GDS Online 2.0 User Guide
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WELCOME

Welcome to GDS Online 2.0 from Mirion Technologies Dosimetry Service Division. With GDS Online 2.0 you can conveniently manage the primary elements of your monitoring subscription. From adding and deleting wearers to downloading and printing reports, it has never been easier to efficiently and effectively handle the demands of your radiation monitoring program.

This user guide describes the features available with GDS Online 2.0. Key topics include:

- Locations
- Wearers
- Badge Assignments
- Reports

We hope you enjoy using GDS Online 2.0. If you have not been set-up with an online account please contact your customer support representative at: 800-251-3331.
ACCESS

To access GDS Online 2.0 launch your internet browser and enter the web address “www.mirion.com”.

Select the Dosimetry Services tab located in the middle section of the screen. From the Dosimetry Services landing page click [My Account Login] to be directed to the GDS Online 2.0 login screen.

Enter your username and password in the “Customer Login” section and click [Go].
MY ACCOUNT

You can navigate through GDS Online 2.0 in several ways:

- Using the dashboard located in the middle of the screen
- Using the standard side bar navigation

Using the dashboard

We have created the dashboard to make navigation a breeze. Select from the quick link buttons to access various actions. From managing wearers and locations, to account updates and reports, all are just a click away from the dashboard.

Using the standard side bar

The standard side bar navigation offers the same type of navigation action that you can achieve with the dashboard.

Editing account information

The following edits can be made to your account by clicking [Edit Account info] button:

- Contact Information
- Company Information

Select an account from the pull down menu and click [Edit Account Info], the “Account Information” screen will open. This page contains the basic information about your account. You may also view the type and number of active badges in your account by clicking the “Details” button. To make a change to the information simply highlight the copy in the box you would like to edit and click [delete]. Then type in your replacement information. When you are finished, click [Save] at the bottom of the screen and you directed back to the “My Account” page.
MANAGE LOCATIONS

Locations are used to separate and track badges for each department in a facility or for offices in other regions. Each location in your account will receive a separate shipment. Statements will be sent to the main location listed on your account.

In “Manage Locations” screen you can select to view all, canceled or active locations. Simply click on the radial button of the desired view (active, canceled, or all) and click [Go], the results will be populated in the “Location Summary” table.

To view a specific location, select the [Edit] button next to that location. A new screen will open with the details listed.
ADDING LOCATIONS

To add a new location click [Add New Location] from the “Manage Location” page. To apply the same settings to this location as another location within your account select the desired location from the “Copy Location Setting” pull down menu. You may also choose the “Default GDS Setting” option.

The available start dates will be populated based off the frequency chosen from the pull down menu. The frequency is how many times you receive badges during the year. EXAMPLE: Quarterly= 4 shipments, Monthly=12 shipments, Semi Annual= 2 shipments, and 2 monthly= 6 shipments.

Once you have completed the required details, click [Save] and you will be directed back to the “Manage Location” page. You can view your new location under the “Location Summary’ section.

NOTE: If you do not want to add a new location click [Back to Locations].
EDIT LOCATIONS

Within a location the following areas can be edited:

- Shipping address
- Dose notification levels

To edit a location from the “Manage Locations” screen, select the location you want to update by clicking the [Edit] button next to that location.

To make a change, place your cursor in a box, highlight the copy and click [delete]. Next, type in the replacement information.

Shipping Address

When you make an update to the shipping address information you can have the update applied to all your locations. To make a global update, click the radial button “Contact or address changes affect ALL locations with the same information”. If you would like the update to occur to the selected location only, click the radial button “Changes only affect this location”.

Dose Notification

You can also update the dose notification levels for shallow, deep, extremity, and eye. To make a change, place your cursor in a box, highlight the copy and click [delete]. Next, type in the replacement information.

Once complete, click [Save] and you will be directed back to the main “Manage Locations” screen.
CANCEL LOCATIONS

When you are canceling a location if the date selected is before the next scheduled wear date, badges will not be manufactured for the wearers listed. EXAMPLE: If you select a cancel date of 7/1/08 and the next scheduled wear date is 8/1/08 wearers would not receive badges.

