



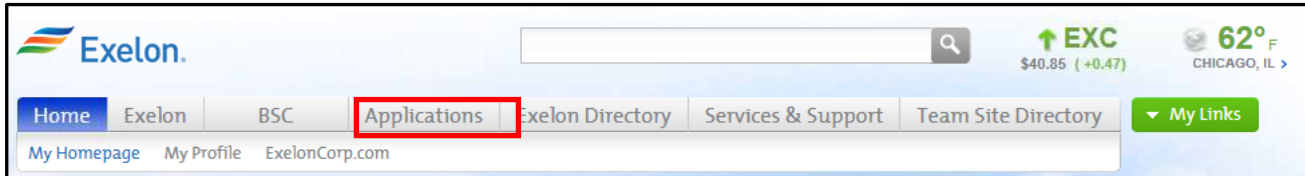
# ***NewCAP 2.0 CR/NCAP Processing User Guide***

**NewCAP 2.0 Help  
Call: 1-877-9EXELON**

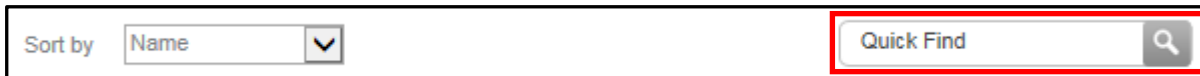
## Navigating to the NewCAP 2.0 Website

There are two ways:

- A. Go to the following URL: <http://newcap.exeloncorp.com>
- B. Go to the myExelon Intranet homepage and click on Applications.
- C.

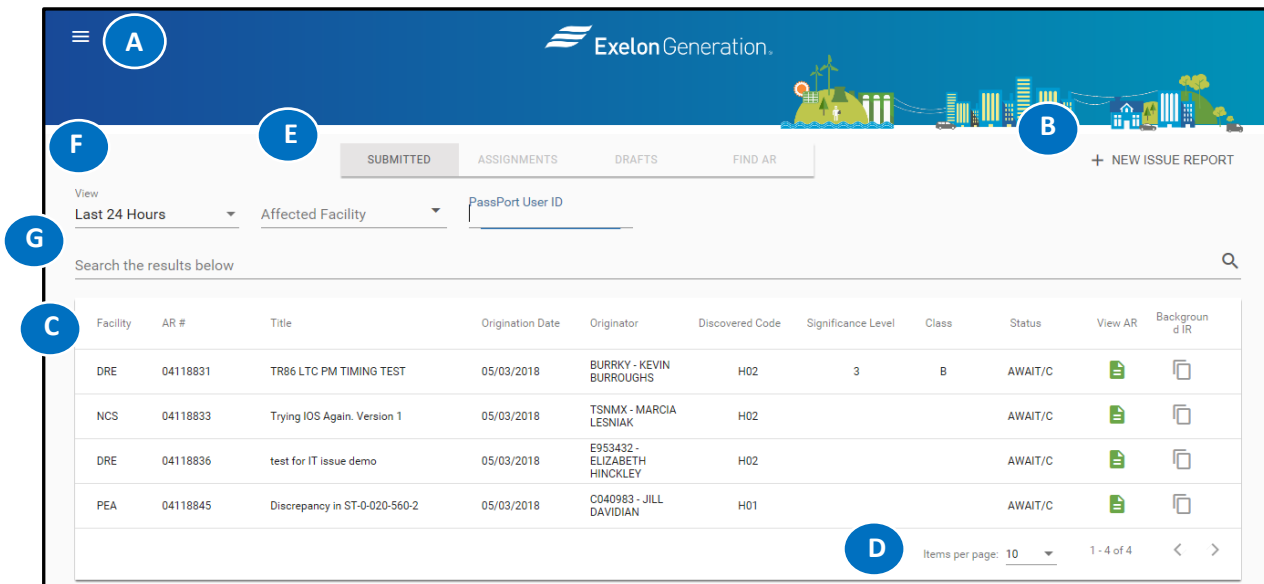


In the Quick Find search box, type "NewCAP 2.0".



## Navigating to the Dashboard

Upon clicking on NewCAP 2.0, you will arrive at the Dashboard. From the Dashboard, there are a few different options.



