

**NATIONAL DOSE REGISTRY
(NDR)**

User Manual

December 2023

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Introduction

The online National Dose Registry (abbr.: the online NDR) is based on the Chinese Registry of Radiation Workers (CRRW) –individual monitoring information on external exposure registry system. The online NDR System gathers the following information:

- Tech service provider's information
- Equipment and detector's information
- Basic information about radiation unit (employer)
- Basic information about radiation worker (employee)
- Dose information
 - ❖ Monitoring for external exposure
 - ❖ Monitoring for internal exposure

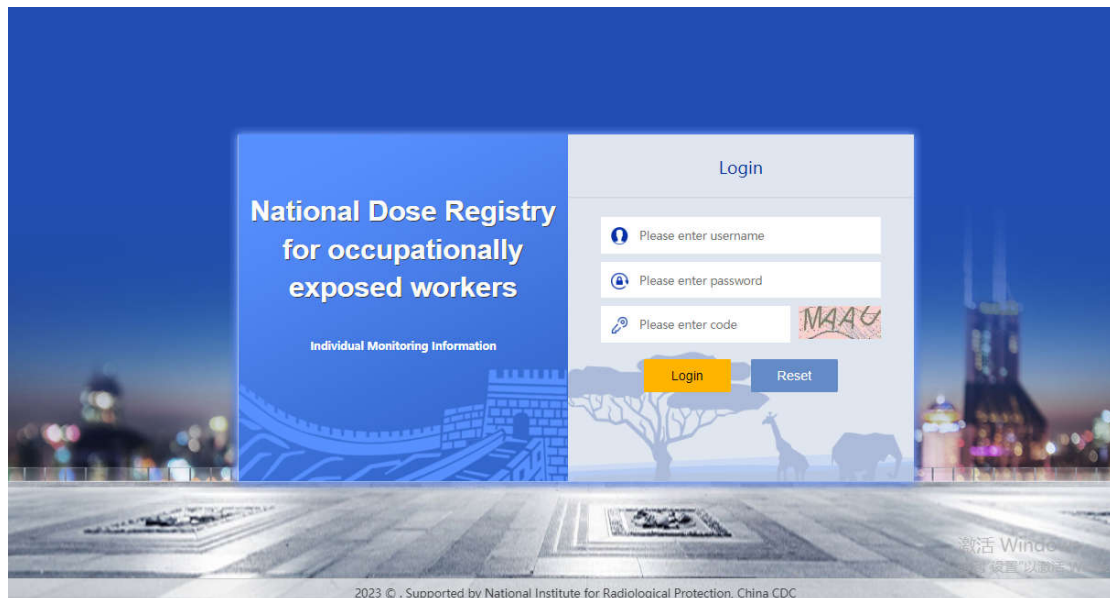
Multiple data inputting or importing interface for reducing the load of inputting data:

- There are multiple data input or import interfaces in the system.
 - ❖ Import from spreadsheet (Excel files)
 - ❖ Inputting two alternative types of raw data to use auto-computing tools.

Generate report for individual, period and annual, and suspicious dose inspection sheet.

Chapter 1 Login the System

Open a browser and visit login page of national dose registry.



Fill in the username, password and verification code, and then click 'Login' to login the system.

Chapter 2 System Management

2.1 Configuring Information of the Service

Must fill in the information of this institution when login the system at first time. When the information is completed, click the “save” to save the information until the message box with “success”.

Individual Monitoring Information

Welcome Add New E... Add New P... Approved D...

Note : Fields marked with * are required

Basic information

* Country Bangladesh

* Service Provider Bangladesh Atomic Energy Commission

* Service Provider Address Atomoc Energy Centre, Dhaka

* Postal Code 1000

* Department for Individual Monitoring Health physics Division

* Director of Department for Individual Monitoring Dr. Bilkis Ara Begum

* Tester/Contact Person Jannatul Ferdous

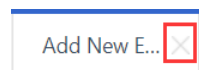
Save

激活 Windows
转到“设置”以激活 Windows

Tips:

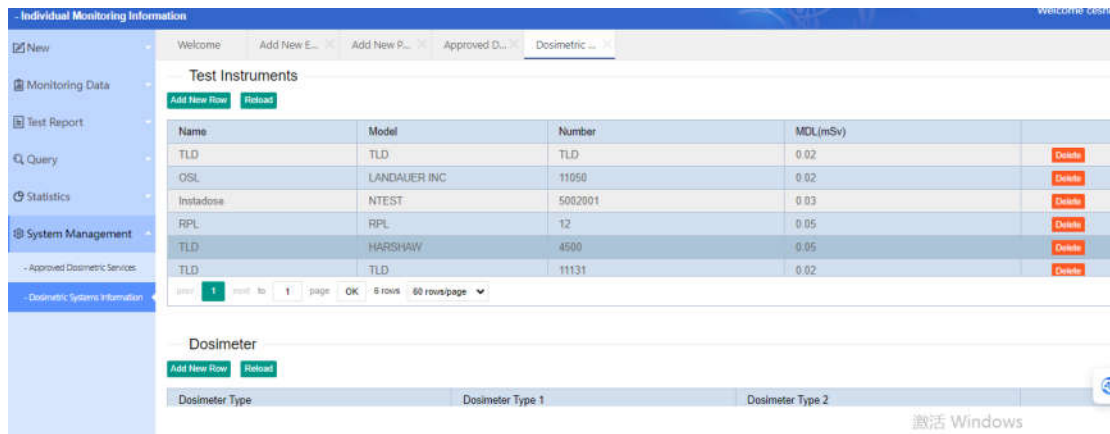
The fields marked with a red asterisk are required.

The function area in red box is the taskbar. You can open multiple tabs while the maximal number of tabs is no more than 12. Click “X” in the right of tabs to close the tab as following figure:



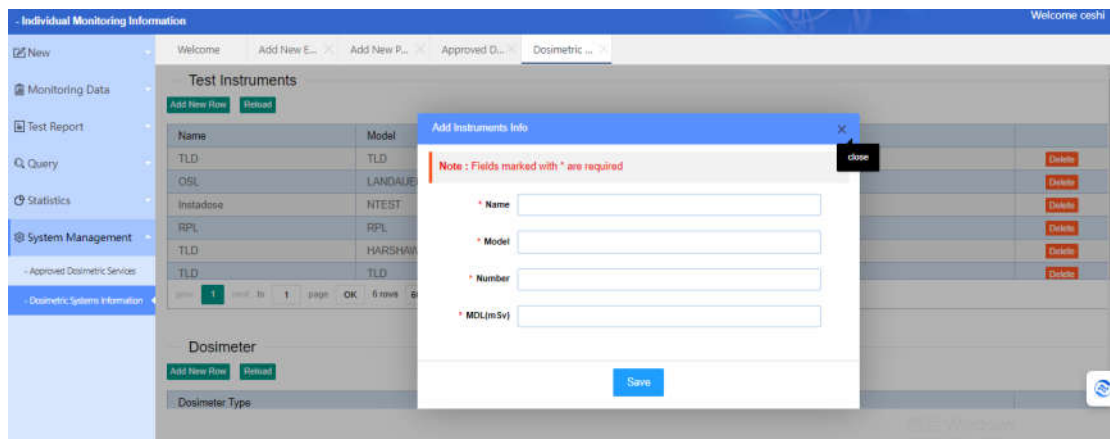
2.2 Configuring Information of the dosimetric systems

To change information of the dosimetric systems, select menu System Management > Dosimetric Systems Information.



2.2.1 Add a test instrument

Click the “Add New Row” to bring up a pop-up box of the add instruments info, fill in the name, model, serial number of the new instrument and MDL (mSv) of the instrument. Finish adding a new instrument information when Click the “Save” until appearing a message box of the “success”.



Click top right “x” of the pop-up box to close it, and click “Reload” of the test instruments to fresh the table.



Tips:

Below the table is the function of page turning.



prev: to previous page

next: to next page

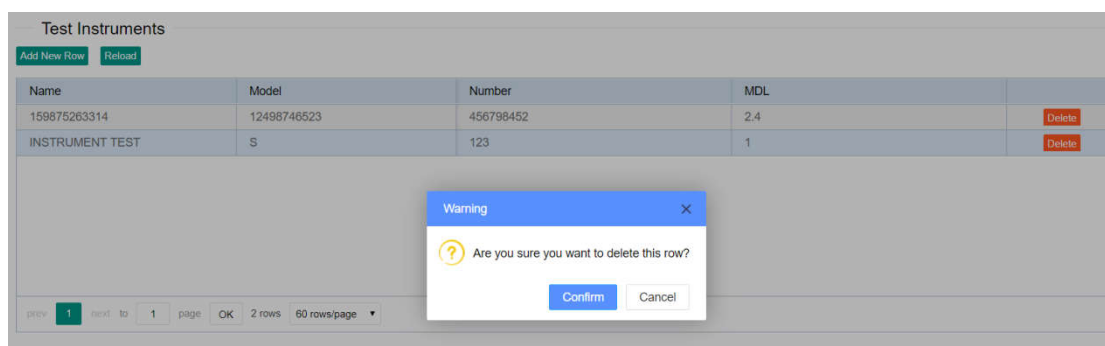
to n page: fill in the positive integer, and click “OK” to the page n

1 rows: total number of the test instruments records

60 rows/page: display 60 records per page, click and select another one to change.

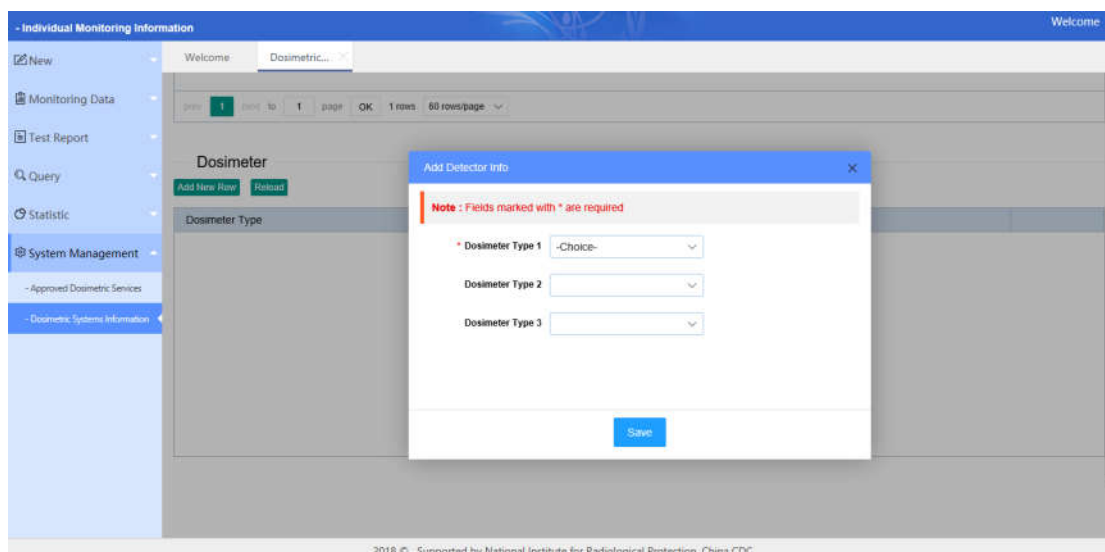
2.2.2 Delete a test instrument

If you want to delete an instrument record, click the red button “Delete” to bring up a pop-up box of the warning “Are you sure you want to delete this row?”. Click “Confirm” to delete the record until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard delete and exit.



2.2.3 Add a dosimeter

Click the “Add New Row” to bring up a pop-up box of the add detector info, select the type1, type2, type3 of the dosimeter. Finish adding a new dosimeter information when Click the “Save” until appearing a message box of the “success”.



Click top right “x” of the pop-up box to close it, and click “Reload” of the

detector to fresh the dosimeter table.

Dosimeter Type	Dosimeter Type 1	Dosimeter Type 2	
Thermoluminescent Dosimeter(TLD)	Flake (Rectangle)	Al2O3	Delete
Radiophotoluminescence(RPL)	X		Delete

2.2.4 Delete a dosimeter

If you want to delete a dosimeter record, click the red button “Delete” to bring up a pop-up box of the warning: Are you sure you want to delete this row? Click “Confirm” to delete the record until appearing a message box with the “success”, otherwise click “Cancel” or “x” to discard delete and exit.

Warning

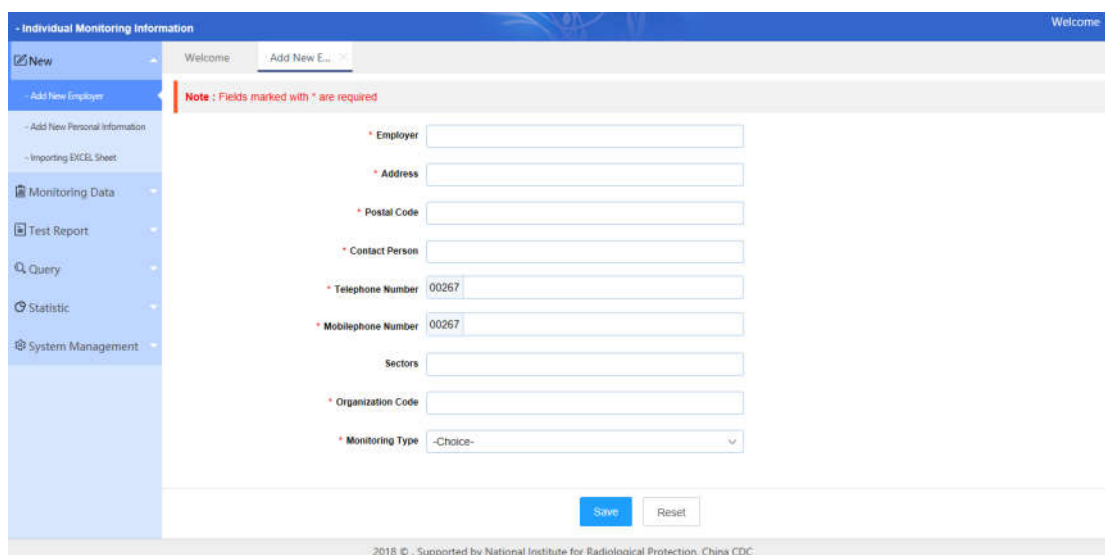
Are you sure you want to delete this row?

Confirm Cancel

Chapter 3 Add Employers & Employees

3.1 Add a new employer one by one

To add a new employer information, select menu New > Add New Employer.



The screenshot shows a web application interface for adding a new employer. The page title is '- Individual Monitoring Information' and the user is logged in as 'Welcome'. The main navigation menu includes 'New', 'Monitoring Data', 'Test Report', 'Query', 'Statistic', and 'System Management'. The 'New' menu is expanded, showing 'Add New Employer' (selected), 'Add New Personal Information', and 'Importing EXCEL Sheet'. A red note states: 'Note: Fields marked with * are required'. The form fields are: 'Employer', 'Address', 'Postal Code', 'Contact Person', 'Telephone Number' (with '00267' entered), 'Mobilephone Number' (with '00267' entered), 'Sectors', 'Organization Code', and 'Monitoring Type' (a dropdown menu with '-Choice-' selected). At the bottom of the form are 'Save' and 'Reset' buttons. The footer text reads: '© 2018 . Supported by National Institute for Radiological Protection, China CDC'.

After filling in the information of employer, click “Save” to save the information. To add another employer, you should close the tab “Add New Employer” and select menu New > Add New Employer again.

3.2 Add a new employee one by one

To add a new worker information, select menu New > Add New Personal Information.