To cancel a location, select the location from the “Manage Location” page. Scroll down to the bottom of the screen to the “Report Section”. Use the drop down list to select a cancel date and click [Cancel]. A warning message will appear, to cancel the location click [OK] and you will be directed back to the main “Manage Location” page.
DAILYs FOR LOCATIONS

A daily requests generated at the location level will cause badges to be resent to every wearer listed in that location. A daily request should only be used when:

- Wearers in a location do not receive their badges
- A new location is created and the wearers need badges right way

Dailys are processed on the next scheduled run.

From the “Manage Location” page, select an account and click [Go] to populate the Location Summary table. From the populated table, click [edit] next to the desired location. From the detailed location page, click [Dailys] at the bottom of the screen to open the “Daily Transaction” screen.

From the “Daily Transaction” screen click [Request Shipment of this Location] to populate the table. From the table (Figure 1) you can update the wear date or holder requirements, once complete click [update]. Next, select the desired shipping method by clicking the appropriate box and click [Request Shipment of this Location]. Your daily request will be processed. Click [Back to Locations] to return to the main “Manage Locations” page.

NOTE: If you do not want to order dailys for this location click [Cancel] next to each selection, then click the [Back to Locations] to return to the “Manage Locations” page.
WEARER NAVIGATIONAL OPTIONS

A wearer is anyone who needs to be monitored for exposure to radiation.

From the “Manage Wearers” navigational dashboard you have several options, add, edit, transfer, duplicate, request a daily or view dosage can all be performed easily from the dashboard.

Webster Calculations

Your account must be setup for dose weighting AND wearers must have the appropriate badges for a Webster calculation, (e.g.: the correct pair of badges for a Webster double or the correct badge type for a Webster single calculation) to make additions or changes to the Webster flags.

You can turn on or off the calculation for a wearer as needed. From the pull down menu select from the following dose weighting options:

- None
- Webster Single
- Webster Double
WEARERS SECTION CONT.

Canadian Accounts

For Canadian accounts, it is required by the National Dose Registry to provide the following information for each wearer:

- Previous surname
- Country code of birth
- Province of birth
- Occupational category

You will not be able to setup a new user without this information.
MANAGE WEARERS

You can generate a wearer list by selecting from one of the following dashboard options:

- Select an Account and Location
- Individual Search

Select an Account and Location

Use the pull down menu to select a specific account and location or select the “all” option to view all wearers at once. Once you make your selection, click [Go]. The results will be populated in the “Results: Wearers/Badges” section.

Individual Search

To search by individuals you can select individual wearers by either “Wearer #”, “SSN #”, “Last Name” or “Slot #”. Use the radial buttons to select either, “Active Only”, “Cancelled Only”, or “All”. Once you have made your selections, click [Go]. The results will be populated in the “Results: Wearers/ Badges” section.

To view badge details for all the wearers listed in the “Results: Wearers/ Badges” table click the arrow in the in the column header “Badge Details”. If you would like to view the badge details for a certain wearer, click on the arrow next to that wearer.
ADD WEARERS

To add a new wearer first select the account and location from the pull down menus in the “Select an Account and Location” section of the dashboard, then click the [Add New Wearer] button listed below the “Individual Search” section. The below screen will open, you will need to supply information for all the fields.

To assign the wearer to a different location use the down menu in the Location field.

The ID Type pull down menu offers the following selections:
- Passport Number
- Work Permit Number
- Index Identification Number
- Canadian Social Insurance Number
- UK National Insurance Number
- Other
- Not Designated

If you select “F” for female in the gender pull down menu and the location has a monthly frequency the “Pregnancy Wearer” box will open allowing you to order a fetal monitor.

In the “Wearer #” field you can enter a unique number or select from the following options:
- Assign highest Wearer # for this Location
- Assign highest Wearer # for this Account
- Assign Next Available for this Account

The default date listed in the “1st Badge Assign Date” field is the next wear date not yet produced. You can use the pull down menu to select an alternative start date.

Once you have completed all the fields click “Save”.