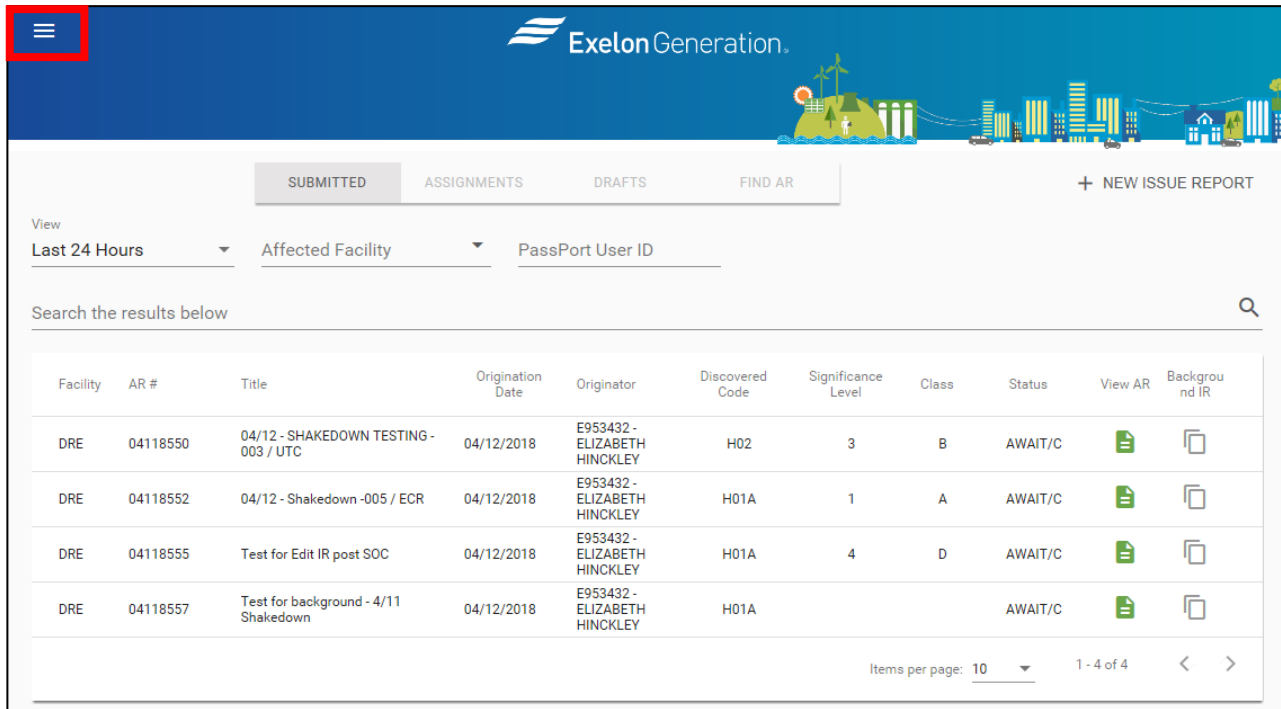
| Facility | AR #     | Title                         | Origination Date | Originator                   | Discovered Code | Significance Level | Class | Status  | View AR | Background of IR |
|----------|----------|-------------------------------|------------------|------------------------------|-----------------|--------------------|-------|---------|---------|------------------|
| DRE      | 04118831 | TR86 LTC PM TIMING TEST       | 05/03/2018       | BURRKY - KEVIN BURROUGHS     | H02             | 3                  | B     | AWAIT/C |         |                  |
| NCS      | 04118833 | Trying IOS Again, Version 1   | 05/03/2018       | TSNMX - MARCIA LESNIAK       | H02             |                    |       | AWAIT/C |         |                  |
| DRE      | 04118836 | test for IT issue demo        | 05/03/2018       | E953432 - ELIZABETH HINCKLEY | H02             |                    |       | AWAIT/C |         |                  |
| PEA      | 04118845 | Discrepancy in ST-0-020-560-2 | 05/03/2018       | C040983 - JILL DAVIDIAN      | H01             |                    |       | AWAIT/C |         |                  |