The screenshot shows a web application interface for adding new personal information. The left sidebar contains a menu with options: New, Add New Employer, Add New Personal Information (selected), Importing EXCEL Sheet, Monitoring Data, Test Report, Query, Statistic, and System Management. The main content area is titled 'Add New Personal Information' and contains a form with the following fields:

- Employer: A dropdown menu with '-Choice-' selected.
- First Name: A text input field.
- Middle Name: A text input field.
- Surname: A text input field.
- Gender: Radio buttons for Male, Female, and Unknown.
- ID Number: A text input field.
- Radiation Passbook Number: A text input field.
- Date of Birth: A date picker.
- Date of Starting Radiation Work: A date picker.
- Occupation Category: A dropdown menu with '-Choice-' selected.

 A red note at the top states: 'Note: Fields marked with * are required'. At the bottom of the form are three buttons: Save (blue), Reset (grey), and Refresh (green). The footer of the page reads: '2018 © , Supported by National Institute for Radiological Protection, China CDC'.

After filling in the information of worker, click “Save” to save the information. To add another worker, you should close the tab “Add New Personal Information” and select menu New > Add New Personal Information again.

If the employer’s name you want to select is not in the drop-down box, add an employer as follow the “3.1 Add a new employer one by one” or “3.3 Add employers & employees by importing excel template” firstly and click “Refresh” to reload the tab “Add New Personal Information”.

3.3 Add employers & employees by importing excel template

To import new employers & employees information, select menu New > Importing EXCEL Sheet.

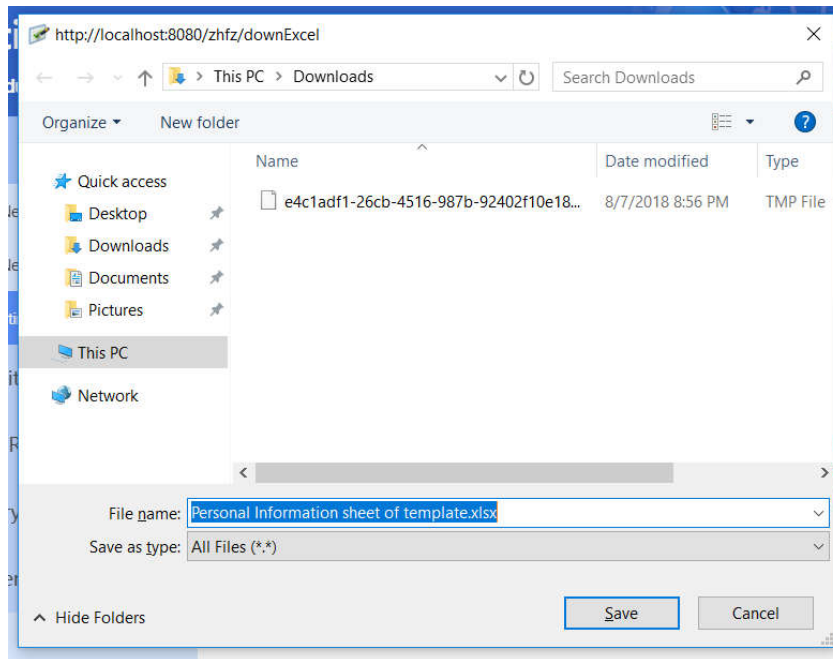
The screenshot shows the 'Importing EXCEL Sheet' page. The left sidebar is the same as in the previous screenshot, with 'Importing EXCEL Sheet' selected. The main content area is titled 'Importing EXCEL sheets to create basic data' and contains:

- A 'Browse' button and an 'Import' button.
- A red button labeled 'Click here to download Excel template'.
- A red note with the following instructions:
 - Please fill in the 'Personal Information' sheet of template;
 - Fields which headers in template marked in red color are required;
 - Click the cell to see the prompt;
 - Use the drop-down menu to fill in the boxes of Gender, Address, Occupation Category and Employment Relation;
 - Please ensure a correct number format when used the drop-down boxes function of Excel.
 The import data would take a long time because large data of the importing list, please wait patiently!

 The footer of the page reads: '2018 © , Supported by National Institute for Radiological Protection, China CDC'.

Step 1 Download the Excel template

Click “Click here to download the Excel template” and save the Excel template file in local disk.



Step 2 Filling in employers and workers information in the Excel template

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Employer	Address	Postal Code	Contact Person	Monitoring Type	Telephone Number	Multi-phone Number	Sectors	Organization Code	First Name	Middle Name	Surname	Gender	Occupation Category
3	Test Hospital	test road 1	111111	Tom	External Exposure	-1234	234		V13987293					
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
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26														
27														
28														
29														
30														
31														
32														

Complete filling in the information in the sheet “Personal Information”, save and exit the Excel.

Warning:

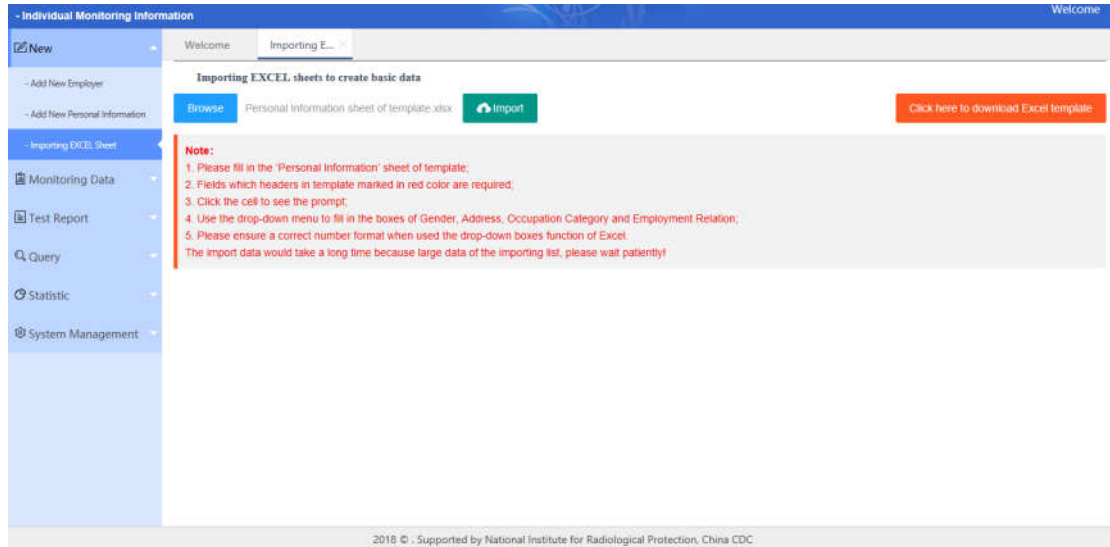
It is forbidden to delete or change in the sheet “Dic”;

Tips:

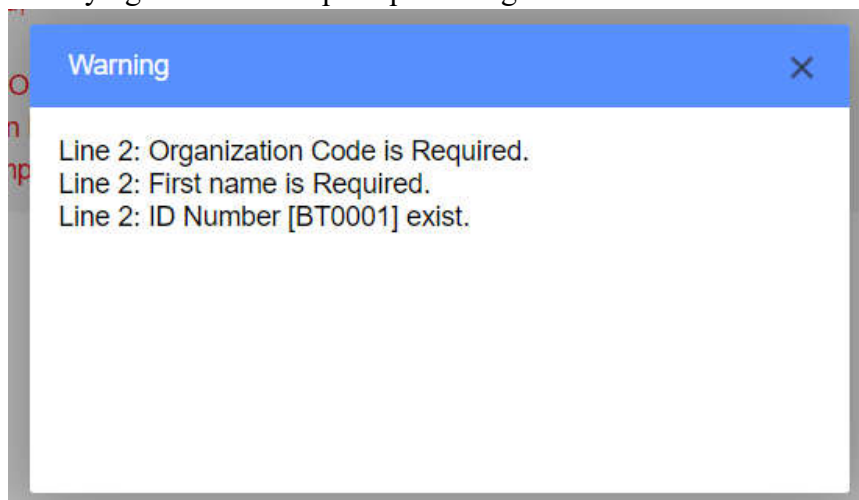
The sheet “Note” can describe how to fill in the information.

The filling in the information must be same as the choice in the drop-down box. You can select from the drop-down box and copy it to another cell that is in same column.

Step 3 Import the Excel template



Click “Browse” to select the Excel template and click “Import” to upload the information of the Excel template into the NDR system until display a successful message. If the import failed, please check in the data and import the information after modifying as follow the prompt message:



Tips:

ID Number [BT0001] exist indicates that the information with ID Number BT0001 for the detected person already exist.

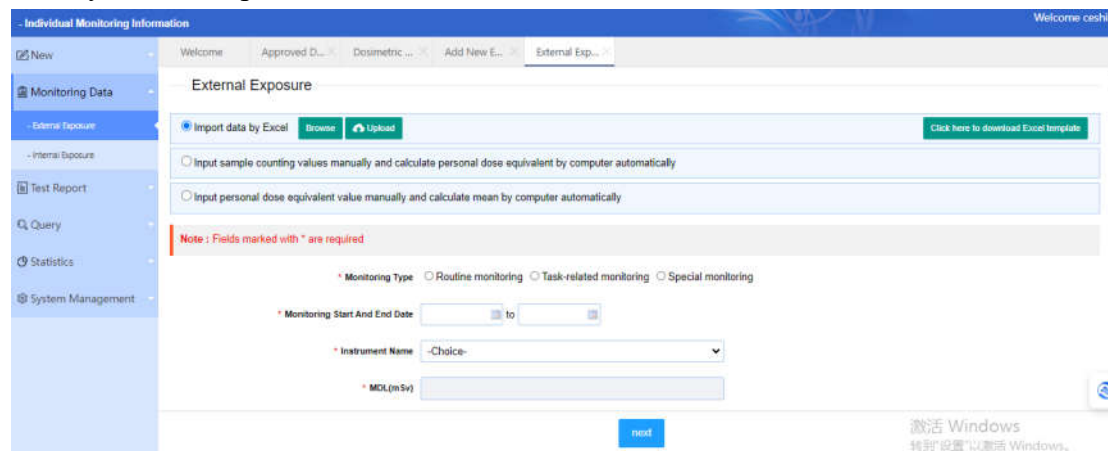
The date format must be YYYY/MM/DD or YYYY-MM-DD.

Chapter 4 Fill in the monitoring information of external exposure

To fill in the monitoring information, select menu Monitoring Data > External Exposure.

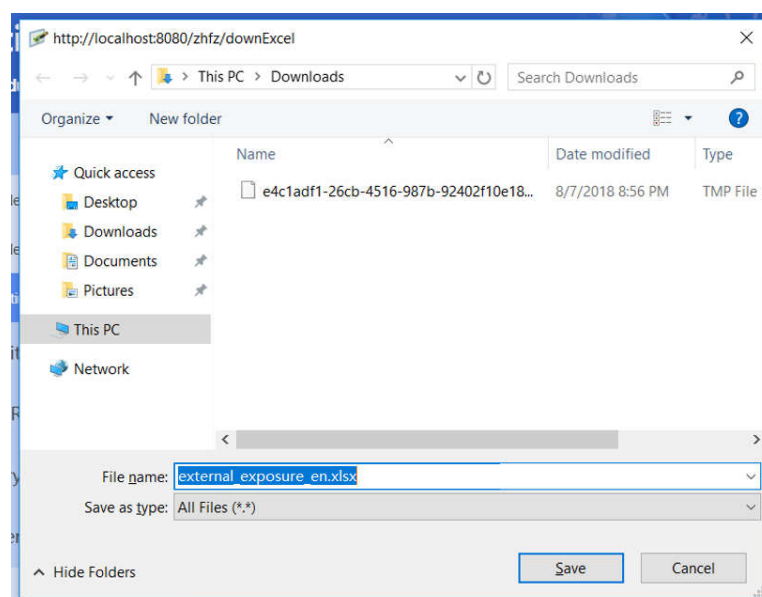
4.1 Import data by Excel template

To import monitoring information by Excel template, select the choice “Import data by Excel template”.



Step 1 Download the Excel template

Click “Click here to download the Excel template” and save the Excel template file in local disk.



Step 2 Filling in monitoring information in the Excel template

1	A	B	C	D	E	F	G	H
2	ID Number	Date of Measurement	Sample No.	Radiation and Protection Type	Hp(10) (Without Lead Apron) (mSv)	Hp(3) (mSv)	Hp(0.07) (mSv)	Hp(10) (Under the Lead Apron) (mSv)
3	98234							
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Complete filling in the information in the sheet “external exposure”, save and exit the Excel.

Warning:

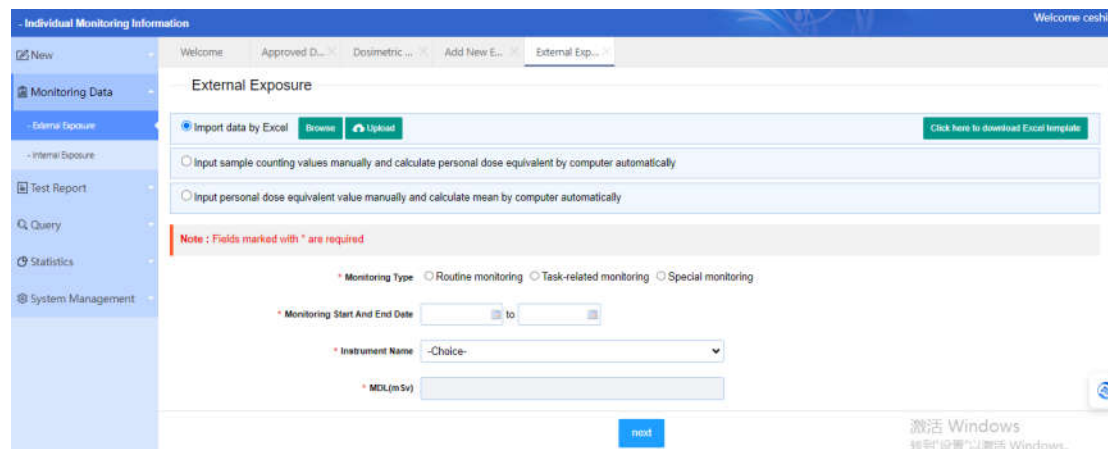
It is forbidden to delete or change content in the sheet “dic”.

Tips:

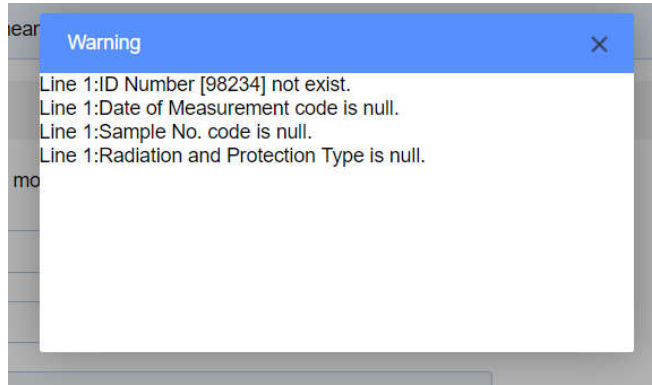
The sheet “Note” can describe how to fill in the information.

The filling in the information must be same as the choice in the drop-down box. You can select from the drop-down box and copy it to another cell that is in same column.

Step 3 Import the Excel template



Click “Browse” to select the Excel template and click “Upload” to upload the information of the Excel template into the NDR system until display a successful message. If the import failed, please check in the data and import the information after modifying as follow the prompt message:



Tips:

"ID Number [98234] not exist" translates to "The information of the person being tested with ID Number 98234 does not exist."

The date format must be YYYY/MM/DD or YYYY-MM-DD.

Step 4 Filling in the information that is not in the Excel template

After upload successfully and select the monitoring purpose, monitoring start and end date and instrument name, click “next” to check the information whether are correct. If not, correct them and click “save” to save the information; if correct, click “save” to save.