NOTE: In the “1st Badge Assign Date” field any date that shows the word “Daily” next to it means the badges have already been produced and are outside the regularly-scheduled frequency.
EDIT WEARERS

Select a wearer or wearers from the “Results: Wearer/Badge” section of the navigational dashboard to edit by clicking in the [box] under the “Select” field adjacent to each wearer. Once you have made your selections click [Edit Wearers] and you will be directed to the “Edit Selected Wearer” screen.

From this screen you can edit the following fields:

- ID type
- ID number
- Last name
- Middle initial
- First name
- Date of birth
- Title
- Gender
- Pregnancy date declared
- Start date

To update, place your cursor in the field you would like to update, highlight the copy and click [delete]. Then type in your replacement information. Upon completion, click [Save]. If you have selected more than one wearer to edit click [Next Wearer] to move to the next wearer.

NOTE: For your changes to be saved and take effect you must click [Save] before moving to the next wearer.
CANCEL/REINSTATE WEARERS

A canceled wearer will become inactive and badges will no longer be processed as of the selected cancellation date. To cancel a wearer, select a date from the “select cancel effective date” pull down menu and click [Cancel]. A warning message will open to verify you want to cancel the wearer. If you are sure click [OK]. If you do not want to cancel, click [Cancel]. The screen will refresh with the information of the wearer click [Save] and return to the “Manage Wearers” screen, or move on to the next record if you selected more then one to edit by clicking [Next Badge].

To verify the wearer was canceled go back to the “Manage Wearers” screen and select [Show Canceled] from the “Individual Search” dashboard section and click [Go]. The wearer will appear in the “Results: Wearer/ Badges” section.

If you reinstate a wearer they will begin to receive badges again. To reinstate a wearer, select a canceled wearer, click [Edit Badges], then choose a date from the “To reinstate, enter Reinstate effective Date” pull down menu and click [Reinstate].

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[Image of a computer screen showing a form for managing wearers]
TRANSFER WEARERS

To transfer a wearer to a different location within your account use the transfer option under the “Manage Wearers” tab. Select the wearer from the “Results: Wearer/Badge” section of the navigational dashboard by clicking the [box] under the “Select” field. You may select more than one wearer to edit by selecting multiple wearers. Once you have selected the wearer(s) click [Transfer]. The below screen will open.

Under the “Transfer To” pull down menu, select the transfer location and click [Continue].

On the next screen, you can either select a unique wearer number or select from the following options:
- Assign highest Wearer # for this Location
- Assign highest Wearer # for this Account
- Assign Next Available for this Account

Next, choose the “Effective Date” from the pull down menu. The effective date is the date you would like the transfer to occur. Lastly, you can choose to rush the badges by selecting [Yes] from the pull down menu under “Do you want a rush badge”.

Once you have selected all the items click [Save]. A warning message will open restating the transfer effective date and badge shipment date. If the information is correct, click [OK] and a confirmation page will open. Click [Continue] to be directed back to the main “Manage Wearers” navigational dashboard.
TRANSFER WEARERS CONT.
The Duplicate feature makes adding several badges to a location with the same badge type as a current wearer a breeze. To duplicate a wearer you must select a wearer with a start date of today or later from the “Results: Wearer/Badge” section of the navigational dashboard. To select a wearer, click the [box] under the “Select” field. Once you have selected a wearer click [Duplicate]. The following screen will open.

It is recommended to write down the name of the wearer you are duplicating to assist in locating the duplicated records.

In the field “Starting Wearer #” you can enter a starting number or choose from the following options for a system generated number:

- Location High Wearer # +1 (8)
- Account High Wearer # +1 (8)
- Next Available in Account

Next, enter the number duplicates you would like to create and click [Start Duplicating].

The duplicating screen will refresh. To begin the reassignment process for the duplicated badges you must return to the main Manage Wearer screen by clicking [Cancel, Back To Manage Wearers].

To locate the duplicated badges first select the “Last Name” option from the pull down menu next to the “Search By” field. Enter the last name of the record you duplicated and click [Go]. The table will populate with the original and duplicated records listed. If you would like to modify the duplicated records follow the instructions in the Edit Wearers section of the user guide.
DAILIES FOR WEARERS

The daily request allows you to order all badges assigned to a wearer outside the regular frequency schedule.

