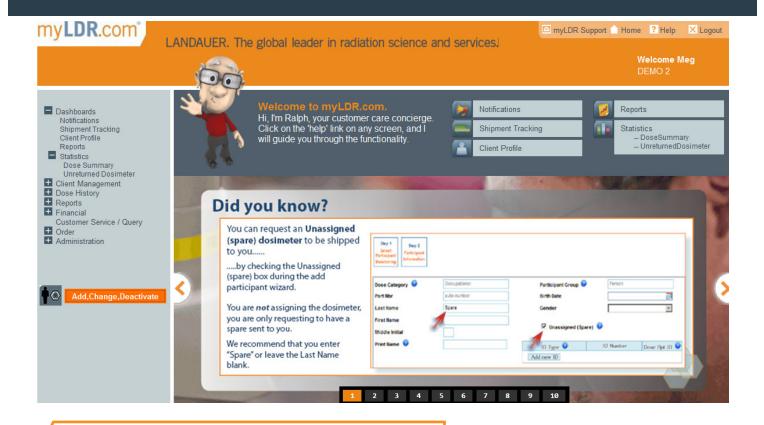


myLDR.com Quick Reference Guide



Learn how to...

- ✓ Maintain Dosimeter Information
 - Add dosimeter to an existing participant
 - Delete dosimeter for a participant
 - Add new participant
 - Assign spare to a participant
 - Add fetal dosimeter
 - Order additional spare/unassigned dosimeters
 - View Unreturned Dosimeters & Mark Dosimeters Lost/Returned
- ✓ View Dose History
 - Participant/Subaccount/Account Dose Summary (QTD, YTD or LTD)
 - Unused Dosimeter Report
- √ View Reports
 - Retrieve Dosimeter Reports
 - Create Form 5 Annual / Quarter / Termination Report, ALARA Memo, etc.

Questions?

Visit the Help section on myLDR.com or contact Landauer Customer Service



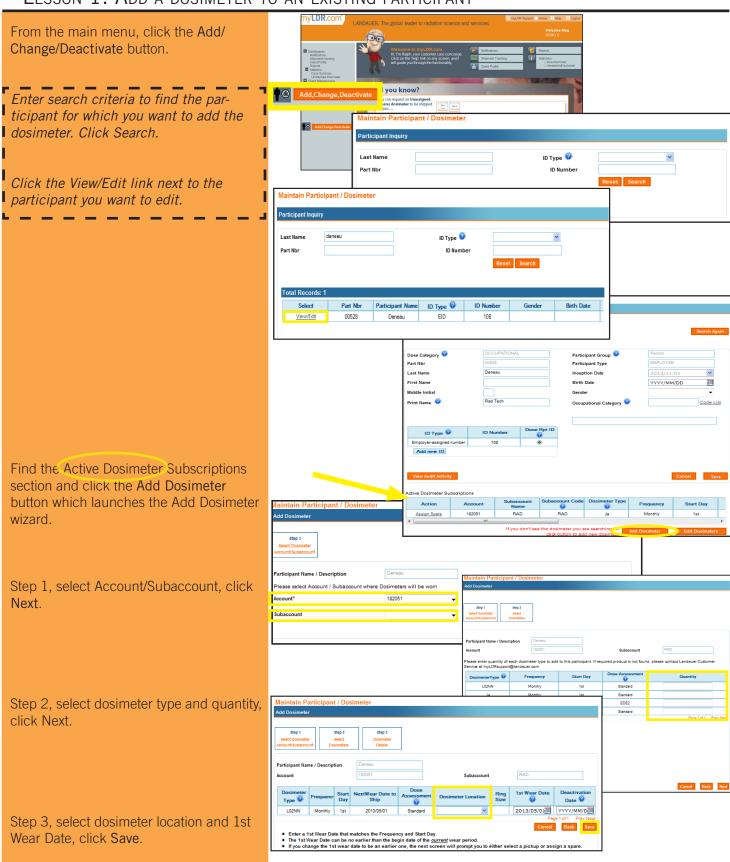
800-323-8830



myLDRsupport@Landauer.com



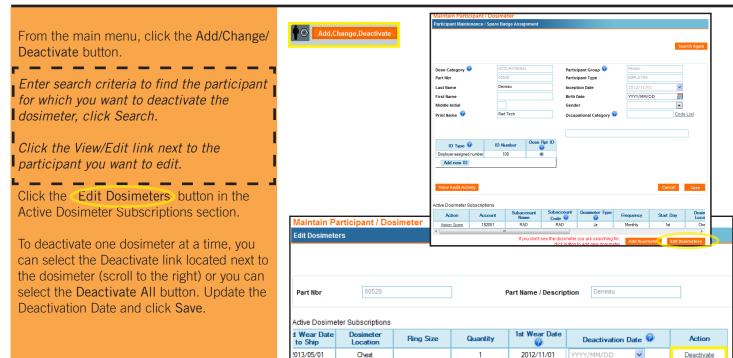
Lesson 1. Add a dosimeter to an existing participant



NOTE: System recognizes next scheduled shipment and defaults to that wear date. If the dosimeter is required earlier, you can 'back date' and a pick-up and control dosimeter will ship or assign a spare dosimeter to the participant. The next routine shipment will include this new addition.