Note : Fields marked with * are required

* Monitoring Type Routine monitoring Task-related monitoring Special monitoring

* Monitoring Start And End Date to

* Instrument Name

* MDL(MSv)

[next](#)

Individual Monitoring Information

Welcome External Exp...

External Exposure

Note : Check the data please if the difference between the value 1 and value 2 were target

[Add New Row](#) [Delete Last Row](#)

	ID Number	Name	Batch No.	Monitoring start date	Monitoring end date	Radiation and Protection T	Hp(10) without Lead Apron (mSv)
1	A00001	Tom	123	2018-08-01	2018-08-31	Without Lead Apron	10

[back](#) [save](#)

2018 © . Supported by National Institute for Radiological Protection, China CDC.

Tips:

Add New Row: add a blank record to fill in another one.

Delete Last Row: delete the last record that row number is maximum.

4.2 Input sample counting values manually and calculate personal dose equivalent by computer automatically

To input sample counting values manually and calculate personal dose equivalent, select the choice “Input sample counting values manually and calculate personal dose equivalent by computer automatically”.

The screenshot shows the 'External Exposure' form with the following fields and values:

- Employer: Test ABC
- Monitoring Type: Routine monitoring, Task-related monitoring, Special monitoring
- Batch No.: 123
- Monitoring Start and End Date: 2018-08-01 to 2018-08-31
- Background or Blank Counting: 10

A 'next' button is located at the bottom right of the form.

Complete filling in the same information, click “next” to next page to fill in the different information.

The screenshot shows the 'External Exposure' form with a table of monitoring data. The table has the following columns: ID Number, Name, Monitoring start date, Monitoring end date, Radiation and Protection Type, Value1, and Value2. The first row shows 'JJ U' with 'Without Lead Apron' and the second row shows 'Tom' with 'With Lead Apron'. The Value1 and Value2 columns for the second row are blacked out.

	ID Number	Name	Monitoring start date	Monitoring end date	Radiation and Protection Type	Value1 without Lead Apron	Value2 without Lead Apron
1	A000001	JJ U	2018-08-01	2018-08-31	Without Lead Apron		
2	A000002	Tom			With Lead Apron		

Buttons 'back' and 'save' are visible at the bottom of the form.

Tips:

The cells with black background are forbidden to edit.

At first, select radiation and protection type from the drop-down box.

If “Without Lead Apron” is selected, the Hp(10) without Lead Aron will be calculated automatically after input the Value 1 and Value 2 that are without Lead Aron.

	ID Number	Name	Monitoring start date	Monitoring end date	Radiation and Protection Type	Value1 without Lead Apron	Value2 without Lead Apron
1	A000001	JJ U	2018-08-01	2018-08-31	Without Lead Apron		
2	A000002	Tom			With Lead Apron		

If “With Lead Apron” is selected, the Hp(10) under the Lead Aron will be calculated automatically after input the Value 3 and Value 4, and the Hp(10) above the Lead Aron will be calculated automatically after input the Value 5 and Value 6.

	ID Number	Name	Value3 under the Lead Apron	Value4 under the Lead Apron	Hp(10) under the Lead Apron(mSv)	Value5 above the Lead Apron	Value6 above the Lead Apron
1	A000001	JJ U					
2	A000002	Tom					

If “Neutron” is selected, the Hp(10) without the Lead Aron will be calculated automatically after input the Value 1 and Value 2 while the Hp(10) for Neutron must be filled in.

The monitoring information is completed filling, click “save” to save the data while the effective dose E(mSv), equivalent dose to the lens of the eye(mSv) and equivalent dose of the skin(mSv) will be calculated automatically.

	ID Number	Name	Iron_Notional(mSv)	Effective dose E(mSv)	Equivalent dose to the lens of the eye(mSv)	Equivalent dose to the skin(mSv)
1	A000001	JJ U		0.05		

4.3 Input personal dose equivalent value manually and calculate mean by computer automatically

To input personal dose equivalent manually and calculate mean, select the choice “Input personal dose equivalent value manually and calculate mean by computer automatically”.

The screenshot shows a web-based form titled "External Exposure" under the "Individual Monitoring Information" section. The form has a sidebar with navigation options: New, Monitoring Data, External Exposure (selected), Internal Exposure, Test Report, Query, Statistic, and System Management. The main content area contains three radio button options: "Import data by Excel", "Input sample counting values manually and calculate personal dose equivalent by computer automatically", and "Input personal dose equivalent value manually and calculate mean by computer automatically" (which is selected). Below these options is a note: "Note: Fields marked with * are required". The form fields include:

- * Employer: Test ABC (dropdown)
- * Monitoring Type: Routine monitoring (selected), Task-related monitoring, Special monitoring (radio buttons)
- * Batch No.: 333 (text input)
- * Monitoring Start and End Date: 2018-06-01 to 2018-08-31 (date range selector)
- * Instrument Name: Test (dropdown)

 A blue "next" button is located at the bottom right of the form. The footer of the page reads "2018 © Supported by National Institute for Radiological Protection, China CDC".

Complete filling in the same information, click “next” to next page to fill in the different information.

Tips:

The cells with black background are forbidden to edit.

At first, select radiation and protection type from the drop-down box.

If “Without Lead Apron” is selected, the Hp(10) without Lead Aron will be calculated automatically after input the Detector 1 and Detector 2 that are without Lead Aron.

	ID Number	Name	n Type	Detector1 without Lead Apron(mSv)	Detector2 without Lead Apron(mSv)	Hp(10) without Lead Apron (mSv)	Hp(3) (mSv)	Hp(0.07) (mS
1	A000001	JJ U						

If “With Lead Apron” is selected, the Hp(10) under the Lead Aron will be calculated automatically after input the Detector 3 and Detector 4, and the Hp(10) above the Lead Aron will be calculated automatically after input the Detector 5 and Detector 6.

	ID Number	Name	Detector3 under the Lead Apron(mSv)	Detector4 under the Lead Apron(mSv)	Hp(10) under the Lead Apron(mSv)	Detector5 above the Lead Apron(mSv)	abo
1	A000001	JJ U					

If “Neutron” is selected, the Hp(10) without the Lead Aron will be calculated automatically after input the Detector 1 and Detector 2 while the Hp(10) for Neutron must be filled in.

The monitoring information is completed filling, click “save” to save the data while the effective dose E(mSv), equivalent dose to the lens of the eye(mSv) and equivalent dose of the skin(mSv) will be calculated automatically.

Chapter 5 Fill in the monitoring information of internal exposure one by one

To fill in the monitoring information of internal exposure, select menu Monitoring Data > Internal Exposure.

The screenshot shows a web application interface for 'Internal Exposure' monitoring. The left sidebar contains navigation options: New, Monitoring Data, External Exposure, Internal Exposure (selected), Test Report, Query, Statistic, and System Management. The main content area is titled 'Internal Exposure' and contains several input fields: 'Employer' (dropdown menu with 'Test ABC' selected), 'Address' (text input with 'No 1, Road Test, Botswana'), 'Contact Number' (text input with '123891823'), 'Worker Name' (dropdown menu with '-Choice-' selected), 'Monitoring Serve Institution' (text input with 'Test Radiation Center'), 'Monitoring Institution Address' (text input with 'No. 1, Road Test, Botswana'), 'Monitoring Frequency Per Year' (text input), and 'No.' (text input). Below these fields are two buttons: 'Add New Row' and 'Delete Last Row'. At the bottom of the form is a 'SAVE' button. A table is visible at the bottom of the form with the following structure:

	Method of Monitoring	Radionuclide Type	Intake Pathway	Date of Test	Monitoring Period(day)	Month
1						

At the bottom of the page, there is a copyright notice: '2018 © . Supported by National Institute for Radiological Protection, China CDC'.

Step 1 select an employer name from the field “Employer”

Display the address and contact number of employer after select an employer.

This is a close-up view of the 'Internal Exposure' form. The 'Employer' dropdown menu is open, showing 'Test ABC' as the selected option. The 'Address' field contains 'No 1, Road Test, Botswana' and the 'Contact Number' field contains '123891823'. The 'Worker Name' dropdown menu is also visible, showing '-Choice-' as the selected option. The 'Monitoring Serve Institution' field contains 'Test Radiation Center' and the 'Monitoring Institution Address' field contains 'No. 1, Road Test, Botswana'. The 'Monitoring Frequency Per Year' and 'No.' fields are empty.

The monitoring serve institution and monitoring institution address are displayed automatically while forbidden to change. If you want to change, following the chapter “2.1 Configuring Information of the Service”.

Step 2 select a name from the field “Worker Name”

Internal Exposure

* Employer

Address

Contact Number

* Worker Name

Monitoring Serve Institution

Monitoring Institution Address

Monitoring Frequency Per Year

No.

Step 3 Fill in the monitoring information of internal exposure

Complete filling in the internal exposure information, click “save” to save.

	Method of Monitoring	Radionuclide Type	Intake Pathway	Date of Test	Monitoring Period(day)	Monit
1	Test		Inhalation			

If you want to fill in more, click “Add New Row” to add a blank record and fill in the monitoring information.

Chapter 6 Export Periodical Dose Report

To export periodical dose report of external exposure, select menu Test Report > Periodical Dose Report.

SEQ.	PERSON ID	SURNAME	FIRST NAME	NUMBER OF MEASUREMENTS	PERSONAL DOSE EQUIVALENT [mSv]		
					Hp(10)	Hp(0.07)	Hp(3)
No Results							

After choosing an employer and select the time range of monitoring period, click “Query” to search monitoring information of the external exposure. Then fill in the report number and select the date of issue and click “Export Period Test Report” to save the periodical dose report in local disk.



Open the zip file and view the report:



123456677896

159564231
Phone: atyaery
Fax: 12346778



EXTERNAL DOSIMETRY RESULTS

Dose Report by Period

(REPORT NUMBER: 2018-08-10-EXT-01)

ORGANIZATION: Botswana Test Company Ltd

SECTION:

MONITORING PERIOD: 2018-07-01 TO 2018-08-10

PERSON ID	SURNAME	FIRST NAME	NUMBER OF MEASUREMENTS	PERSONAL DOSE EQUIVALENT [mSv]		
				Hp(10)	Hp(0.07)	Hp(3)
BT0019	WITLF	5dgqkd	1	0.1750		

Hp(10) or Deep dose – Personal dose equivalent at depth of 10mm on the body; Hp(0.07) or Skin dose – Personal dose equivalent at depth of 0.07mm on the body; Investigation dose level per month is 1mSv for Hp(10) and 25mSv for Hp(0.07).

2018-08-10

Date:

Signed:

Page : 2/2


manager
Test
BBBBB

Chapter 7 Export Investigation Form for Dose Exceeded Investigation Level

To export investigation form for dose exceeded investigation level of external exposure, select menu Test Report > Investigation Form for Dose Exceeded Investigation Level.

The screenshot shows a web application interface for generating an investigation form. The title bar reads '- Individual Monitoring Information' and 'Welcome'. The main heading is 'Investigation Form for Dose exceeded Investigation Level'. A red-bordered note box contains the following text: 'Note: Please fill in a value you expected as investigation level conference value in [Please entry a value for investigation level] field. A list will be given for the workers whose period dose at or above the investigation level conference value. If blank, a default conference value for investigation level will be adopted(Default conference value for investigation level=5* (T2-T1) /365.25). A investigation would be conducted by using investigation form for dose exceeded investigation level. Extreme caution is needed when the form is used, for the reason of unexpected disputes!'. Below the note, there is a form with the following fields: 'Employer' (a dropdown menu currently showing '-Choice-'), 'Time Range of Monitoring Period' (two date input fields), and 'Please Entry a Value for Investigation Level' (a text input field followed by 'mSv'). A blue 'Query' button is positioned below the input fields. Below the form is a table with the following columns: 'Name', 'Occupation Category', 'Dose(mSv)', 'Measureme...', 'Monitoring Start Date', 'Monitoring End Date', and 'Employer'. The table is currently empty, displaying 'No Results'. At the bottom of the form area, there is a blue button labeled 'Export Investigation Form'. The footer of the page reads '2018 © , Supported by National Institute for Radiological Protection, China CDC'.

After choosing an employer and select the time range of monitoring period and fill in the value for investigation level (mSv), click “Query” to search monitoring information of the external exposure. Then check the check-box and click “Export Investigation Form” to save the investigation form for dose exceeded investigation level in local disk.

Open the zip file  and view the form:

Investigation Form for Dose exceeded Investigation Level

Botswana Test Company Ltd (stamp)

No:

Name: Xakmpq LIWVG Occupation: Nuclear fuel cycle

Personal dose equivalent: 7.5000 mSv

Monitoring period: from 2018-08-01 through 2018-08-08

Dosimeter positions: chest head hand others _____

Please determine whether the following cases have occurred during the monitoring period:

- 1. The personal dosimeter was opened.
- 2. The personal dosimeter was soaked in water.
- 3. The personal dosimeter was left in the radiation workplace
- 4. Personal dosimeter contaminated with radioactivity
- 5. Incidental exposure
- 6. The workload in this monitoring period is obviously increased compared with the previous period.
- 7. Other reasons: _____

Signature of the worker:

Signature of the RPO:

Date

Date

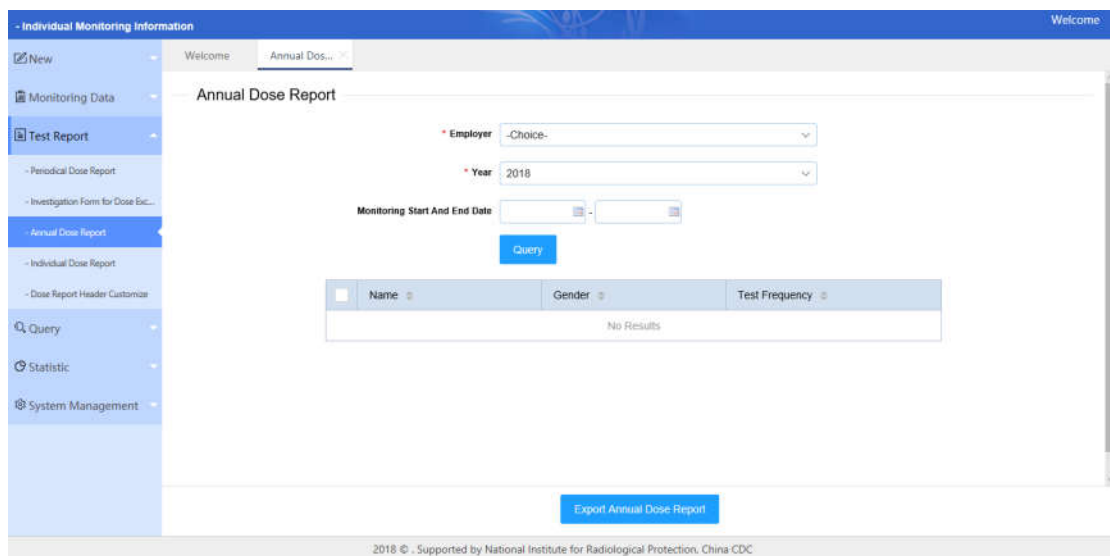
Comment (by Service Provider):

Signature

Date

Chapter 8 Export Annual Dose Report

To export annual dose report of external exposure, select menu Test Report > Annual Dose Report.



The screenshot shows a web application interface for 'Annual Dose Report'. The left sidebar contains a menu with options: New, Monitoring Data, Test Report (selected), Periodical Dose Report, Investigation Form for Dose Ex..., Annual Dose Report (highlighted), Individual Dose Report, and Dose Report Header Customiz. The main content area has a title 'Annual Dose Report' and a form with the following fields: 'Employer' (dropdown menu with '-Choice-' selected), 'Year' (dropdown menu with '2018' selected), and 'Monitoring Start And End Date' (two date input fields). A blue 'Query' button is positioned below the date fields. Below the form is a table with columns 'Name', 'Gender', and 'Test Frequency'. The table currently displays 'No Results'. At the bottom of the page, there is a blue button labeled 'Export Annual Dose Report' and a footer with the text '2018 © . Supported by National Institute for Radiological Protection, China CDC'.