To submit a daily request for a user you must select a wearer(s) from the “Results: Wearer/Badge” section of the navigational dashboard. To select a wearer(s), click the [box] under the “Select” field. Once you have selected a wearer(s) click [Dailies]. The following screen will open, click [Request Shipment For This Wearer] to populate the table.

The cancel button can be used to remove the badges that should not receive a daily.

You may also update the wear date and holder information, when you are finished click [Update]. Select the method of shipping and reclick [Request Shipment For This Wearer]. Your daily will be processed with the next scheduled daily run.

To go back to the “Manage Wearers” page click [Back to Manage Wearers].
VIEW DOSAGE FOR WEARERS

To view dosage for a wearer you must select a wearer(s) from the “Results: Wearer/Badge” section of the navigational dashboard. To select a wearer(s), click the [box] under the “Select” field. Once you have selected a wearer(s) click [View Dosage]. The following screen will open.

Next, select the start and end dates from the calendar. To select a statistical period, click a [radial] button from the list:

- Current
- Quarter
- Year
- Lifetime

NOTE: You may only select one type of statistical period at a time.

After you have made your selection, click [Search Dosage For This Wearer]. Your results will be published to the table.

If you would like to print the results click [Print Results]. A print dialog box will automatically open. You must select landscape orientation from the print dialog box for the report to print accurately.

If you selected more than one wearer click [Next Wearer] to advance to the next record.
BADGE NAVIGATIONAL OPTIONS

With the Badge options on the navigational dashboard you can add, edit, reassign, or order daily badges with one simple click of a button.

Adding Badges

To add a new badge, you must first populate the “Results: Wearer/Badge” section of the navigational dashboard by selecting either a location or a wearer and click [Go]. Next, select a wearer, and click the [box] under the “Select” field. Once you have selected a wearer click [Add New Badge].

Next select the “Badge Type” from the pull down menu. Once you select a badge the screen will refresh with the following options:

- Body Region/Part (BR/BP)
- Holder Required
- Holder Type

These fields will automatically populate with recommended data. If you would like to make a change use the pull down menu sections to see available options.

Lastly, you will need to select the “1st Badge Assign Date” from the pull down menu and enter the “Lifetime State Date”. When you have finished with your selections click [Save] and the screen will refresh.

To verify the badge has been added, click on the [Cancel, Back to Manage Wearers]. The “Manage Wearers” page will open with the “Results: Wearers/Badges” table populated with the new badge.
EDIT BADGES

Under the edit badge option, you can make updates to the holder type, assign date, lifetime start date, or cancel a badge. To begin, you must populate the “Results: Wearer/Badge” section of the navigational dashboard by selecting either a location or a wearer and clicking [Go]. Next, you must select a badge. You can either select an individual wearer’s badge by clicking the arrow next to that wearer, or to view all badge details click the [Badge Details] arrow at the top of the table. To select a badge(s), click the [box] on the right next to the badge then click [Edit Badges]. The next screen will open.

You are now ready to edit a badge. Use the pull down menus to change the holder code, assign date, or add a slot number. When you are finished click [Save]. The screen will refresh. If you selected more then one badge to edit you may now click [Next Badge] to move to the next record. Otherwise, click [Cancel, Back to Manage Wearers] to return to the “Manage Wearers” screen.

NOTE: You must click [Save] before moving on to the next badge for your changes to take affect.
CANCEL BADGES

The cancel effective date will be determined from the wear date. To cancel a badge, use the “To Cancel, select Cancel effective date” pull down menu to select a date. The first date in the pull down menu is the last manufactured date which will cancel the badge now. The next date is the next manufacture date, which will cancel the badge after the current wear period. Select a date and click [Cancel]. A warning message will open to verify you want to cancel the badge, click [OK] to cancel. If you do not want to cancel the badge click [Cancel]. The screen will refresh with the information of the badge you canceled, at this time you can either reinstate the badge, or click [Save] and move on to the next record if you selected more then one badge to edit.

