

NATIONAL DOSE REGISTRY
(NDR)

Training Manual

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Content

1. Purpose and significance of preparing this manual:	3
2. Preface	3
3. System overview	3
4. Introduction to the new functions of the online NDR	5
5. Operation guide	5

1. Purpose and significance of preparing this manual:

This system training manual is designed to help users understand and master the functions, operation and usage of the online National Dose Registry (NDR) system.

2. Preface

Recently, the online NDR has been successfully developed by NIRP, based on the features of the offline NDR and the requirements analysis. Compared with the offline NDR system for the Member States developed in 2018, the system functions including data filling, user interface, statistics, etc. have been improved and new functions also have been added. The improvement of the usability and applicability of the system would be more friendly to users.

3. System overview

There are at least eight modules of the online NDR system, including the integration of the functions of offline software data filling and test report export, basic information management of radiation work units and radiation workers, personal dose information management, data management, data query, data export, data audit, and system management.

(1) Information management of radiation work units and radiation workers:

The information management of radiation work units and radiation workers module includes the basic information of radiation work units (including but not limited to the following information: institution name, region, detailed address, contact person, contact phone number, and email address. (Note: Changes can be made according to the specific needs and test feedback of users during the construction process), the basic information of radiation workers (including but not limited to the following information: name, gender, date of birth, ID number, contact number, work unit, job position, occupational exposure type code, unit address, postal code, etc. (Note: Changes can be made according to the specific needs and test feedback of users during the construction process. Under this module, it supports two data collection functions, such as data entry or batch import and export.

(2) Monitoring data management:

The management of personal dose monitoring information of radiation workers module includes two data acquisition functions of external exposure dose information and internal exposure dose information of radiation workers, and supports data entry or batch import, data logic verification and review and other functions (Note: Changes can be made according to the specific needs or test feedback of users during the construction process).

(3) Data management:

The functions of data modification, deletion and submission are set for the filled data, and the submitted data cannot be modified or deleted, but can only be viewed. Users' permission levels need to be set. Management users can manage and view the data within their jurisdiction.

(4) Query export:

The system supports multiple dimensions and conditions to query and export data.

(5) Data review:

The system provides the function of data review. After the user fill in and submits the report to the user who is reviewer, the review user performs review management, and returns the problematic data. Only the returned data can be modified and deleted. Meanwhile, multi-level review links is set up, including but not limited to submission, review, and sign off.

(6) Test report information:

The system provides the query and export function of different dose reports, including but not limited to the periodic detection report, large dose verification registration form, annual detection report, personal dose detection report, etc. for

radiation work units. At the same time, it also supports the personalized customization function of the detection report header.

(7) System management:

The system management information includes basic information of the unit, reading information, account passwords, data backup, and other functions.

4. Introduction to the new functions of the online NDR

(1) The online reporting function of institution information is added in the online NDR system.

(2) Online personnel information filling function is added in the online NDR system.

(3) The online NDR system has been developed the function of batch import of organization information and personnel information in Excel.

(4) New external exposure dose information entry in the online NDR system (including three different entry methods).

(5) New internal exposure dose information entry in the online NDR system.

(6) Information entry and maintenance of new testing institutions in the online NDR system.

(7) Input and maintenance of new test and reading information in the online NDR system.

(8) New data management module in online NDR system.

(9) New data audit module in online NDR system.

(10) Query module, report information and statistics module are optimized on the original basis.

5. Operation guide

See user manual for details.