LESSON 2. DELETE A DOSIMETER FOR A PARTICIPANT



LESSON 3. ADD A NEW PARTICIPANT

Step 6, confirmation - verify participant

Save.

and dosimeter information is correct, click

From the main menu, click the Add/Change/ Deactivate button. Click the Add New Participant button which launches the Add Participant wizard. Maintain Participant / Dosimeter Add Participant Step 1, select the participant monitoring type, click Next. Step 2, enter participant information, click Please select appropriate participant monitoring type Occupational - Person Use for employee, visitor, and unassigned person participants Occupational - Place Use for area monitors and unassigned place participants Step 3, select the Account/Subaccount Environmental - Place Use for environmental area monitor participants where the dosimeter(s) will be worn, click Cancel Next Next. Step 4, select dosimeter type and quantity click Next. Step 5, select dosimeter location and 1st Wear Date, click Next. Birth Date

First Name Middle Initial Unassigned (Spare)

(Click to order more spares)

ID Type 🎱

nadian Social Insurano vers License number

Oli lei PAD number



LESSON 4. ASSIGN A SPARE DOSIMETER TO A PARTICIPANT

From the main menu, click the Add/ Change/Deactivate button.

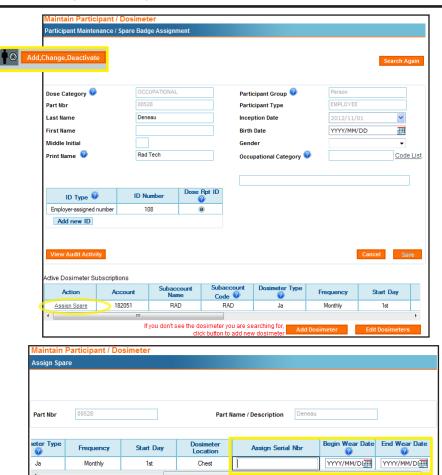
Enter search criteria to find the participant for which you want to add the spare dosimeter, click Search.

Click the View/Edit link next to the participant you want to edit.

Find the Active Dosimeter Subscriptions section and click the Assign Spare link which opens the Assign Spare window.

Find the serial number on the unassigned (spare) dosimeter and enter that in Assign Serial Nbr field.

Enter the Begin Wear Date and End Wear Date, click Save.



Lesson 5. Add a fetal dosimeter

From the main menu, click the Add/ Change/Deactivate button.

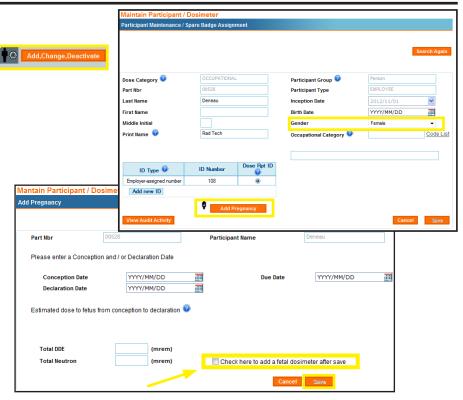
Enter search criteria to find the participant you want to edit, click Search.

Click the View/Edit link next to the participant you want to edit.

Click the Add Pregnancy button - ensure that "Female" is selected in the gender drop-down before the Add Pregnancy button will display.

Enter relevant information in Add Pregnancy window and select the box to add the fetal dosimeter, click Save.

You will now begin adding the fetal dosimeter. Follow steps 1-3 in Lesson 1 to complete the addition.





Lesson 6. Order additional spare/unassigned dosimeters

From the main menu, click the Add/Change/ Deactivate button.

Click the Add New Participant button which launches the Add Participant wizard.

Step 1, select the participant monitoring type for the unassigned dosimeter.

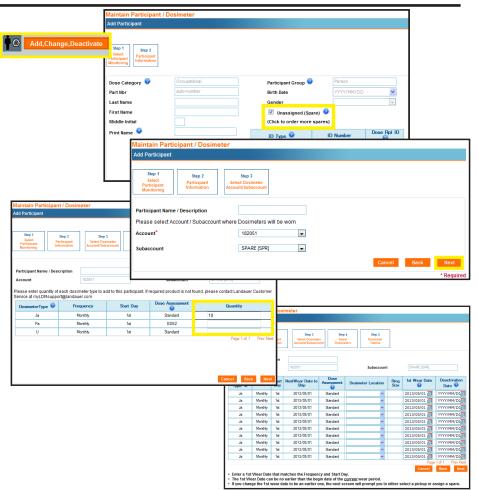
Step 2, select checkbox next to Unassigned Spare and click Next.