To verify the badge was canceled, return to the “Manage Wearers” screen and open the badge details for the individual wearer. The badge will have “Canceled” shown in the “Status” field.
REASSIGN BADGES

The reassignment function will let you reassign the dose on a badge to another wearer. This is most frequently done with spare badges, and allows history to be accumulated on three types of wearers: those who need history tracked for consecutive wear dates, those who need history tracked for interrupted wear dates, and those who do not need history tracked for interrupted wear dates.

REASSIGNMENT FOR A NEW PERMANENT WEARER:

If a new wearer needs a badge immediately and cannot wait until one is ordered for him/her, a spare badge or unused badge can be issued to the wearer. If the wearer requires continuous monitoring beyond the end of the current wear period, a new badge with the wearer’s personal information should be ordered, and the information from the spare or unused badge may be reassigned to the new badge. A new badge is ordered for the wearer with his/her personal information, and the spare badge is reassigned to that wearer’s permanent new badge. This option allows for keeping a designated spare badge as such.

REASSIGNMENT FOR A WEARER WHO NEEDS INTERRUPTED MONITORING:

For wearers who use badges on an infrequent basis but need monitoring, the returning worker may wear a spare badge for the wear period, and the dose may be reassigned to that wearer. In this case, a new badge should be ordered for the wearer, but canceled if the work does not extend beyond the wear period. The spare is then reassigned to the canceled wearer.

REASSIGNMENT FOR A ONE-TIME ONLY WEARER:

For wearers who use badges on an infrequent basis (such as contractors or visitors) and will not require their own badge, you may elect to reassign the dose of the spare by Name only. This method reassigns the dose to a specific person for dose report printing only for the wear period you have specified. When the dose report is printed, the wearer’s dose for that particular wear period is reflected on the report by the name you input. Be aware that dose on this type of wearer is not accumulated by wearer name/identification type.

BEGIN REASSIGNMENT

In order for a dose to be reassigned, the badge has to be active. Any wear dates not previously processed and reported-on can be used for reassignment. To reassign a badge you must first select a badge to reassign. You can either select an individual wearers badge by clicking the arrow next to the wearer or to view all badge details click the [Badge Details] arrow at the top of the table. To select a badge, click the [box] on the right next to the badge and click [Reassign Badges].
REASSIGN BADGES CONT.

The “Reassign From” is the spare or host badge. In the “Reassign To” section choose an account and location from the pull down menus. If you click on the radial button “Reassign by Name” the screen will refresh with fields to enter the name, ID type, date of birth, gender and effective date. The “Reassign by Name” option only changes the name on the badge it does not replicate to another wearer.

By leaving the wearer number blank you can add a new wearer and reassign the dose to the new wearer’s badge. Click continue once you have made your selections.

The following screen will open. Review the information for accuracy and click [Save].

NOTE: Reassignment can only occur for badges already manufactured.
The daily request allows you to order a badge for a wearer outside the regular production schedule.

To submit a daily request for a badge you must select a badge from the “Results: Wearer/Badge” section of the navigational dashboard. You can either select an individual wearer’s badge by clicking the arrow next to the wearer, or to view all badge details, click the [Badge Details] arrow at the top of the table. To select a badge, click the [box] on the right next to the badge next, click [Dailies].

The following screen will open. To populate the table click [Request Shipment of this Badge]. From here you can update the wear date or holder requirement shown in Figure 4. If you do not want to request a daily click [Cancel] next to each badge, then click the [Back to Manage Wearers].

Select a shipping method by clicking in the box next to your desired shipping method and then click [Request Shipment of this Badge] and your daily will be processed with the next scheduled daily run.

**FIGURE 4**

- **NOTE:** If you decide you do not want to order dailys for this badge click [Cancel] next to each badge.
REPORTS

With the reports navigational dashboard you can choose from various types of reports. A list of further reports that you may find useful are listed in the “Optional Reports” section of the dashboard.

We will be adding new features to the report section such as downloading reports in various file formats and viewing historical data.