## Options available from the Dashboard:

- A. Menu that pulls up available functions within NewCAP 2.0 and where you will perform your review.
- B. Click to create a new Issue Report.
- C. All Issue Reports (IRs) are listed here. You can use the arrows in the bottom right to scroll through the various pages.
- D. You can change how many IRs appear per page.
- E. IRs on your dashboard can be sorted by clicking on each heading:
  - a. **Submitted** – Issue Reports you have submitted
  - b. **Assignments** – Issue Reports that have been assigned to you
  - c. **Drafts** – IRs you have initiated but that have not been submitted (IRs started on a mobile device will appear here)
  - d. **Find AR** – Here you can search for an AR
- F. You can further sort Issue Reports on your dashboard with the following criteria:
  - a. View – Sort IRs by time period
  - b. Affected Facility – Sort IRs by the Affected Facility
  - c. Passport User ID – Sort IRs by the Passport User ID that submitted it
- G. You can search through the IRs using search words that you can enter here.

## Navigating to CR/nCAP Processing

- A. From the Dashboard screen, click the icon in the upper left corner to open the menu.



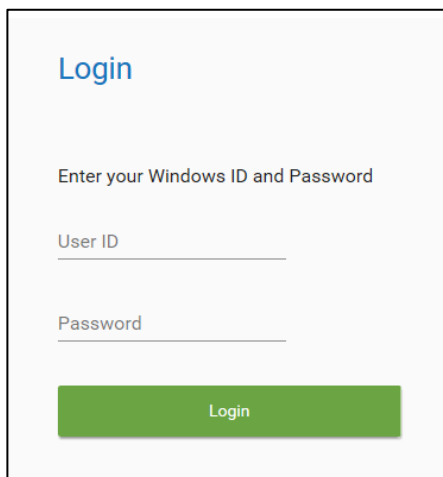
The screenshot shows the Exelon Generation dashboard. In the top left corner, there is a blue header bar with the Exelon Generation logo and a hamburger menu icon (three horizontal lines) highlighted with a red box. Below the header, there are tabs for SUBMITTED, ASSIGNMENTS, DRAFTS, and FIND AR. To the right of these tabs is a link for + NEW ISSUE REPORT. Below the tabs, there is a search bar with the text "Search the results below" and a magnifying glass icon. The search bar has three dropdown menus: "View" (set to "Last 24 Hours"), "Affected Facility" (set to "Affected Facility"), and "PassPort User ID" (set to "PassPort User ID"). Below the search bar is a table with the following columns: Facility, AR #, Title, Origination Date, Originator, Discovered Code, Significance Level, Class, Status, View AR, and Background IR. The table contains four rows of data:

| Facility | AR #     | Title                                 | Origination Date | Originator                   | Discovered Code | Significance Level | Class | Status  | View AR | Background IR |
|----------|----------|---------------------------------------|------------------|------------------------------|-----------------|--------------------|-------|---------|---------|---------------|
| DRE      | 04118550 | 04/12 - SHAKEDOWN TESTING - 003 / UTC | 04/12/2018       | E953432 - ELIZABETH HINCKLEY | H02             | 3                  | B     | AWAIT/C |         |               |
| DRE      | 04118552 | 04/12 - Shakedown -005 / ECR          | 04/12/2018       | E953432 - ELIZABETH HINCKLEY | H01A            | 1                  | A     | AWAIT/C |         |               |
| DRE      | 04118555 | Test for Edit IR post SOC             | 04/12/2018       | E953432 - ELIZABETH HINCKLEY | H01A            | 4                  | D     | AWAIT/C |         |               |
| DRE      | 04118557 | Test for background - 4/11 Shakedown  | 04/12/2018       | E953432 - ELIZABETH HINCKLEY | H01A            |                    |       | AWAIT/C |         |               |

At the bottom right of the table, there is a pagination bar showing "Items per page: 10" and "1 - 4 of 4" with navigation arrows.

- B. When prompted to enter your User ID and Password, enter your normal Windows/Network credentials.

