



Digital Signatures

Digitally sign your documents within OpenText Content Suite using the DocuSign Agreement Cloud and DocuSign Signature Appliance.

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