To begin, you must select a location or choose all locations from the “Location” pull down menu. The reports currently available are listed in the “Options” pull down bar. Basic reports include:

- Dose Review Report
- Non Returned Badges
- Audit Trail
- Report Preferences
- Reports In-Box
If you select “Dose Review Report”, you can run the report for all wearers or for specific wearers by using the “Sort By” options. You can also select the statistical period, year, and the minimum and maximum dose. Once you have made your selections click [Search]. Your results will be populated. To print the page simply click [Print Page].
REPORTS- NON RETURNED BADGES

NON-RETURNED BADGE REPORT

The Non-returned badge reports provides a detailed listings of badges not returned for processing. This report can be for a specific wear date or since the inception of service with Mirion Technologies Dosimetry Services.

The “Non-Returned Badge Report”, can be sorted by: wearer #, last name, or wear date by clicking on the radial button next to the preferred option. You must select the start and end dates. You can also choose to include the control badge by clicking on the [box]. Once you have selected all your options, click [Search].

You may print the or download your results to a csv file by clicking on the [Download CSV] button. The file download option box will open allowing you to open or save the file.
REPORTS- AUDIT TRAIL

AUDIT TRAIL REPORT

The Audit Trail Report provides a detailed list of the changes made to your account online. The report details the user, time, date, and actions completed.

You have several sort options to choose from when running an Audit Trail report. You may select the type of actions to be shown such as: add, modified, delete, transfer, reinstate, and reassign. You can also select the start and end dates, or simply click [Search] once you have made your selections.

Your results will be populated. You may print your results by clicking [Print Page]. The print dialog box will open automatically.
REPORTS- REPORT PREFERENCE

REPORT PREFERENCE

You can select how you receive your reports and data files. Choose from email, mail, or web. Separate document delivery options can be chosen for each report that you currently receive. Define your delivery options at either the Account or Account and Location level.

To begin, use the pull down menu under “Options” and select [Report Preferences]. A screen will open listing your current reports and the current delivery method. As of this release, the documents currently available for delivery to your reports inbox include the Occupational Exposure Report, invoices, and BadgeTrak® data file.

To change a report delivery method click the [Edit] button. The “Edit Report Preferences” box will open. From here you can select the preferred delivery method. If you choose “email” or “reports in-box” you may enter additional email addresses to receive notifications when a new report or file has been generated.

To select a delivery method for your invoice at the Account level select [All] from the “Locations” pull down menu then select [Report Preferences].
The “Report In-Box” option allows you to download current invoices and Occupational Radiation Reports. You can: print, download in various formats, and trend data using the powerful online reporting engine. To use this powerful tool, simply add a report to the “Reports In-Box” option from the “Report Preferences” section and your next published report will be viewable.

To begin, from the “Reports” page use the pull down menu to select a location and the [Report In-Box] option. Next, select a report or invoice you would like to view by clicking on the desired report or invoice number.

The selected Occupational Radiation Report will open. From here you can perform searches, download, or print the report.

To print the report, click on the “Print” tab, a security alert screen will appear informing you that you are leaving a secure page, click “OK” to continue. The report will open in another screen in a PDF format and the print option will automatically open. You may also save the report from here in a pdf file format.
REPORTS CONT.

REPORT IN-BOX DOWNLOAD

To download the report click on the “Download” tab, a security alert screen will appear informing you that you are leaving a secure page, click “OK” to continue. The download option screen will open with PDF as the default download option. You may choose to download in other file formats such as:

- Excel Data
- Excel Display
- RTF
- Fully Editable RTF

The tips on the screen will help you in your file format decision.

Once you have decided on a format click the [radial button] next to that option. Next, choose the page range from the “Page Range” section of the screen by clicking on the radial button next to your desired selection. To save the report in the desired format click [Save Report]. The dialog box will open to save the report. If you would like to view the report before saving click [View Report].
The search option allows you to run queries from the fields on the report. To perform a search on a report click on the “Search” tab, the following screen will display (Figure 7). Next choose the report fields you would like to use. To select a field, click in the field you would like to use. The field will be added to the table.

To search for a specific value enter the number in the “Value” box next to the appropriate report field.

To remove a field from the table click on the “X” under Display. Next, click [Search Now]. The screen will refresh with your results populated (Figure 8).

Once your results have been populated you can choose to save this search, start a new search, download the results, or run an analysis.

To save your search for use in the future, click the [Save Search] button a new screen will open where you can enter a search name, location, and description. Once you have entered all the information click [Save].