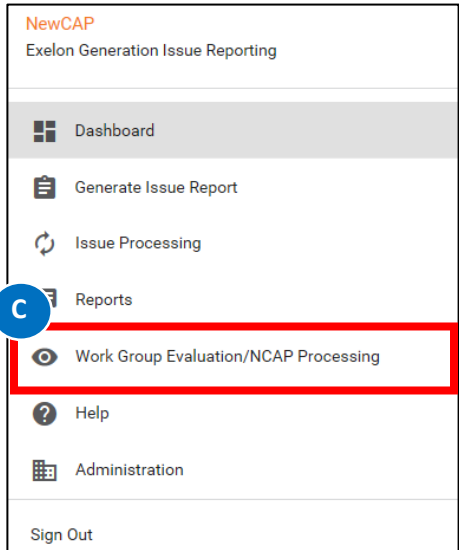
*You must be added to the "CAP" Alert Group for access to this website.*



The screenshot shows a login form with the following elements:

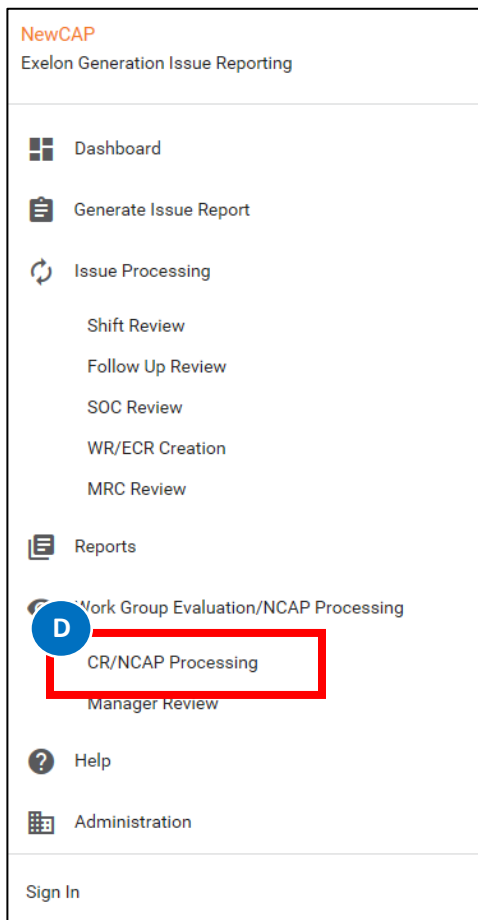
- A blue "Login" header.
- A prompt: "Enter your Windows ID and Password".
- A "User ID" input field.
- A "Password" input field.
- A green "Login" button.

C. To navigate to the nCAP Processing Review section, click **Work Group Evaluation/NCAP Processing**.

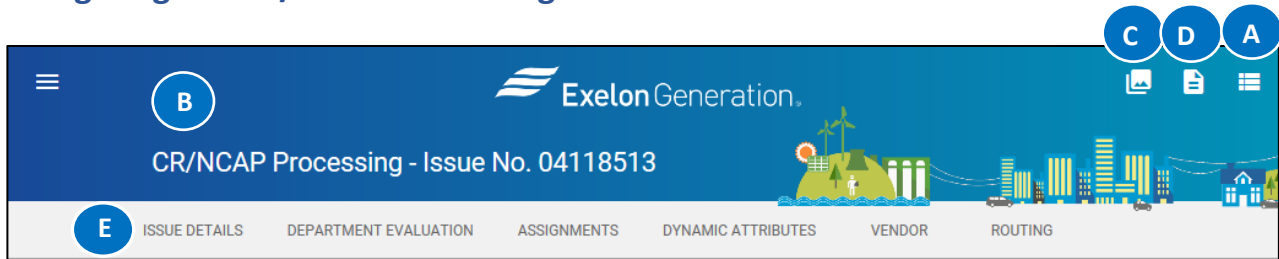


D. Click **CR/NCAP Processing**.

E.



