

- Dashboards
- Notifications
- Shipment Tracking
- Client Profile
- Reports
- Statistics
 - Dose Summary
 - Unreturned Dosimeter
- + Client Management
- + Dose History
- + Reports
- + Financial
- + Customer Service / Query
- + Order
- + Administration

 Add, Change, Deactivate



Welcome to myLDR.com.
Hi, I'm Ralph, your customer care concierge. Click on the 'help' link on any screen, and I will guide you through the functionality.

-  Notifications
-  Shipment Tracking
-  Client Profile
-  Reports
-  Statistics
 - DoseSummary
 - UnreturnedDosimeter

Did you know?

You can request an **Unassigned (spare) dosimeter** to be shipped to you.....

.....by checking the Unassigned (spare) box during the add participant wizard.

You are **not** assigning the dosimeter, you are only requesting to have a spare sent to you.

We recommend that you enter "Spare" or leave the Last Name blank.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

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

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

Enter search criteria to find the participant for which you want to add the 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 Add Dosimeter button which launches the Add Dosimeter wizard.

Step 1, select Account/Subaccount, click Next.

Step 2, select dosimeter type and quantity, click Next.

Step 3, select dosimeter location and 1st Wear Date, click Save.

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

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

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

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

Click the **Edit Dosimeters** button in the Active Dosimeter Subscriptions section.

To deactivate one dosimeter at a time, you can select the Deactivate link located next to the dosimeter (scroll to the right) or you can select the Deactivate All button. Update the Deactivation Date and click Save.

LESSON 3. ADD A NEW PARTICIPANT

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, click Next.

Step 2, enter participant information, 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, click Next.

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

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.

Maintain Participant / Dosimeter
Participant Maintenance / Spare Badge Assignment

Add, Change, Deactivate Search Again

Dose Category: OCCUPATIONAL
Part Nbr: 00528
Last Name: Deneau
First Name:
Middle Initial:
Print Name: Rad Tech

Participant Group: Person
Participant Type: EMPLOYEE
Inception Date: 2012/11/01
Birth Date: YYYY/MM/DD
Gender:
Occupational Category: Code List

ID Type	ID Number	Dose Rpt ID
Employer-assigned number	108	<input checked="" type="radio"/>

View Audit Activity Cancel Save

Active Dosimeter Subscriptions

Action	Account	Subaccount Name	Subaccount Code	Dosimeter Type	Frequency	Start Day
Assign Spare	182051	RAD	RAD	Ja	Monthly	1st

If you don't see the dosimeter you are searching for, click button to add new dosimeter Add Dosimeter Edit Dosimeters

Maintain Participant / Dosimeter
Assign Spare

Part Nbr: 00528
Part Name / Description: Deneau

Dosimeter Type	Frequency	Start Day	Dosimeter Location	Assign Serial Nbr	Begin Wear Date	End Wear Date
Ja	Monthly	1st	Chest	<input type="text"/>	YYYY/MM/DD	YYYY/MM/DD

Page 1 of 1 Prev Next

Cancel 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.

Maintain Participant / Dosimeter
Participant Maintenance / Spare Badge Assignment

Add, Change, Deactivate Search Again

Dose Category: OCCUPATIONAL
Part Nbr: 00528
Last Name: Deneau
First Name:
Middle Initial:
Print Name: Rad Tech

Participant Group: Person
Participant Type: EMPLOYEE
Inception Date: 2012/11/01
Birth Date: YYYY/MM/DD
Gender: Female
Occupational Category: Code List

Add Pregnancy Cancel Save

Part Nbr: 00528
Participant Name: Deneau

Please enter a Conception and / or Declaration Date

Conception Date: YYYY/MM/DD
Declaration Date: YYYY/MM/DD
Due Date: YYYY/MM/DD

Estimated dose to fetus from conception to declaration

Total DDE: (mrem)
Total Neutron: (mrem)

Check here to add a fetal dosimeter after save Cancel Save

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 checkbox to mark the dosimeter as returned or lost. Click the Submit Changes button.