To start a new search click [New search].

To download use the pull down menu under “Download Search Results As” select a file format from: comma delimited data, Unicode comma delimited data, tab delimited data, Unicode tab delimited data or MS excel file and click [Go]. The file download option box will automatically open.
The “Analyze Results” option allows you to create graphs and charts for download through our Actuate program.

To run an analysis on your search click [Analyze Results]. The security alert screen will open informing you, that you are leaving a secure site. You must click [Yes] to continue. The Actuate screen will open (Figure 9). Use the buttons along the top to perform various functions from graphing to saving in excel formats.
ADMINISTER USERS
With the “Administer Users” navigational dashboard view who currently has access to your online account. To use the administer users dashboard select “Administer Users” from the left hand side navigation. You can search by: user name, id, email, address or type in your search criteria in the “Search For” box. Once you select your search method click [Search Users].

To add a new user, click [Add New User]. A new screen will open enter the email address, password, username, and the accounts for access. You may also set the user to “read only” to keep them from making changes online.

If you would like to edit or delete a user, click on the “User ID” number located next to the users name. A new screen will open with the users current settings. From here you can change the account access or change the “Read Only” status. To delete the user, click [Delete], a warning message will open to verify you want to delete the user, if you are sure click [OK].
CHANGE PASSWORD

To change your password click “Change Password” on the left hand side navigation. The following screen will open. Enter your old password, followed by the new password. Retype you new password again and click [Save].
### TERMINOLOGY

[Add New Locations]- Refers to the “Add New Locations” Button under the Manage Locations section.

[Add New Wearers]- Refers to the “Add New Wearers” Button under the Manage Wearers section.

[Add New Badge]- Refers to the “Add New Badges” Button under the Manage Wearers section.

[Arrow]- Refers to a arrow shape that when clicked, will un-hide detail information for viewing.

[Back to Location]- Refers to the “Back to Locations” Button under the Daily Transaction screen.

[Back to Manage Wearers]- Refers to the “Back to Manage Wearers” Button under the Manage Wearers screen.

[Box]- Refers to a check box that when clicked, the check mark will toggle.

[Cancel]- Refers to the “Cancel” Button.

[Continue]- Refers to the “Continue” Button.

[Details]- Refers to the “Details” Button located on the Manage Locations pages.

[Dailies]- Refers to the “Dailies” Button under the Manage Wearers section.

[Delete]- Refers to the “delete” Button.

[Download CSV]- Refers to the “Download CSV” Button.

[Duplicate]- Refers to the “Duplicate” Button under the Manage Wearers section.

[Edit]- Refers to the “Edit” Button.

[Edit Account Info]- Refers to the “Edit Account Info” Button located on the My Account page.

[Edit Badges]- Refers to the “Edit Badges” Button under the Manage Wearers section.

[Edit Wearers]- Refers to the “Edit Wearers” Button under the Manage Wearers section.

[Go]- Refers to the “Go” Button.

[OK]- Refers to the “OK” Button.

[New Wearer]- Refers to the “New Wearer” Button under the Manage Wearers screen.
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[Next Badge]- Refers to the “Next Badge” Button under the Manage Wearers screen.

[Pull Down Menu]- Refers to copy in a box with a down arrow next to it and when clicked, other available options to choose from are listed.

[Print Results]- Refers to the “Print Results” Button under the Manage Wearers section.

[Print Page]- Refers to the “Print Page” Button.

[Reassign Badges]- Refers to the “Reassign Badges” Button under the Manage Wearers section.

[Radial Button]- Refers to a circular button that when clicked, the circular mark will toggle.

[Request Shipment of this Location]- Refers to the “Request Shipment of this Location” Button under the Daily Transactions screen.

[Save]- Refers to the “Save” Button.

[Search]- Refers to the “Search” Button.

[Search Dosage this Wearer]- Refers to the “Search Dosage this Wearer” Button under the Manage Wearers section.

[Start Duplicating]- Refers to the “Start Duplicating” Button under the Manage Wearers screen.

[Transfer]- Refers to the “Transfer” Button under the Manage Wearers section.

[View Dosage]- Refers to the “View Dosage” Button under the Manage Wearers section.