After choosing an employer and select the year and monitoring start and end date, click “Query” to search monitoring information of the external exposure. Then check the check-box and click “Export Annual Dose Report” to save the annual dose report in local disk.

Open the zip file  Annual_Dose_Report2... and view the form:

123456677896
Annual Dose Assessment Report

Report No.

Page 1, Total 1

Exposure Type	External Exposure and Internal Exposure	Monitoring Method	Whole body
Employer	Botswana Test Company Ltd		
Monitoring Standard	Monitoring		
Service Provider	12345677	Monitoring Type	supervision sample presentation
Test Instrument Name/Model/No.	159875263314/12498746523/456798452	Detector	Radiophotoluminescence(RPL)
Test Date	2018-04-01 - 2018-07-31		

Monitoring Result

ID number	Name	Gender	Occupation Category	Monitoring times of the Hp(10) /year	H _p (10)(mSv)	Monitoring times of the Hp(3) /year	H _p (3)(mSv)	Monitoring times of the Hp(0.07) /year	H _p (0.07)(mSv)	
BT0016	Ekhqxt	GZMIY	Female	Industrial uses	2	4.94	0	0.00	0	0.00
BT0017	Oyozfi	GBKVL	Female	Medical uses	2	16.42	0	0.00	0	0.00

Assessment Conclusion

Approved by name

signature

Date:

Chapter 9 Export Individual Dose Report


To export individual dose report of external exposure, select menu Test Report > Individual Dose Report.

The screenshot shows a web application interface for generating an individual dose report. The page title is 'Individual Dose Report'. A red note at the top states: 'Note: If you print periodical dose report for the first time, you will need to complete the header message on 'Test Report -> Dose Report Header Customize' module.' The form includes the following fields and controls:

- Employer:** A dropdown menu currently showing '-Choice-'.
- Time Range of Monitoring Period:** Two date pickers with a range between them.
- Query:** A blue button to search for data.
- Table:** A table with columns: SEQ., NAME OF WORKER, Hp(10), Hp(0.07), Hp(3), MEASUREMENTS CARRIED, Hp(10) 1Y, Hp(7) 1Y, Hp(3) 1Y, and MEASUREMENTS. The table currently displays 'No Results'.
- Report Number:** A dropdown menu with options 'Overlaps' and 'numbers'.
- Date Of Issue:** A date picker.
- Export Individual Dose Report:** A blue button at the bottom of the form.

At the bottom of the page, there is a footer: '2018 © . Supported by National Institute for Radiological Protection, China CDC'.

After choosing an employer and select time range of monitoring period, click “Query” to search monitoring information of the external exposure. Then check the check-box and fill in the report number and date of issue and click “Export Individual Dose Report” to save the individual dose report in local disk.

Open the zip file  and view the form:



123456677896

159564231
Phone: etyaery
Fax: 12346778



EXTERNAL DOSIMETRY RESULTS

Dose Report by Period

(REPORT NUMBER: 2018-08-10-EXT-1)

NAME OF WORKER: RKEDLNauzvt

ORGANIZATION: Botswana Test Company Ltd

SECTION:

MONITORING PERIOD: 2018-07-01 TO 2018-08-10

		PAST 1 YEAR	PAST 5 YEARS
PERSONAL DOSE EQUIVALENT $H_p(10)$ [mSv]:	0.175	0	0
PERSONAL DOSE EQUIVALENT $H_p(0.07)$ [mSv]:	0	0	0
PERSONAL DOSE EQUIVALENT $H_p(3)$ [mSv]:	0	0	0
MEASUREMENTS CARRIED OUT IN THE PERIOD:	1	0	0

$H_p(10)$ or Deep dose – Personal dose equivalent at depth of 10mm on the body; $H_p(0.07)$ or Skin dose – Personal dose equivalent at depth of 0.07mm on the body; Investigation dose level per month is 1mSv for $H_p(10)$ and 25mSv for $H_p(0.07)$.

2018-08-10

Date:

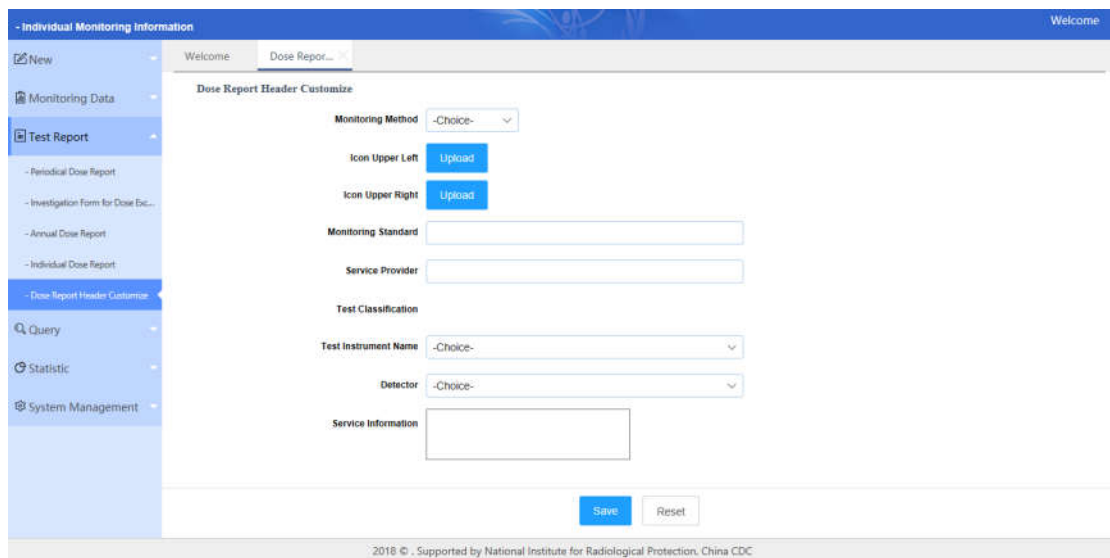
Signed:

Page: 1 / 1

manager
Test
BBBBB

Chapter 10 Customize the Report Header

To customize the dose report header, select menu Test Report > Dose Report Header Customize.



The screenshot shows a web application interface for customizing the dose report header. The page title is "Dose Report Header Customize". On the left, there is a navigation menu with the following items: "New", "Monitoring Data", "Test Report" (which is expanded to show sub-items: "Periodical Dose Report", "Investigation Form for Dose Est...", "Annual Dose Report", "Individual Dose Report", and "Dose Report Header Customize"), "Query", "Statistic", and "System Management". The main content area contains the following fields and controls:

- Monitoring Method:** A dropdown menu with the text "-Choice-".
- Icon Upper Left:** A text label followed by a blue "Upload" button.
- Icon Upper Right:** A text label followed by a blue "Upload" button.
- Monitoring Standard:** A text input field.
- Service Provider:** A text input field.
- Test Classification:** A section header.
- Test Instrument Name:** A dropdown menu with the text "-Choice-".
- Detector:** A dropdown menu with the text "-Choice-".
- Service Information:** A text input field.

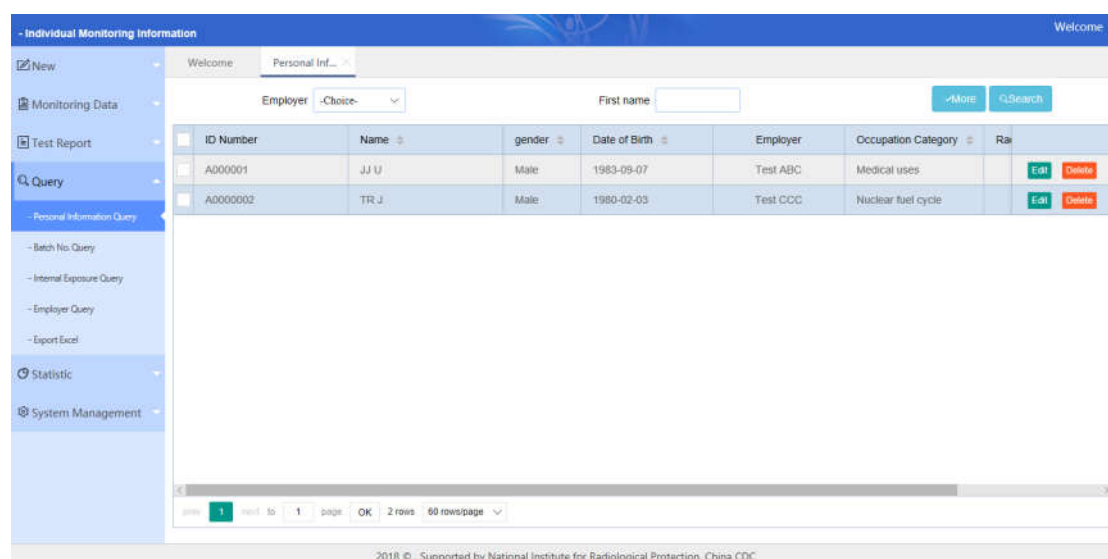
At the bottom of the form, there are two buttons: "Save" (in blue) and "Reset" (in grey). The footer of the page contains the text: "© 2018 . Supported by National Institute for Radiological Protection, China CDC".

Completing modifying the information and upload the icon upper left and right, click "Save" to save change.

Chapter 11 Edit or Delete a Worker & External Exposure Information

Exposure Information

To edit or delete a worker and external exposure information, select menu Query> Personal Information Query.



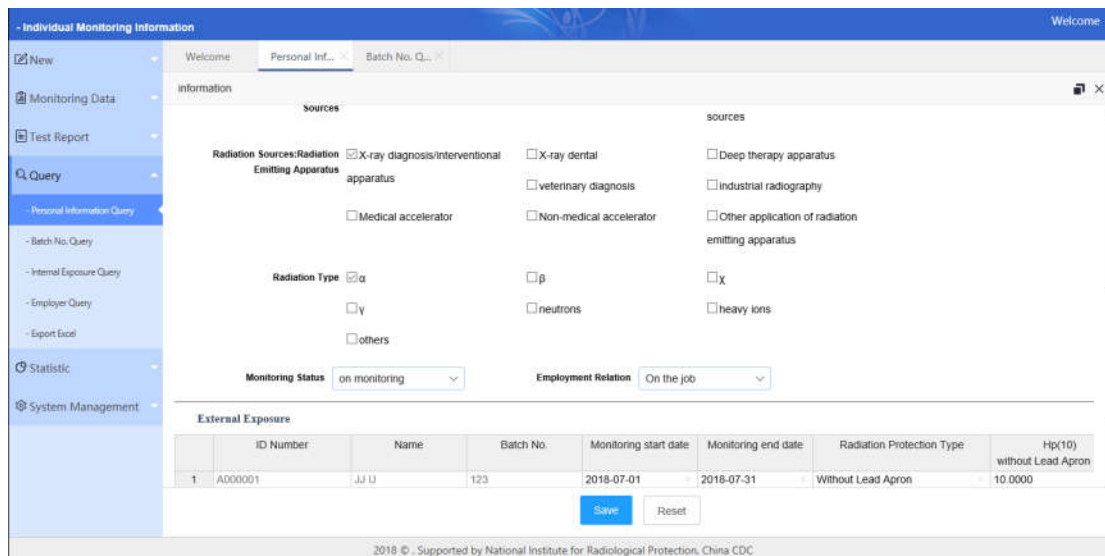
After input the query condition, click “Search” to list all worker’s information that satisfy the query conditions.

Tips:

Click “More” to display more query condition, then click “Less” to hide the query condition as shown below:



Click “Edit” to open edit page as shown below:



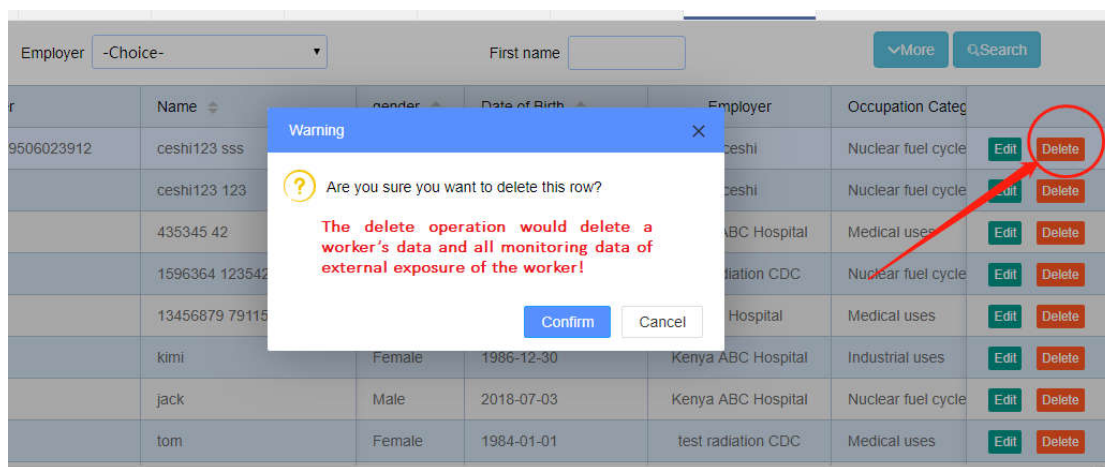
Tips:

Click the close button “x” in the up-right of the edit page to discard the changes.

Click “Reset” to clear the data.

Completing editing information, click “save” to save the changes into system.

Click “Delete” to delete the personal information and monitoring data of external exposure after clicking “Confirm” in the deletion warning message box as shown below:



Tips:

Click the close button “x” or “Cancel” in the deletion warning message box to discard the changes.

Warning:

The delete operation would delete a worker’s data and all monitoring data of external exposure of the worker!

The delete operation can’t be recovered !

Chapter 12 Batch Edit or Delete External Exposure

Information

To batch edit or delete the monitoring data of external exposure, select menu Query > Batch No. Query.

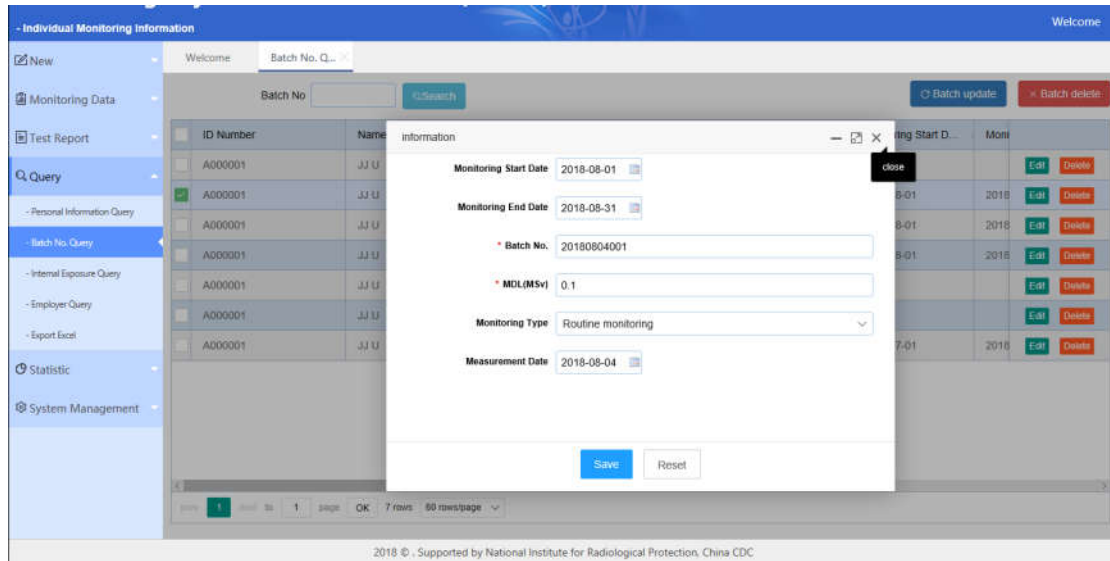
ID Number	Name	Batch No.	Gender	Employer	Monitoring Start D...	Moni		
A000001	JJ U	20180804001	Male	Test ABC			Edit	Delete
A000001	JJ U	20180804001	Male	Test ABC	2018-08-01	2018	Edit	Delete
A000001	JJ U	123123	Male	Test ABC	2018-08-01	2018	Edit	Delete
A000001	JJ U	123	Male	Test ABC	2018-08-01	2018	Edit	Delete
A000001	JJ U	123	Male	Test ABC			Edit	Delete
A000001	JJ U	123	Male	Test ABC			Edit	Delete
A000001	JJ U	123	Male	Test ABC	2018-07-01	2018	Edit	Delete

After input the query condition, click “Search” to list all monitoring data of external exposure that satisfy the query conditions.