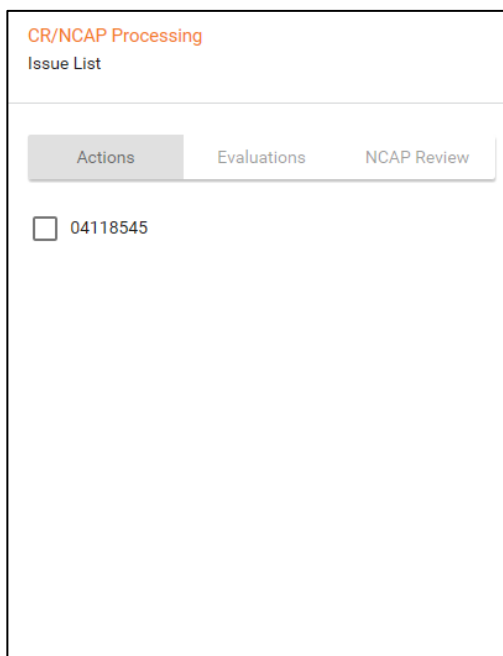
## Navigating the CR/NCAP Processing Screen



- A. Issue List** – Click on the **Issue List** icon to view the list of IRs in CR/NCAP Processing that have been routed to your “CAP” alert group.

A list of open issues will appear on the right side of the screen. They are sorted by **Actions**, **Evaluations**, and **NCAP Review**.

To open an issue, click on the issue you want to open.



- B.** The Issue number that is open will appear at the top.
- C. View Photos** – Click on the **View Photos** icon to view photos for that IR.



- D. View AR Report** – Click on the **AR Report icon** to view the AR report. This is where you will find the IR details.

AR 03995879 REPORT

Status

Due 05/26/2017

Event Date 04/06/2017

Disc Date 04/08/2017

Origination 04/08/2017

|                   |                          |                  |                 |               |                 |
|-------------------|--------------------------|------------------|-----------------|---------------|-----------------|
| Affected Facility | BYRON GENERATING STATION | CR Level / Class | 4 / D           | AR Type       | CR              |
| Affected Unit     | UNIT TWO                 | How Discovered   | SELF-IDENTIFIED | Owed To       | ALL SITE CAPCOS |
| Affected System   | FIRE PROTECTION          | WR               | No              | Equipment Tag | 2MP02E          |

ACTION REQUEST DETAILS

Subject

2W MPT DELUGE NOZZLE SEPERATED FROM DELUGE LINE

Description

Originator: MARK J RISTAU    Supv Contacted: S.Nosko  
  
 Condition Description:  
 One of the lower deluge spray nozzles for 2W MPT was found laying on the concrete near cooling group eight. The nozzle is for the lower deluge header on the south side of cooling group eight. Looking at the nozzles threads it appears that only one

- E.** There is a shortcut menu at the top of the screen that will allow you to jump to various sections of the IR. If you want to jump to a particular section, click on that section in the menu.

## CR/NCAP Processing

- A. Each section will have this carrot toggle that allows you to expand or collapse the section. When it is facing down, the section is closed. Click on the toggle to expand the section. To collapse it, click the toggle again.

Issue Details

A

▼

### Issue Details

- B. In the Issue Details section, the title, affected unit, and discovered code will already be populated with information entered when the IR was generated. If you need to change any of this information, click inside the field for the item that needs to be changed and make the necessary changes.

Issue Details

B

▲

Title

2W MPT DELUGE NOZZLE SEPERATED FROM DEL

Required Review

()

Affected Unit

UNIT TWO

×

Affected System

FP - FIRE PROTECTI

×

Facility

BYR

Discovered Code

H02 - SELF-IDENTIFIED

×

Repeat Event

☐ Yes

How should we identify the affected equipment? (Work Against)

- ☒ By Equipment  
☐ By UTC  
☐ By Name  
☐ N/A

 AOVA

Name

(0FSV-CP043) SOV FOR AOV OCP043-CBL# 1CP123

Equipment No.

043

Equipment Type

AOVA

Component No.

<

Component Type

FSV

REMOVE

C

- C. The Work Against section should also be populated. You can change it, if needed.

## Department Evaluation

This is where you will perform your evaluation.