Jan Wear	End Wear Date	Participant Name	Participant Number	Serial Number	Dosimeter Type	Dosimeter Location	Marked Returned	Lost Dosimeter
3/01/01	2013/01/31	00560	9625356A	Ja	Chest	<input type="checkbox"/>	<input type="checkbox"/>	
3/01/01	2013/01/31	00560	9625356A	Ja	Chest	<input type="checkbox"/>	<input type="checkbox"/>	
3/01/01	2013/01/31	00560	9625357A	Ja	Chest	<input type="checkbox"/>	<input type="checkbox"/>	
3/01/01	2013/01/31	00560	9625358A	Ja	Chest	<input type="checkbox"/>	<input type="checkbox"/>	
3/01/01	2013/01/31	00379	9625209A	Ja	Area Monitor	<input type="checkbox"/>	<input type="checkbox"/>	
3/01/01	2013/01/31	00382	9625210A	Pa	Special Purpose	<input type="checkbox"/>	<input type="checkbox"/>	
3/01/01	2013/01/31	10/B3836	00405	9625279A	Pa	Area Monitor	<input type="checkbox"/>	
3/01/01	2013/01/31	ADD UNDER 16	00385	9625160A	Pa	Chest	<input type="checkbox"/>	
3/01/01	2013/01/31	ADDTST4	00077	9625257A	Pa	Chest	<input type="checkbox"/>	
3/01/01	2013/01/31	AGUIRRE, MON	00106	9625259A	Pa	Collar	<input type="checkbox"/>	
3/01/01	2013/01/31	AGUIRRE, MON	00106	9625260A	Pa	Collar	<input type="checkbox"/>	

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.

Browse History Summary

Enter your search criteria below to view exposure results.

Search Criteria

Account: 182051 Monitoring Period: []

Subaccount: [] Frequency: []

Customer Reference: []

Participant Last Name: []

Identification Type: []

Identification Number: []

Participant Number: []

View / Export History and Dose Details
View the history results below and click "View Details" to view more Dose Details. The doses are displayed in mrem.

History Results

Total Participants: 3
Doses as of 2013/04/18 16:43 CST

Participant Name, Number	Account	Subaccount Name	Subaccount Code	Monitoring Period	Total DOSE	Total LDE	Total SOE	Beta	Total Neutrons	Extremity
SMITH, JOHN BOY 00036	182051	E	E	Q22012	4	4	5			
				2012	13	13	13			
				2011	50	91	91			
Lifetime	377	378	378					M		
SMITH, JOHN J0006	182051	RADIOLOGY	RAD	Q22012	4	4	3			
				2012	11	11	9			
				2011	31	31	30			
Lifetime	42	42	39							

Page 1 of 1 Prev Next
Select Format: Excel Export 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.

Retrieve Dosimeter Reports

Search for Reports

Account: 182051 Create Date From: YYYY/MM/DD To: YYYY/MM/DD

Subaccount: [] Report Type: []

Additional filters available when Report Type selected

Search

UNUSED DOSIMETER REPORT

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.

Participant / Dosimeter Dose Browse

Search Criteria

Enter your search criteria below to view exposure results.

Account: 182051 Begin wear date: YYYY/MM/DD

Subaccount: [] End wear date: YYYY/MM/DD

Customer Reference: [] Dosimeter type: []

Identification Type: [] Dosimeter Location: []

Identification Number: [] Frequency: []

Last Name: [] Unused: Unused Dosimeters Only

Exposure category: [] Exposure: [] mrem

Reset Search

Participant / Dosimeter Dose Browse

Search Again

Dosimeter Doses

Doses displayed in mrem
Total Records: 20
Doses as of 2013/03/28 13:01 CST

Participant Name, Number	Account	Subaccount Name	Subaccount Code	Customer Reference	Begin wear date	End wear date	Dosimeter
Clarke, Trenton, 0057	182051	E	E		2013/01/01	2013/01/31	
Deneau, 00528	182051	RAD	RAD	RAD1	2013/01/01	2013/01/31	
Desten, Anna, 0059	182051	RAD	RAD	RAD1	2013/02/01	2013/02/28	F
Desten, Anna, 0059	182051	RAD	RAD	RAD1	2013/02/01	2013/02/28	F
Desten, Anna, 0059	182051	RAD	RAD	RAD1	2013/01/01	2013/01/31	F

Page 1 of 1 Prev Next
Select Format: Excel Export

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.

Create Report

Select Report

Account: 182051

Subaccount: RAD

Report Type: Form 5 Annual

Monitoring Period: Year 2012

Your account will be billed, per your agreement, for any report that is created via the website. Notification of report creation will be sent to your myLDR.com email address of []@landauerinc.com. If this is not correct, please use Administrate User to update. Required

Select Participants

Identification Type: [] Participant Number: []

Identification Number: [] Date of Birth: YYYY/MM/DD

Last Name: [] Participant Status: []

Search

Reminder: Your account will be billed per your agreement.