Click “Edit” to edit the personal information and monitoring data of external exposure.

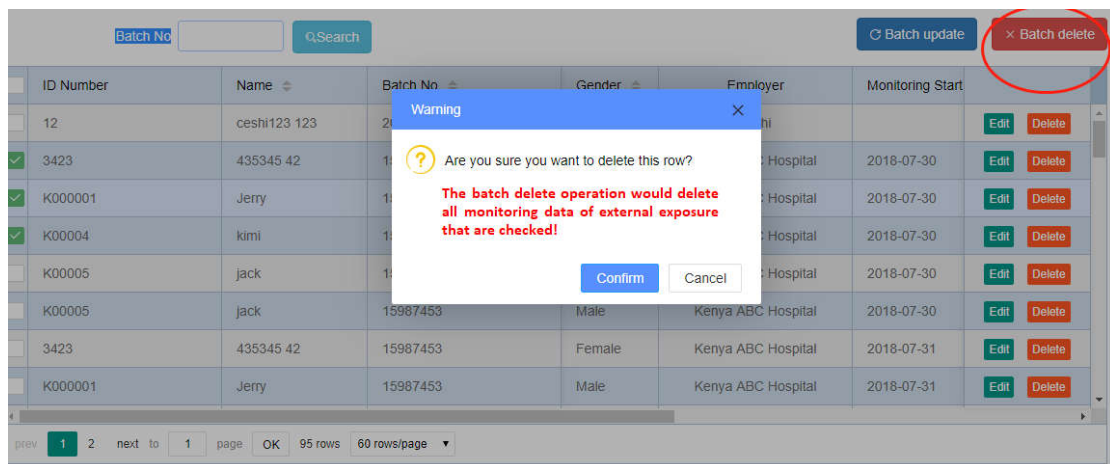
Click “Delete” to delete the monitoring data of external exposure.

Checking the check-boxes and click “Batch update” to batch edit pop-up box as shown below:



Completing editing information, click “save” to save the changes into system.

Checking the check-boxes and click “Batch Delete” to delete monitoring data record of external exposure that are checked after clicking “Confirm” in the deletion warning message box as shown below:



Tips:

Click the close button “x” in the up-right of the edit page to discard the changes.

Click “Reset” to clear the data.

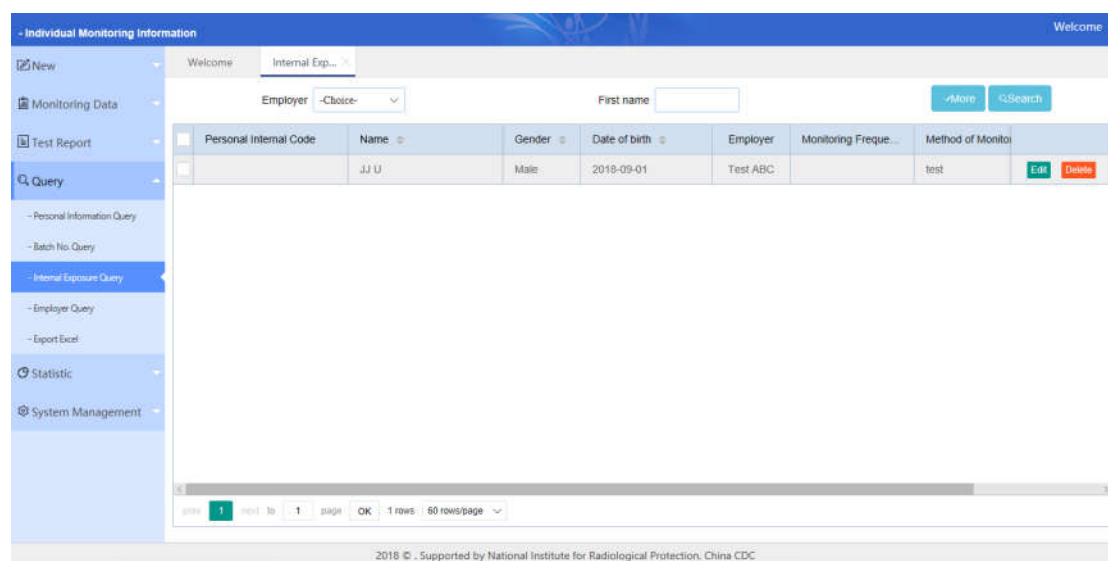
Warning:

The batch delete operation would delete all monitoring data of external exposure that are checked!

The delete operation can’t be recovered !

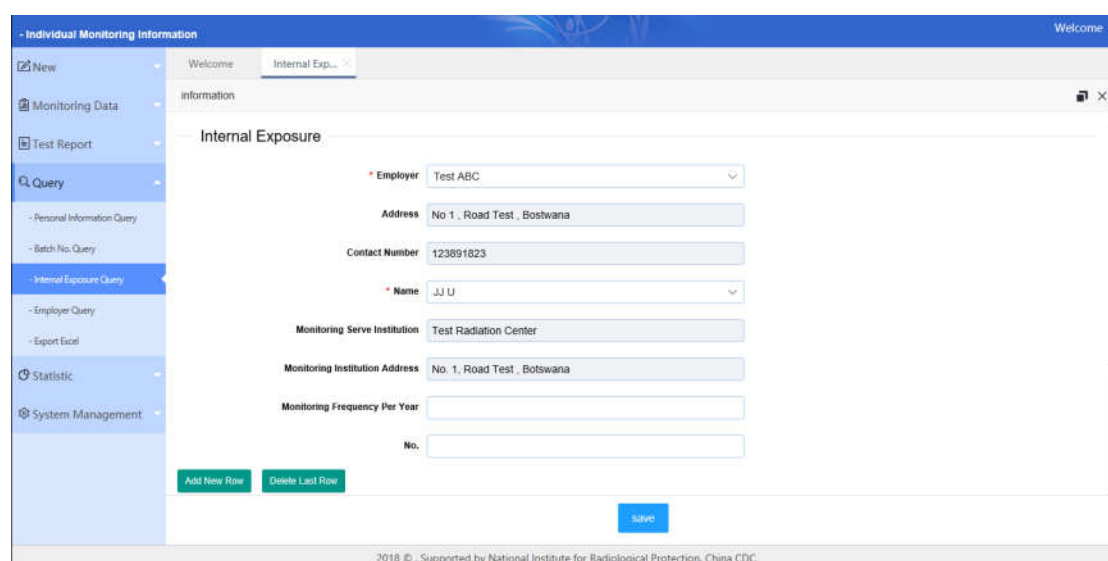
Chapter 13 Edit or Delete Monitoring Information of Internal Exposure

To edit or delete monitoring information of internal exposure, select menu Query > Internal Exposure Query.



After input the query condition, click “Search” to list all monitoring information of internal exposure that satisfy the query conditions.

Click “Edit” to open edit page as shown below:



Completing editing information, click “save” to save the changes.

Click “Delete” to delete monitoring data of internal exposure after clicking

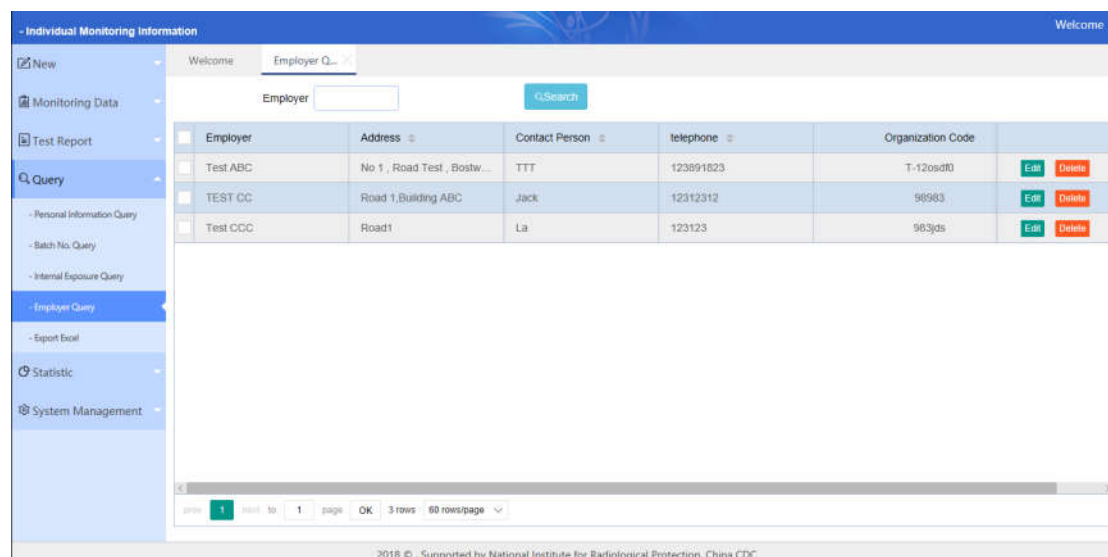
“Confirm” in the deletion warning message box as shown below:

The screenshot shows a web application interface with a table of data. At the top, there are search filters for 'Employer' (set to '-Choice-') and 'First name'. The table has columns: Personal Internal Code, Name, Gender, Date of birth, Employer, Monitoring Freque..., and Methc. A 'Warning' dialog box is open in the center, asking 'Are you sure you want to delete this row?' with 'Confirm' and 'Cancel' buttons. A red arrow points from the 'Delete' button in the table row (row with Name 'test smith') to the 'Delete' button in the dialog box.

Personal Internal Code	Name	Gender	Date of birth	Employer	Monitoring Freque...	Methc	
123213	Ovniqp BRARK	Male	2018-06-16	Botswan...	123123	11231	Edit Delete
34	test smith	Female	1995-07-18	Algeria ...	212	1	Edit Delete
ABC100001	Jerry			ya A...	4	test	Edit Delete
abc19812	jack			ya A...	2	test	Edit Delete
test012398	Tom			radi...	4	test	Edit Delete
test012393	tom			radi...	2	test78	Edit Delete

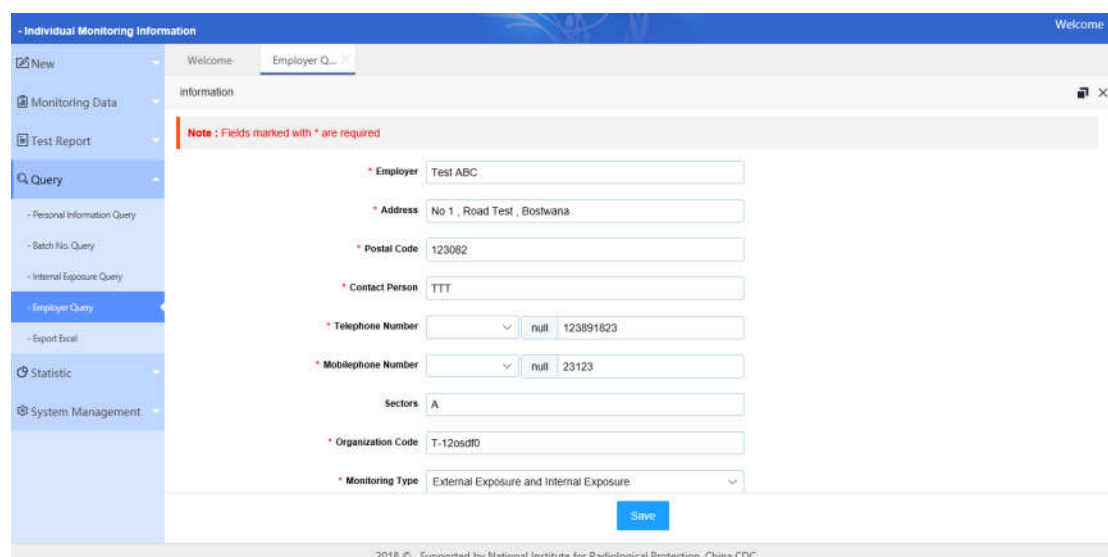
Chapter 14 Edit or Delete an Employer's Information

To edit or delete an employer's information, select menu Query >Employer Query.



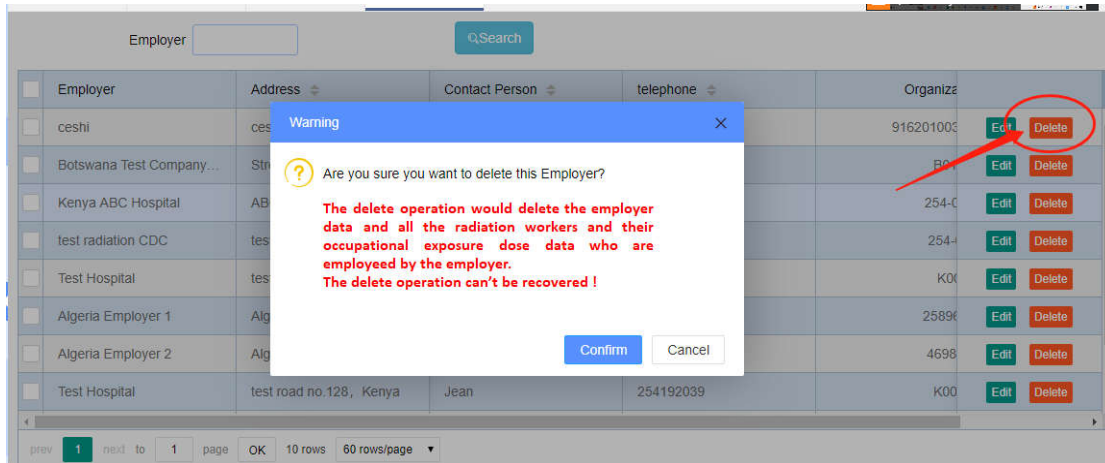
After input the query condition, click “Search” to list all employers that satisfy the query conditions.

Click “Edit” to open edit page as shown below:



Completing editing information, click “save” to save the changes.