*A quality evaluation is key to enable your organization to improve performance. To ensure a quality evaluation, remember to review the IR immediately and determine what actions are necessary to complete the evaluation.*

*When your evaluation involves a formal investigation or an enhancement, the assignee is not required to complete the following questions, but should simply identify their review of the formal investigation or action they will be taking on the recommended enhancement.*

- Complete your evaluation/investigation of the IR as follows:
  - Problem Statement:** Clearly define what or who failed that resulted in the condition. Specific names are not appropriate, but specific organizations and positions should be identified to ensure effective Coding. *You can't improve performance if you don't know what happened!*
  - Statement of Cause:** Identify why the person, process, or equipment was not reliable. Utilize PI-AA-125-1003 Attachment 4 as a guide. Usually there are multiple reasons why something did not go right. Carefully identify the action that is going to most improve performance. *Remember, the more specific and accurate the cause, the more valuable the resulting actions. Your evaluation could be the key to preventing the next event, make sure it is worth your efforts.*

- **Extent of Condition (EOC):** Review the CR for EOC considering the Condition, Problem, and Cause. It is important to consider all of these together to most effectively deal with the CR. *Intelligent evaluation of EOC can not only prevent this issue from occurring, but also when appropriately used prevent other events from occurring.*
- **SOC Comments:** When identified, document the resolution of any SOC comment.

**D.** Enter your name in the **Evaluator Name** field.

**E.** Enter your comments in the Evaluator Comments field. *This is a required field.*

Department Evaluation

D

Evaluator Name

Evaluator Comments

E

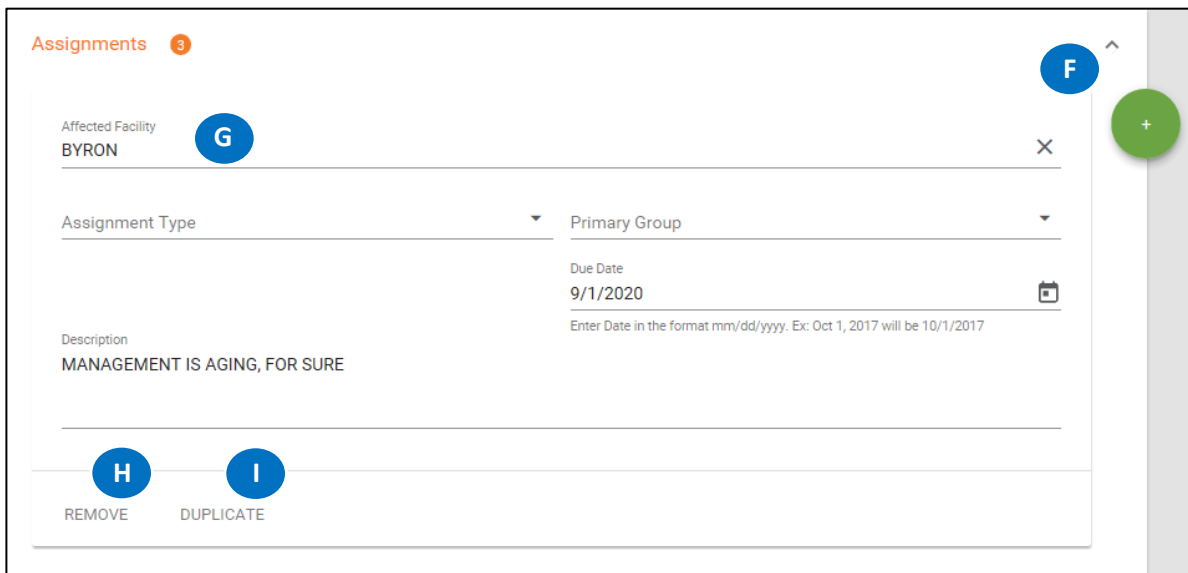
Evaluator Comments is required

## Assignments

Create assignments required to resolve the cause of the issue identified in your evaluation.  
Corrective actions should be:

- Specific-Clearly define the action
- Measurable-You will know when you are done
- Accountable-Verify the assignee will complete
- Reasonable-Know that the assignee can complete
- Timely-Completion will minimize risk of recurrence
- Effective-Action addresses a defined cause.
- Reviewed-Actions are reviewed for completeness

- F.** To add an assignment, click the + in the Assignment section.
- G.** Fill out the Assignment Type, Primary Group, Due Date and Description.
- H.** If you need to remove an assignment, click on **Remove**.
- I.** To duplicate an assignment, click on **Duplicate**.