Step 3, select the Account/Subaccount where the dosimeter(s) will be worn, click Next.

Step 4, select dosimeter type and quantity, click Next.

Step 5, select Dosimeter Location and 1st Wear Date and Deactivation Date, if applicable, click Next.

Step 6, confirmation - verify dosimeter detail is correct, and click Save.



Lesson 7. View Unreturned Dosimeters and Mark dosimeters lost/returned

From the main menu, expand Client Management and select Unreturned Dosimeter.

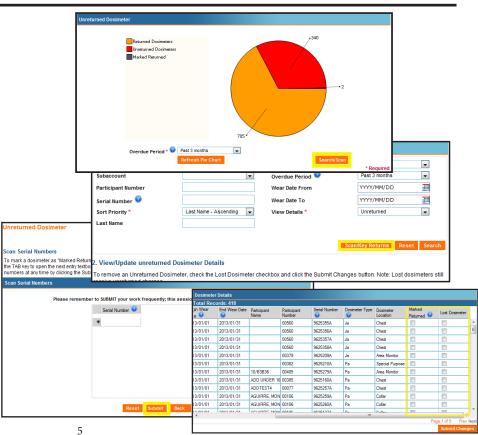
myLDR displays a pie chart with the number of Returned, Unreturned and Marked Returned dosimeters. Click Search/ Scan button.

To scan unreturned dosimeters:

- From Unreturned Dosimeter window, click Scan/Key Returns
- myLDR displays the Scan Serial Number window. To enter a dosimeter as returned, enter or scan a serial number in the open text box. Press Submit frequently to apply your changes.

To designate dosimeters as returned or lost:

- On Unreturned Dosimeters window, scroll right in the Dosimeter Details grid. Click in the check box to mark the dosimeter as returned or lost. Click the Submit Changes button.

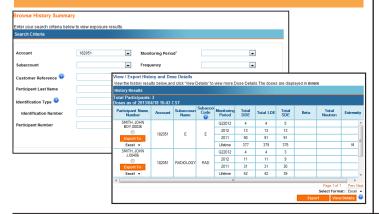


Participant/Subaccount/Account Dose Summary

From the main menu, expand Dose History and select History Summary.

In Browse History Summary window, enter search criteria, click Search.

Select the participant and click Export or View Details.



RETRIEVE DOSIMETER REPORTS

From the main menu, expand Reports and then select Dosimeter Reports.

In the Retrieve Dosimeter Reports window specify your search criteria, selecting the Report Type will open a Filter by Report Data screen. Enter specific criteria if needed, click Search.

Click on the Report File name.

In the File Download window, select whether you want to Open or Save the file.



Unused Dosimeter Report

Deneau,00528

esten, Anna,00592

esten, Anna,00592

182051

182051

182051

RAD

RAD

RAD

RAD

RAD

RAD

RAD

RAD1

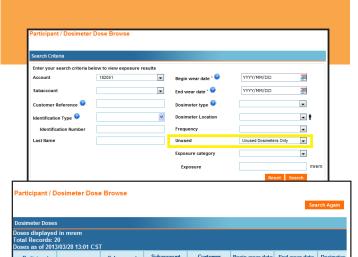
RAD1

RAD1

From the main menu, expand Dose History and select Browse Dose History.

On Participant/Dosimeter Dose Browse window enter begin and end wear dates and select Unused Dosimeters Only in the Unused dropdown, click Search.

Results will display, you have the option to Export the data.



2013/01/01

2013/01/01

2013/02/01

2013/01/01

2013/01/31

2013/01/31

2013/02/28

2013/02/28

2013/01/31

Select Format : Excel -

Page 1 of 1

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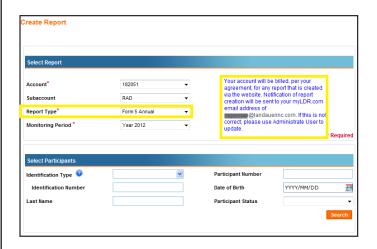
CREATE FORM 5 ANNUAL REPORT/TERMINATION REPORT

From the main menu, expand Reports and then select Create Report.

Specify your report criteria - in the Report Type dropdown, select Form 5 Annual Report and select the monitoring period desired along with Participant criteria, click Search.

Select the participants you want to include in the report and click the Create Reports button.

myLDR displays a confirmation message explaining who the email notification will be sent to when the reports are available for retrieval.



Reminder: Your account will be billed per your agreement.