Click “Delete” to delete the employer and personal information of the employer and monitoring data of external exposure and internal exposure of the worker after clicking “Confirm” in the deletion warning message box as shown below:



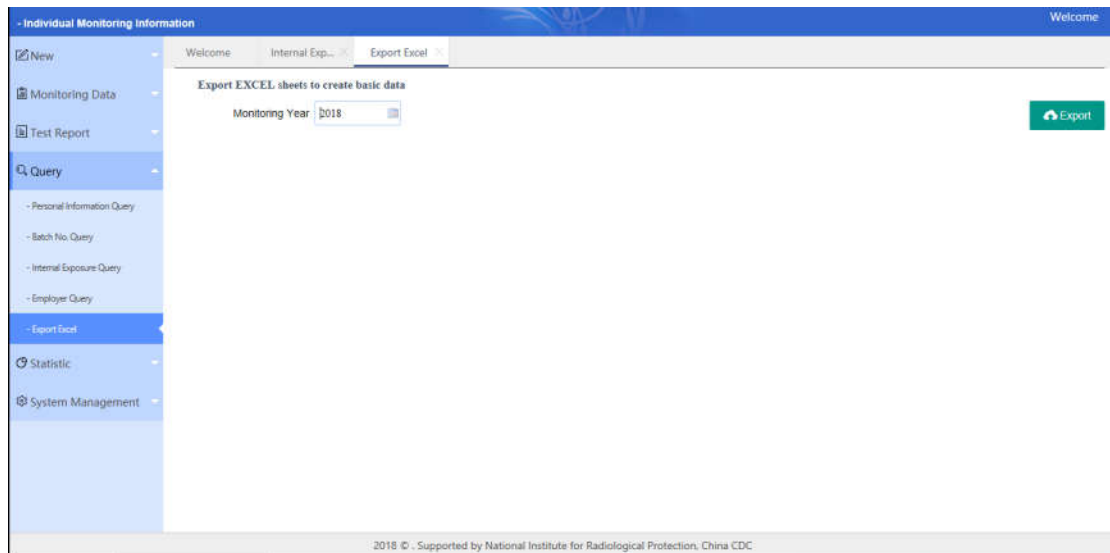
Warning:

The delete operation would delete the employer data and all the radiation workers and their occupational exposure dose data who are employed by the employer.

The delete operation can't be recovered !

Chapter 15 Export Data into Excel

To export data, select menu Query > Export Excel.



Select the monitoring year and click “Export” to export data into Excel in local disk.

Chapter 16 Statistic of Overview

To view the overview of the occupational exposure monitoring, select menu Statistic> The overall performance of occupational exposure monitoring.

Country	Service Provider	Employer number	Person number	Person-times
Angola	Angola First Test	9	32	79
Angola	Total	9	32	79
Total		9	32	79

Input the query conditions and click “Search” to view the table of overview. Click “Output” to export table into Excel in local disk.

Country	Name of the monitoring service	Employers number	Person number	Person times
Angola	Angola First Test	9	32	79
Angola	Total	9	32	79
Total		9	32	79

Chapter 17 Statistic of Distribution Ratios of Occupation

To view the distribution ratios of the occupational category, select menu **Statistic > The distribution ratios of the occupational category**.

The screenshot shows a software interface with a sidebar menu on the left containing options like 'New', 'Monitoring Data', 'Test Report', 'Query', 'Statistic', and 'System Management'. The 'Statistic' menu is expanded to show 'The distribution of occupation category'. The main area displays a table with columns for Country, Occupation Category, Person number, and Ratio. A pie chart titled 'The distribution of occupation category' is shown to the right, with a legend identifying the categories: Nuclear fuel cycle (red), Medical uses (dark blue), Industrial uses (teal), Natural sources (orange), Defence activities (light green), and Miscellaneous (green). The table data is as follows:

Country	Occupation Category	Person number	Ratio
Angola	Nuclear fuel cycle	10	30.30%
Angola	Medical uses	10	30.30%
Angola	Industrial uses	4	12.12%
Angola	Natural sources	1	3.03%
Angola	Defence activities	4	12.12%
Angola	Miscellaneous	3	9.09%
Total	Nuclear fuel cycle	10	31.25%
Total	Medical uses	10	31.25%
Total	Industrial uses	4	12.50%
Total	Natural sources	1	3.13%
Total	Defence activities	4	12.50%
Total	Miscellaneous	3	9.38%

Input the query conditions and click “Search” to view the table of distribution ratios of the occupation category.

Click “Output” to export table into Excel in local disk.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1		The percentage of occupation category																			
2	Country	Occupation Category	Person number	Ratio																	
3	Angola	Nuclear fuel cycle	10	30.30%																	
4	Angola	Medical uses	10	30.30%																	
5	Angola	Industrial uses	4	12.12%																	
6	Angola	Natural sources	1	3.03%																	
7	Angola	Defence activities	4	12.12%																	
8	Angola	Miscellaneous	3	9.09%																	
9	Total	Nuclear fuel cycle	10	31.25%																	
10		Medical uses	10	31.25%																	
11		Industrial uses	4	12.50%																	
12		Natural sources	1	3.13%																	
13		Defence activities	4	12.50%																	
14		Miscellaneous	3	9.38%																	
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					

Chapter 18 Statistic of Distribution Ratios of Occupational External Exposure

To view the distribution ratios of the occupational external exposure, select menu Statistic > The distribution ratio of the occupational external exposure.

Country	Annual average effective dose(mSv)	NR ₅	NR ₁₅	NR ₂₀	NR ₅₀	SR ₅	SR ₁₅	SR ₂₀	SR ₅₀
Angola	6.51	30.30%	0.00%	0.00%	0.00%	75.39%	0.00%	0.00%	0.00%
Total	6.51	30.30%	0.00%	0.00%	0.00%	75.39%	0.00%	0.00%	0.00%

Input the query conditions and click “Search” to view the table of distribution ratios of the occupational external exposure.

Click “Output” to export table into Excel in local disk.

Country	Annual average effective dose(mSv)	NR ₅	NR ₁₅	NR ₂₀	NR ₅₀	SR ₅	SR ₁₅	SR ₂₀	SR ₅₀
Angola	6.51	30.30%	0.00%	0.00%	0.00%	75.39%	0.00%	0.00%	0.00%
Total	6.51	30.30%	0.00%	0.00%	0.00%	75.39%	0.00%	0.00%	0.00%

Chapter 19 Statistic of Annual dose distribution ratio for monitoring individuals

To view Annual dose distribution ratio for monitoring individuals, select menu Statistic > Annual dose distribution ratio for monitoring individuals.

Country	Occupation Category	<MDL	MDL-	1.0-	5.0-	10.0-	15.0-	20.0-	30.0-	≥50	Total number of actually monitored worker	Annual collective effective dose
Angola	Nuclear fuel cycle	12	6	7	2	2	1	0	0	1	30	143.62
Angola	Medical uses	2	6	6	2	0	1	0	0	0	17	50.87
Angola	Industrial uses	7	4	2	0	2	0	0	0	0	16	27.94
Angola	Natural sources	1	1	1	0	0	0	0	0	0	2	2.17
Angola	Defence activities	0	3	1	3	0	0	0	0	0	7	27.54
Angola	Miscellaneous	0	3	4	0	0	0	0	0	0	7	17.16
Total		22	23	21	7	4	2	0	0	1	79	269.3

Input the query conditions and click “Search” to view the table of Annual dose distribution ratio for monitoring individuals.

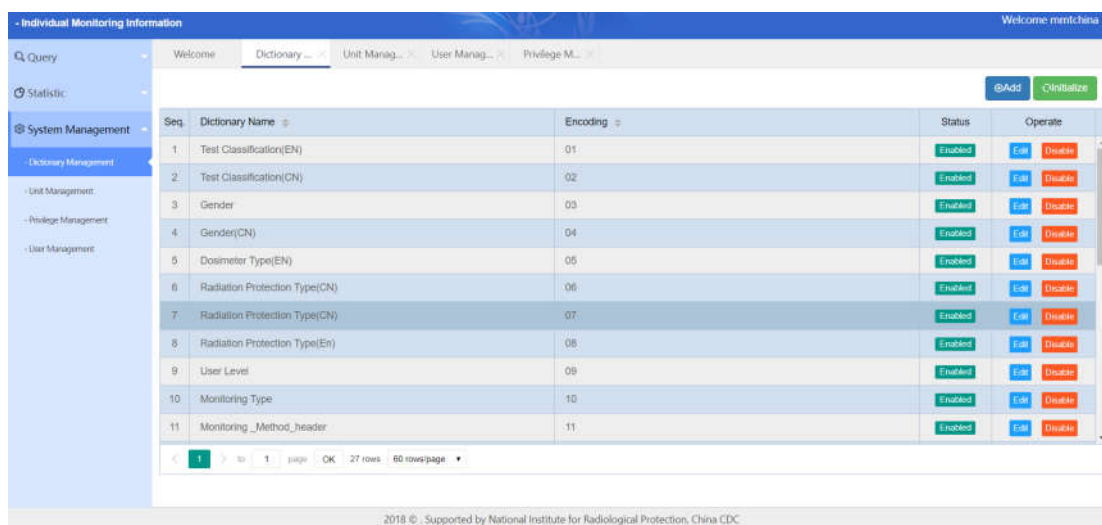
Click “Output” to export table into Excel in local disk.

Country	Occupation Category	<MDL	MDL-	1.0-	5.0-	10.0-	15.0-	20.0-	30.0-	≥50	Total number	Annual collective effective dose
Angola	Nuclear fuel cycle	12	6	7	2	2	1	0	0	1	30	143.62
Angola	Medical uses	2	6	6	2	0	1	0	0	0	17	50.87
Angola	Industrial uses	7	4	2	0	2	0	0	0	0	16	27.94
Angola	Natural sources	1	1	1	0	0	0	0	0	0	2	2.17
Angola	Defence activities	0	3	1	3	0	0	0	0	0	7	27.54
Angola	Miscellaneous	0	3	4	0	0	0	0	0	0	7	17.16
Total		22	23	21	7	4	2	0	0	1	79	269.3

Chapter 20 Dictionary management

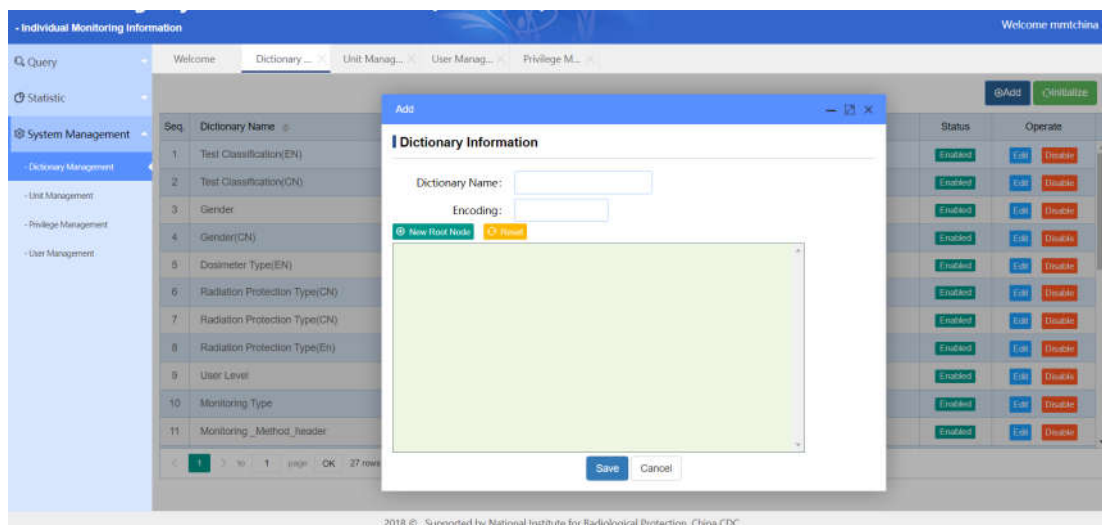
20.1 Configuring Dictionary Information

To set dictionary information, select menu System Management > Dictionary Management.



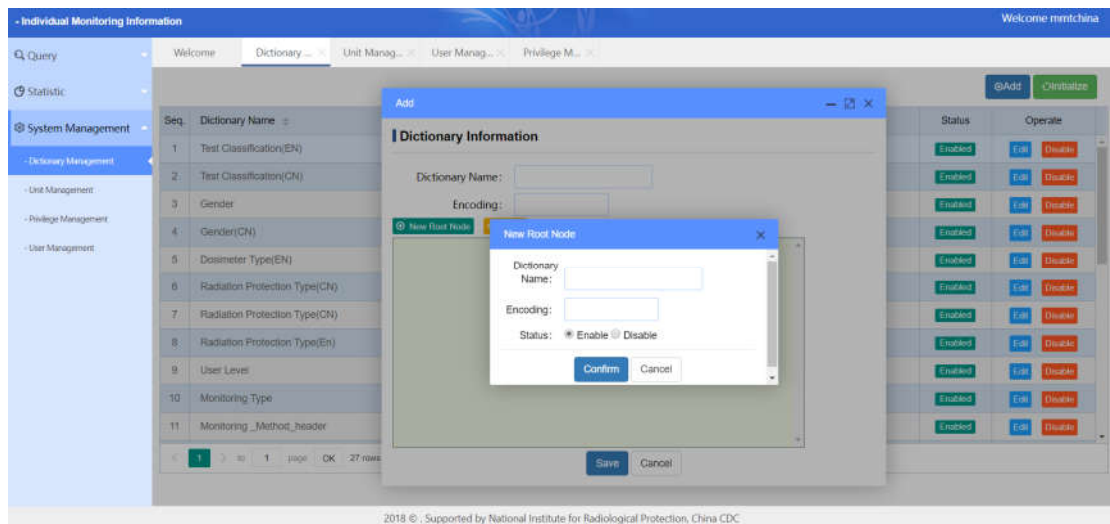
20.2 Add a Dictionary Classification

To add a dictionary type, click “Add”.

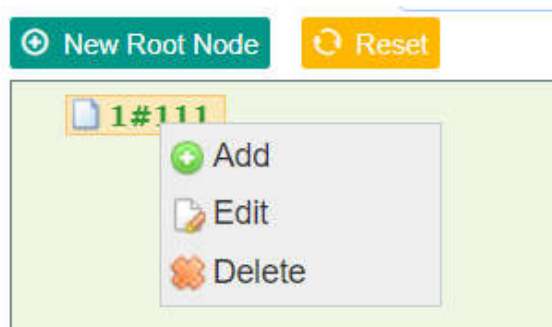


Input the dictionary name and code, click “Save” to create a dictionary.

To add a root node, click “New Root Node”.



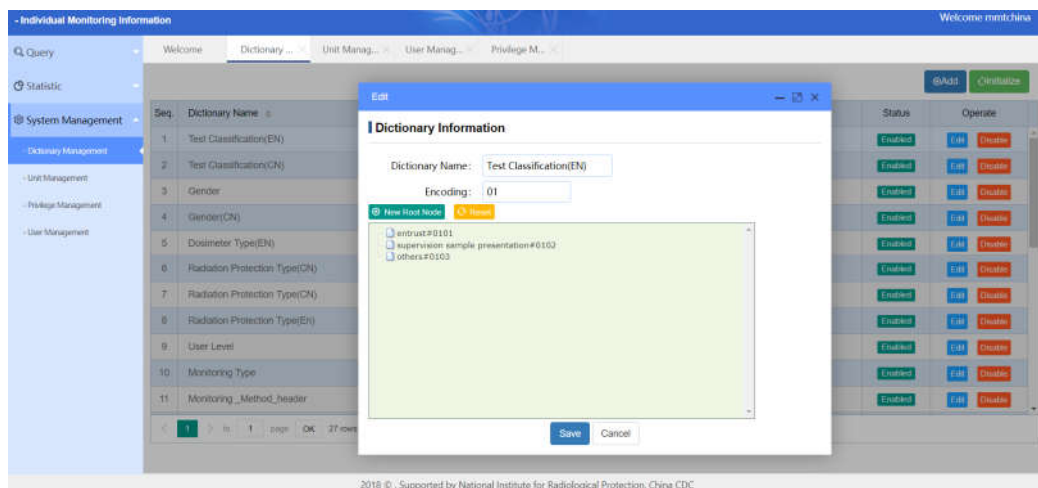
Input the dictionary name and code, click “Save” to create a root node of the dictionary.



Right-click “Add” of the dictionary name to add a sub-root node.
 Right-click “Edit” of the dictionary name to edit a sub-root node.
 Right-click “Delete” of the dictionary name to delete a sub-root node.
 Click “Reset” to reset the dictionary.

20.3 Edit a Dictionary

To edit a dictionary, click “Edit”.



Change the information, click “Save” to save the changes while click “Cancel” or “x” to discard.