Assignments 3

Affected Facility BYRON

Assignment Type Primary Group

Due Date 9/1/2020

Description MANAGEMENT IS AGING, FOR SURE

REMOVE DUPLICATE

## Dynamic Attributes

- J. To add a new Dynamic Attribute, click on the + sign to add another dynamic attribute.
- K. After clicking the + in the Dynamic Attribute section, fill in the **Attribute Name** and **Value**.
- L. If you need to remove a dynamic attribute, click on **Remove**.

Dynamic Attributes

Attribute Name

K

CAP QUALTY REJECT

Attribute Value

42

2 / 4000

L

REMOVE

J

+

## Vendor

- M. If there is a vendor, it will appear here. You can Remove the vendor and add a new one.

Vendor

M

ABB INC

Code

385AMA

Suffix

11

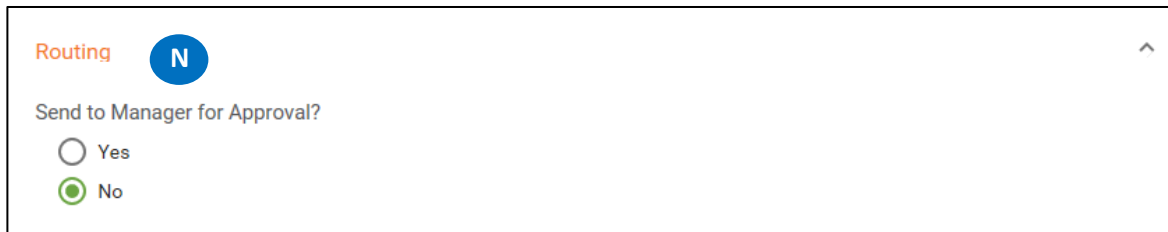
Status

ACTIVE

REMOVE

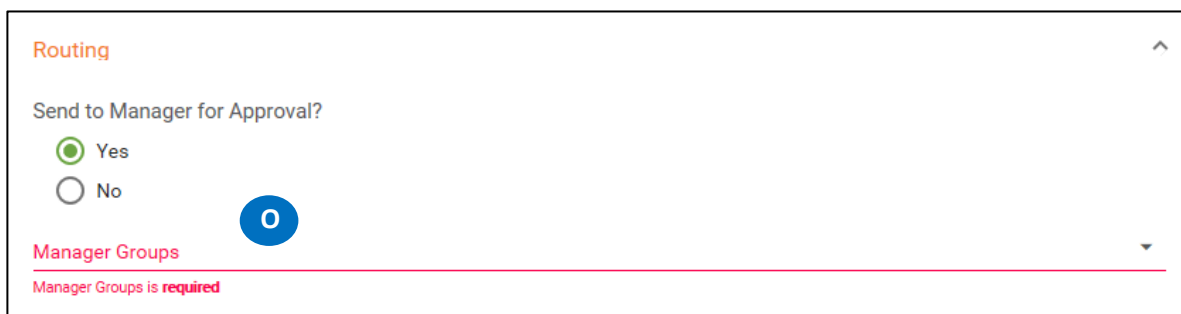
## Routing

- N. Select if you are ready to route to Manager for approval. If you are not ready, you can select No and it will save as a draft. Keep in mind that any comments you have entered will be saved and viewable as part of the IR, even if you do not route to a Manager.



A screenshot of a web form titled "Routing". It features a blue circular button with the letter "N" in white. Below the button, the text "Send to Manager for Approval?" is followed by two radio buttons: "Yes" (unselected) and "No" (selected, indicated by a green dot).

- O. If you select Yes, you will need to select a Manager Group. Click the drop down arrow to the right of **Manager Groups** and select one from the list.



A screenshot of the same "Routing" form, but with the "Yes" radio button selected. Below the radio buttons, the text "Manager Groups" is displayed in red, followed by a red horizontal line. To the right of the line is a blue circular button with the letter "O" in white. Below the line, the text "Manager Groups is required" is displayed in red.

## Saving the CR/NCAP Review

- Once you have completed the CR nCAP review and you are ready to submit the changes, click on **Save**.
- If any required fields are incorrect or missing information, the CR/nCAP Review will not submit and you will receive a message to go back and complete required fields. The fields that are not complete will be highlighted in red. Correct the highlighted fields and click **Save** again.



After clicking save, a statement of confirmation is displayed to indicate your information has been transmitted.