20.4 Initialize the Dictionary

For the changes to take effect, click “Initialize”.

The screenshot displays a web application interface for "Individual Monitoring Information". The main content area shows a table of dictionary items. A modal dialog box titled "Warning" is overlaid on the table, asking "Are you sure to initialize?" with "Confirm" and "Cancel" buttons. The table contains the following data:

Seq	Dictionary Name	Encoding	Status	Operate
1	Test Classification(EN)	01	Enabled	Edit Delete
2	Test Classification(CN)	02	Enabled	Edit Delete
3	Gender	03	Enabled	Edit Delete
4	Gender(CN)		Enabled	Edit Delete
5	Dosimeter Type(EN)		Enabled	Edit Delete
6	Radiation Protection Type(CN)		Enabled	Edit Delete
7	Radiation Protection Type(CN)		Enabled	Edit Delete
8	Radiation Protection Type(En)		Enabled	Edit Delete
9	User Level	09	Enabled	Edit Delete
10	Monitoring Type	10	Enabled	Edit Delete
11	Monitoring_Method_header		Enabled	Edit Delete

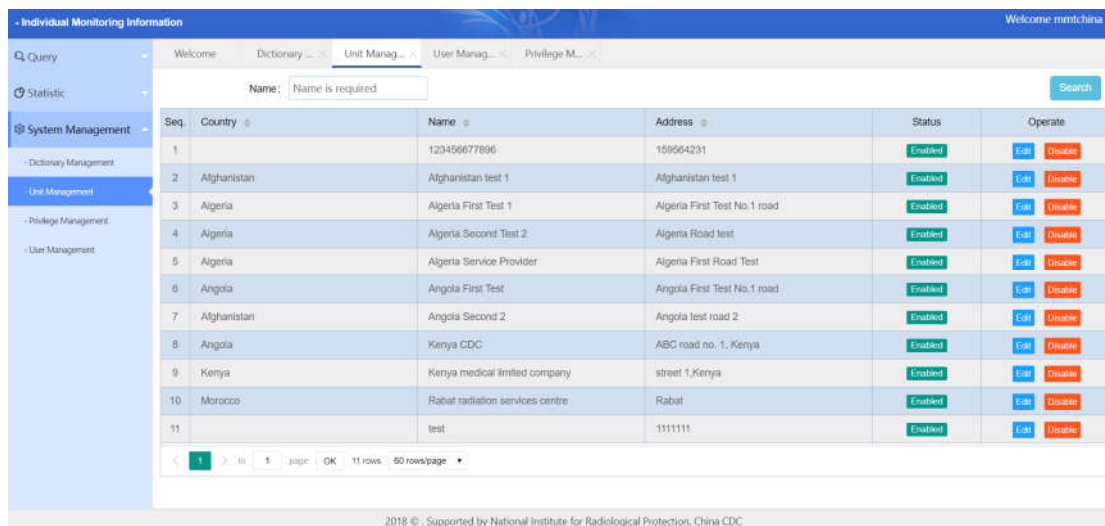
At the bottom of the page, there is a footer: "2018 © . Supported by National Institute for Radiological Protection, China CDC."

Click “Confirm” to take effect until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard.

Chapter 21 Unit Management

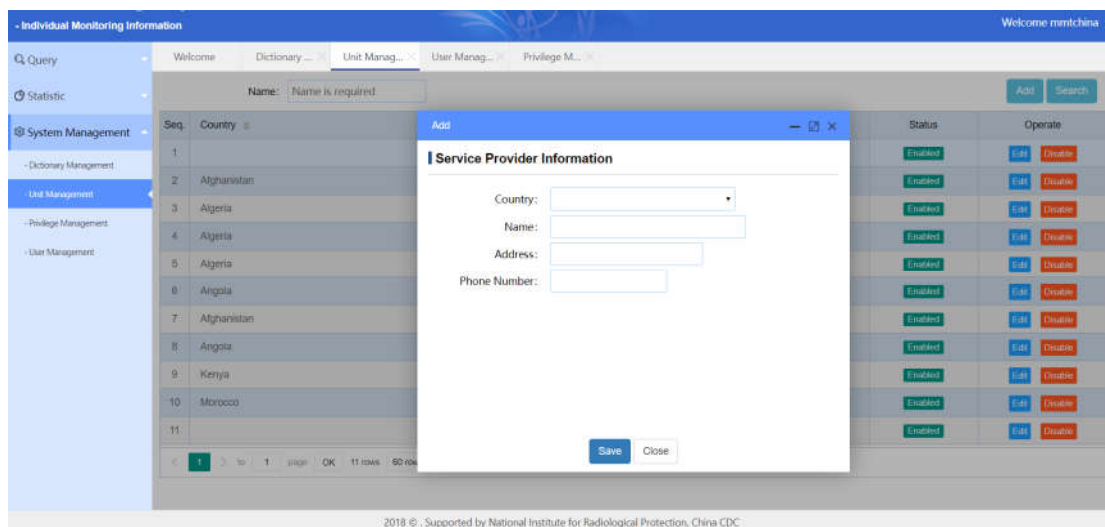
21.1 Configuring Unit Information

To set unit information, select menu System Management > Unit Management.



21.2 Add a Unit

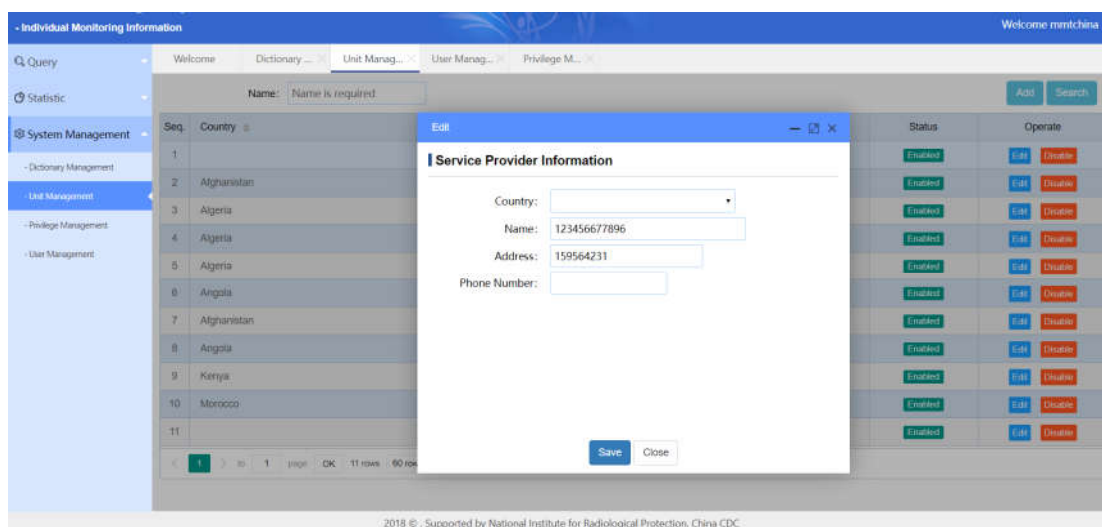
To add a unit, click “Add”.



Input the information of the service, click “Save” to create a unit.

21.3 Edit a Unit

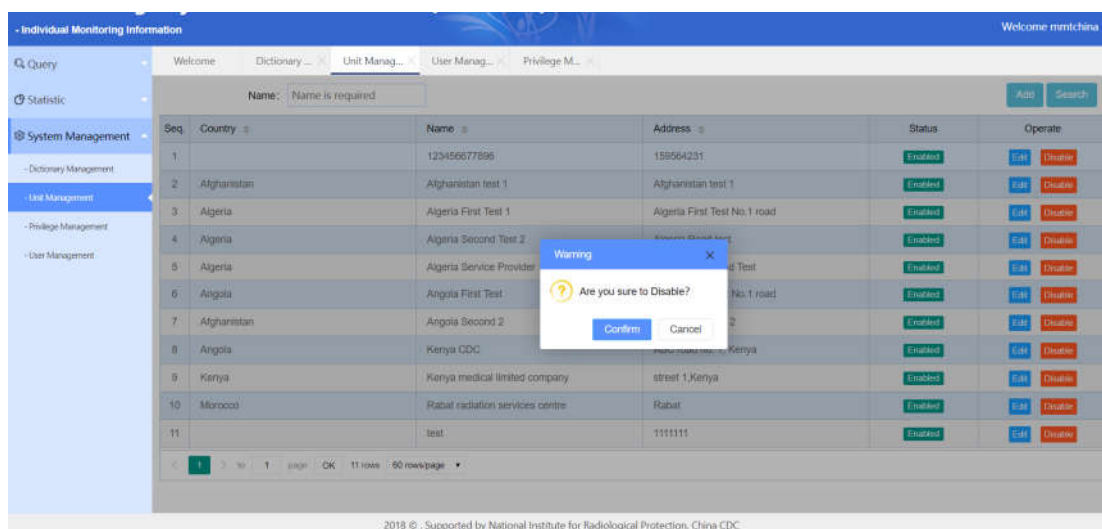
To edit a unit, click “Edit”.



Change the information, click “Save” to save the changes while click “Close” or “x” to discard.

21.4 Disable or Enable a Unit

To disable a unit, click “Disable”.



Click “Confirm” to disable the unit until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard.

To enable a unit, click “Enable”.

- Individual Monitoring Information Welcome mimitchina

Query: Welcome Dictionary Unit Manag... User Manag... Privilege M...

Statistic

System Management

- Dictionary Management
- Unit Management**
- Privilege Management
- User Management

Name: Add Search

Seq	Country	Name	Address	Status	Operate
1		12345677886	189564231	Enabled	Edit Disable
2	Afghanistan	Afghanistan test 1	Afghanistan test 1	Enabled	Edit Disable
3	Algeria	Algeria First Test 1	Algeria First Test No.1 road	Enabled	Edit Disable
4	Algeria	Algeria Second Test 2		Enabled	Edit Disable
5	Algeria	Algeria Service Provider		Enabled	Edit Disable
6	Angola	Angola First Test	No.1 road	Enabled	Edit Disable
7	Afghanistan	Angola Second 2		Enabled	Edit Disable
8	Angola	Kenya CDC		Enabled	Edit Disable
9	Kenya	Kenya medical limited company	street 1,Kenya	Enabled	Edit Disable
10	Morocco	Rabat radiation services centre	Rabat	Enabled	Edit Disable
11		test	1111111	Enabled	Edit Disable

Warning: Are you sure to Enable? Confirm Cancel

1 / 11 rows : 60 rows/page

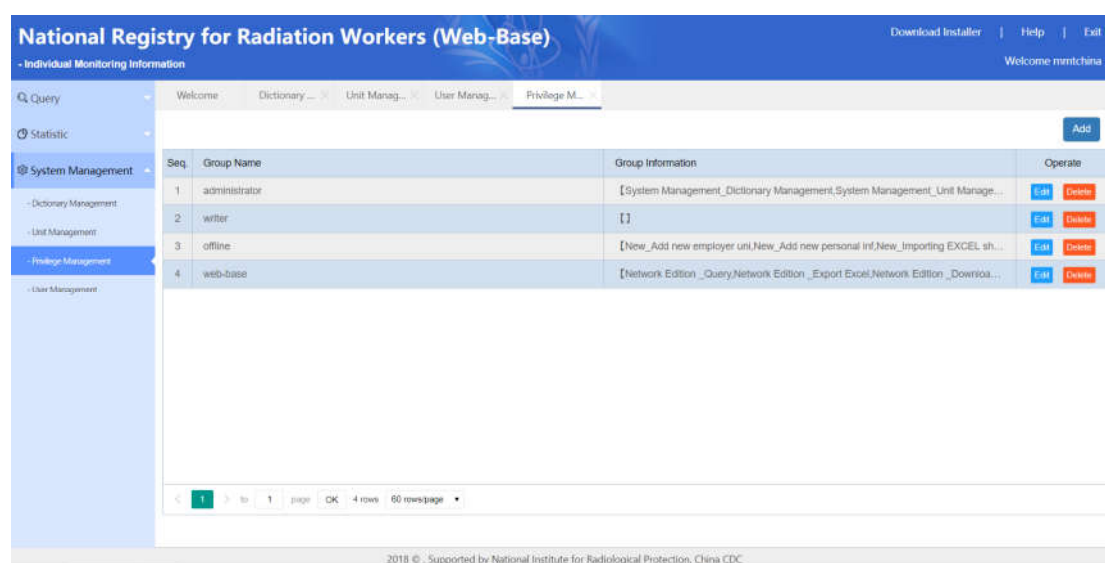
2018 © . Supported by National Institute for Radiological Protection, China CDC

Click “Confirm” to enable the unit until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard.

Chapter 22 Privilege Management

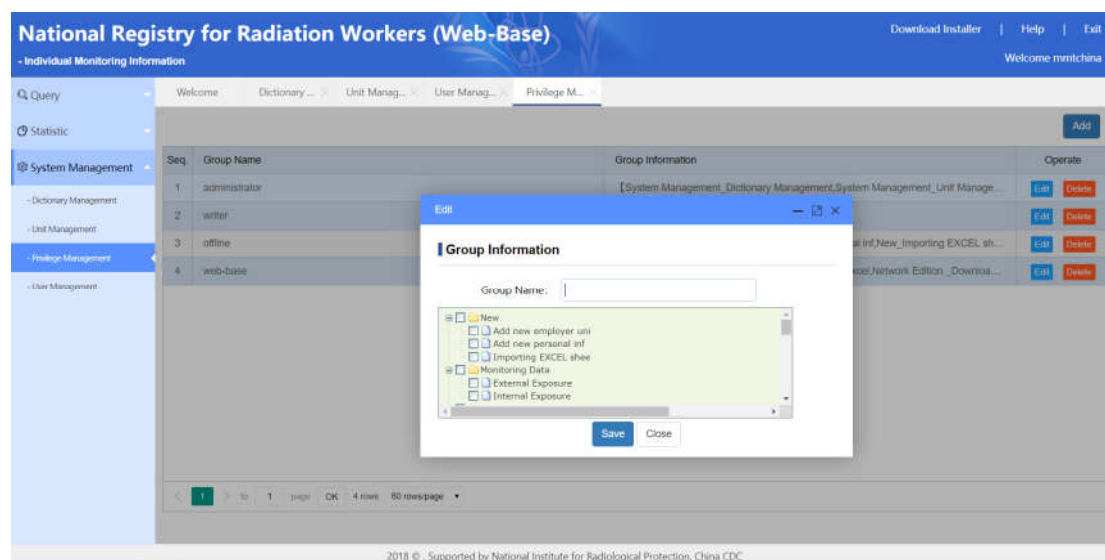
22.1 Configuring Privilege

To set privilege group, select menu System Management > Privilege Management.



22.2 Add a Privilege Group

To add a privilege group, click “Add”.

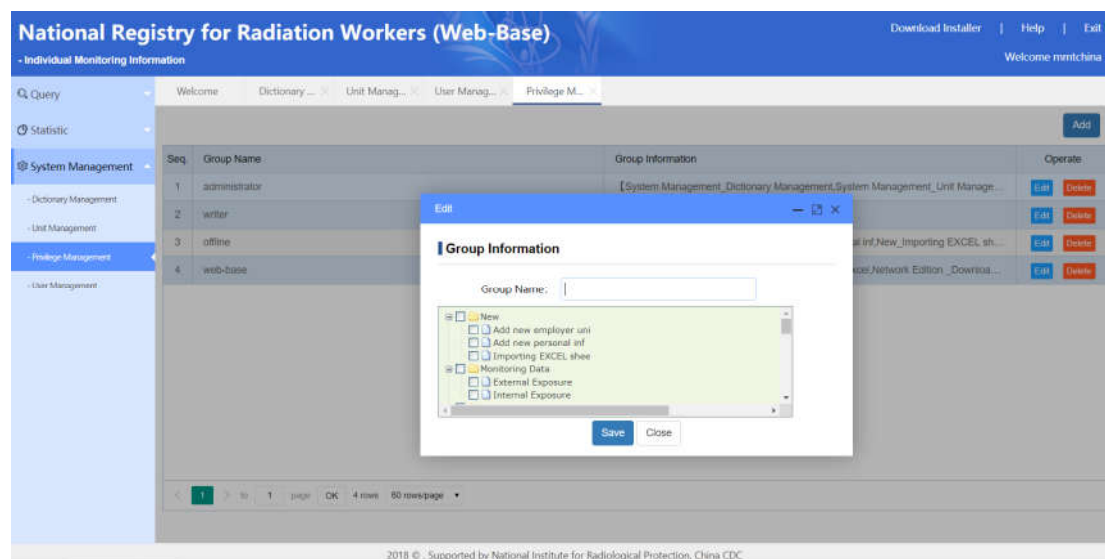


Filling in the name and check the privilege, click “Save” to create a privilege

group.

22.3 Edit a Privilege Group

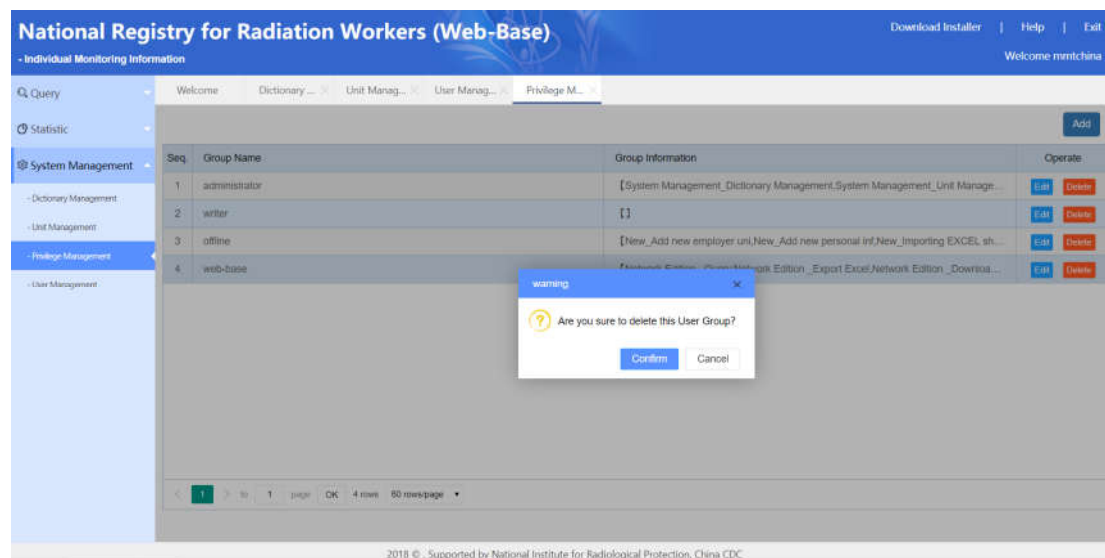
To edit a privilege group, click “Edit”.



Change the name and privilege, click “Save” to save the changes.

22.4 Delete a Privilege Group

To delete a privilege group, click “Delete”.



Click “Confirm” to delete the record until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard delete.

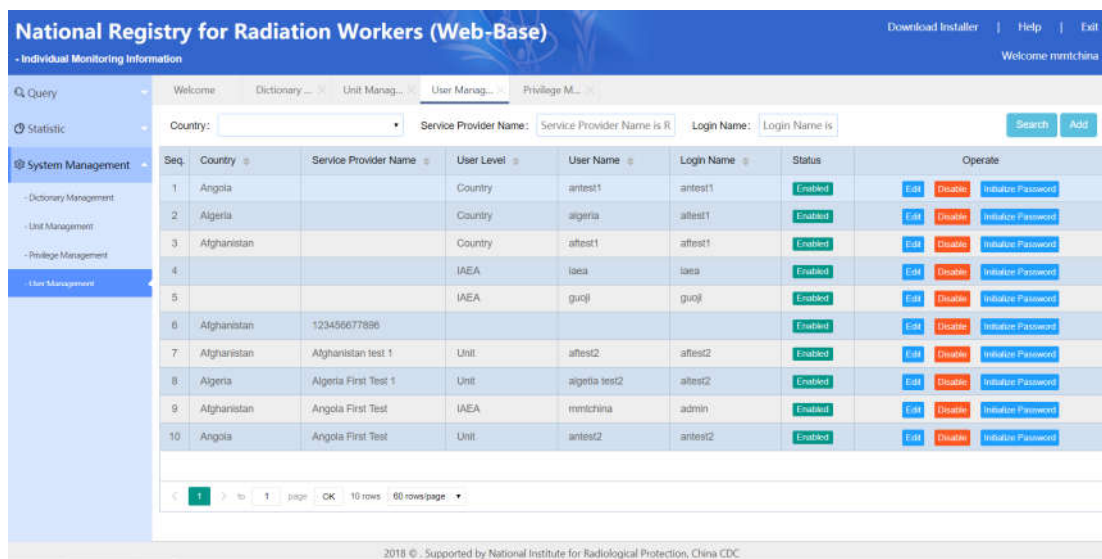
Warning:

The delete operation can't be recovered!

Chapter 23 User Management

23.1 Configuring User Information

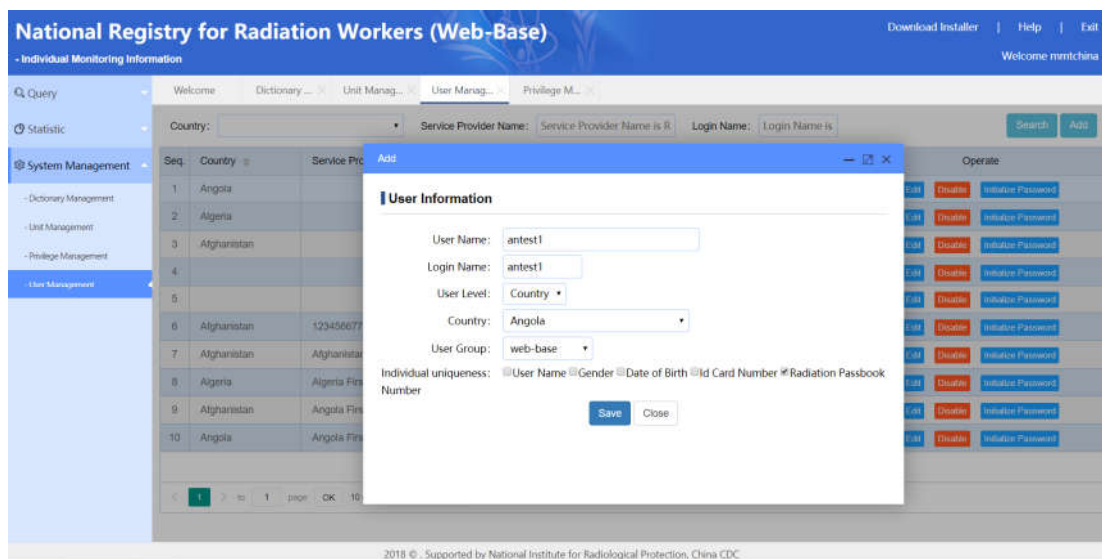
To set users' information, select menu System Management > User Management.



Input the query conditions, click “Search” to list all users that satisfy the conditions.

23.2 Add a User

To add a user, click “Add”.



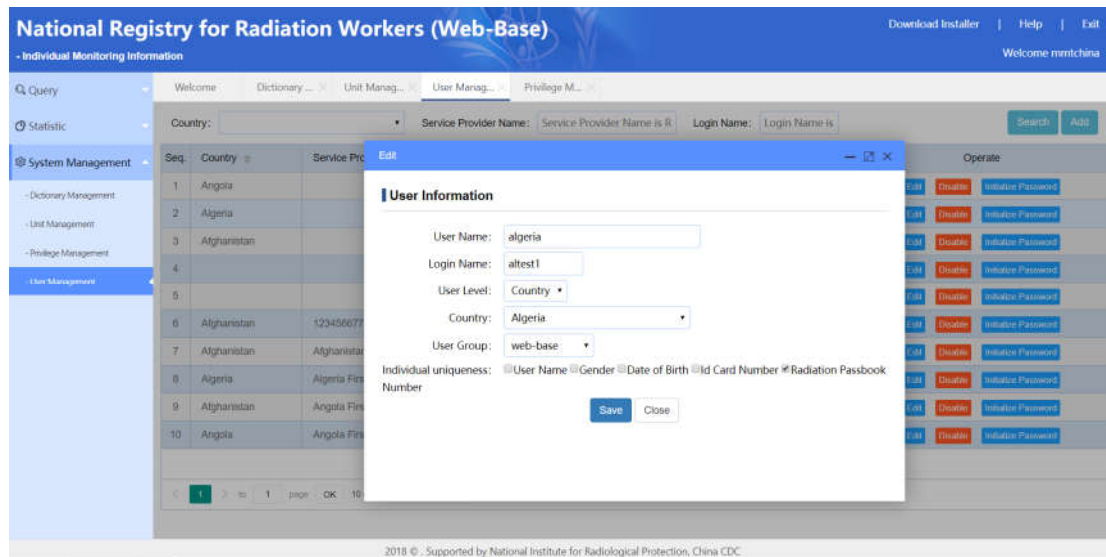
Input the information of the user, click “Save” to create a user.

Tips:

The initialization password is 123456.

23.3 Edit a User

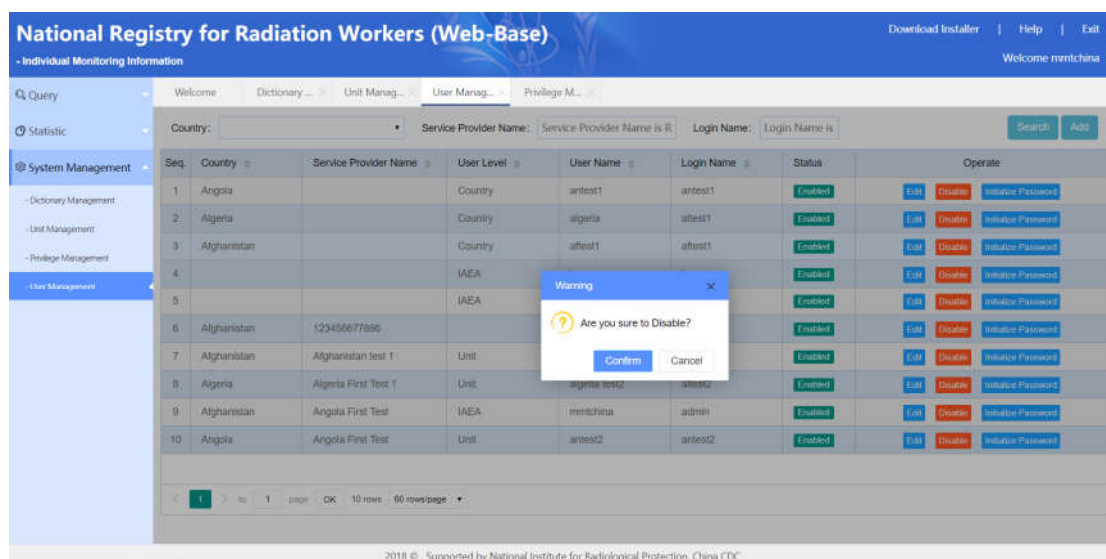
To edit a user, click “Edit”.



Change the information, click “Save” to save the changes while click “Close” or “x” to discard.

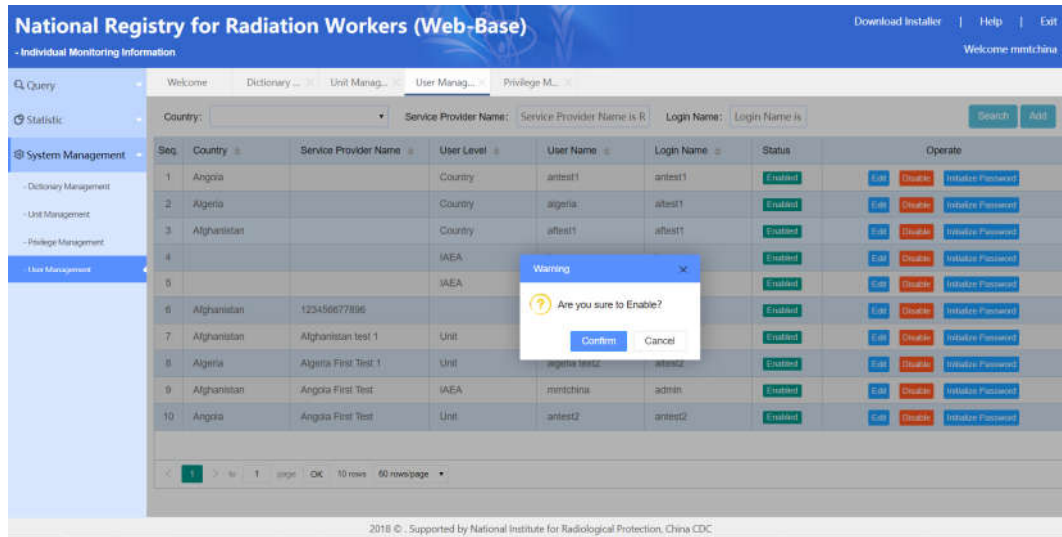
23.4 Disable or Enable a User

To disable a user, click “Disable”.



Click “Confirm” to disable the user until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard.

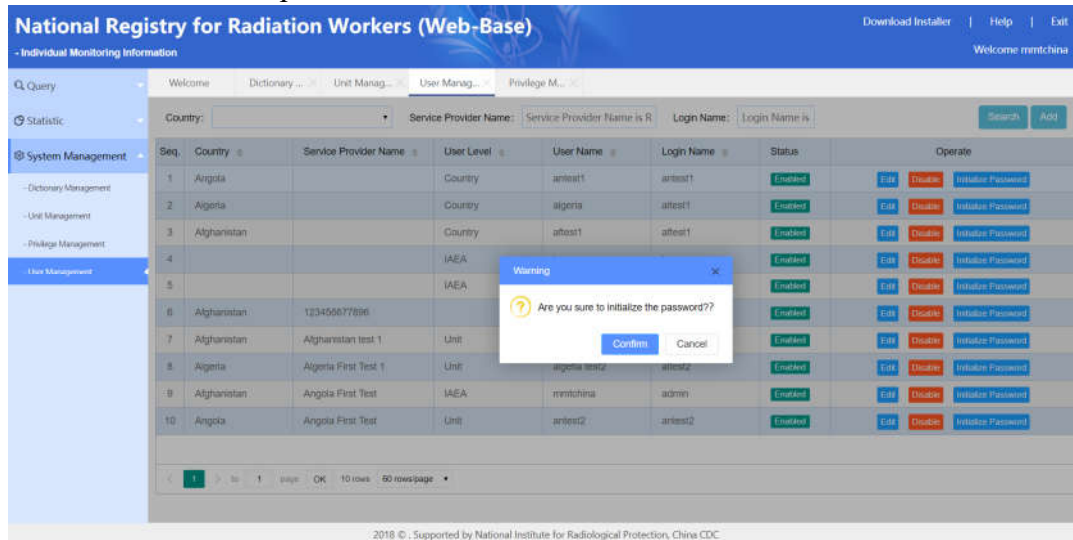
To enable a user, click “Enable”.



Click “Confirm” to enable the user until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard.

23.5 Initialize Password

To initialize the password to 123456, click “Initialize Password”.



Click “Confirm” to change the password to 123456 until appearing a message box of the “success”, otherwise click “Cancel” or “x” to discard.