



# user guide

Presented by:



**MIRION**  
TECHNOLOGIES

Dosimetry Services Division

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## WELCOME

Welcome to **amp+** presented by Mirion Technologies Dosimetry Services Division. With **amp+** you can efficiently and effectively manage the many elements of your monitoring program. From adding and deleting wearers to downloading and printing reports, it has become even easier to manage and navigate your program.

We have done our best to minimize the learning curve. In this guide we are going to take you through the fundamentals of using amp+ and integrating it into radiation monitoring program.

We hope you thoroughly enjoy our new account management program: amp+.

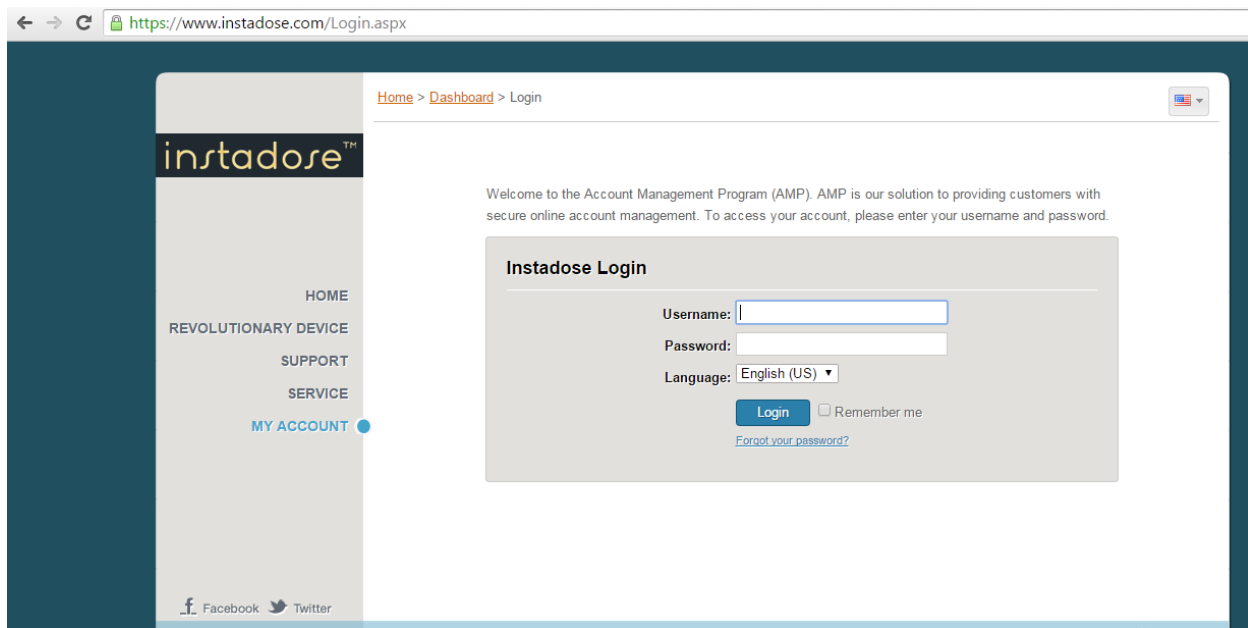
If you have not been set-up with an online account or if you have any questions please contact your customer service representative or call us toll-free at: 800-251-3331 or 949-419-1000.

## ACCESS

To access amp+, launch your internet browser and enter the web address “https://amp.instadose.com/”.

Enter your username and password.

Notice: the “Remember Me” feature will prevent the need for you to input your Username and Password for each visit. If you choose to use this time-efficient feature, we highly recommend that you remember your information in case you would like to change it in the future.



Once you log in, you will be presented the home screen or the “MY ACCOUNT” screen. This is where management of your account takes place. Navigation on this page includes:

★ **Quick Menu-** add locations, wearers or badges

**Quick Look-** Use to view a summary of active wearers and badge types in an account by clicking “Show Summary”

### **Left hand navigation:**

Home: main instadose site

Support: download software to perform instadose dosimeter dose readings

My Account: home screen

### **Middle navigation:**

Manage and Reports

## HOME PAGE AT A GLANCE

**Quick Look**- Use to view a summary of active wearers and badge types by account.

**Support**- download software to perform instdose dosimeter dose reads

**My Account**- returns you to the home screen

**Manage**- manage all aspects of your account from locations to wearers

**Quick Menu**- add locations, wearers, or badges

**Reports**- various on-demand report generation

The screenshot shows the 'My Account' page for 'amp+'. The page includes a sidebar with links for HOME, SUPPORT, MY ACCOUNT, and Find us on Facebook and Twitter. The main content area is titled 'Welcome SALES' and features a 'Quick Look' section with a dropdown menu for 'ACCOUNT' (7188 - GLOBAL TEST (Active)) and 'MY ROLE' (RSC). Below this, there are two tables: 'ACTIVE WEARERS' (427) and 'ACTIVE BADGES' (13). The 'ACTIVE BADGES' table lists badge types: 'TLD RSC Badge' (13), 'Fast Neutron Dosimeter' (1), and 'LC-High Dose' (4). The 'Manage' section includes links for 'Account Profile', 'Locations', and 'Wearers'. The 'Reports' section includes links for 'Dose Data', 'Dose Review', 'ALARA', 'Annual Summary', 'Wearers Detail', 'Audit Trail', 'ALARA Limit Exceeded', 'Non-Returned Badges', and 'Form 5'.

With the basic knowledge of the My Account Page we will cover each section in further detail. Let's begin...

## QUICKMENU: Preview

The “QUICKMENU” page is accessed by clicking on the star near the top right of the screen. The quick menu links will change based on which screen you are in. From the home screen you can:

- Add location
- Add wearer
- Add badges

If you are in the locations or wearer screens you can:

- Add wearer
- Add badges



*TIP: Fields with a red asterisk are required and must be completed.*

## QUICK MENU: ADD LOCATION

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.

Begin first by clicking [Add location] from the “QUICKMENU”



*TIP: “QUICKMENU” is accessed by clicking the star icon on the top right of the screen.*

The following form with 3 sections will open. When all three sections have been completed, click “Add Location”. Let’s go into further detail of each section.

### Location Information:

Select a frequency from the pull down menu.

Start date: Available star dates will be populated based off the frequency chosen.

Location: You can choose to add a location identifier

Copy Settings from: allows you to choose from the default settings already in your account or if you have other locations you can choose to copy the default settings from another location. **A new location will be reviewed by a Customer Support team member before it is activated within your account.**

### Shipping Address:

Enter a new shipping address or click [use the account address]

### High Dose Notification:

If you would like to receive a notification when a wearer's badge exceeds a set limit enter the dose range in the fields and click [Enable] box.

Once finished, select “Add Location” to submit the new location into the database. Then select the “MY ACCOUNT” link on the left portion of the screen to return to the home screen.



*TIP: If you do not wish to add a new location, simply close the window.*



## QUICK MENU: ADD WEARER

Begin by clicking [Add wearer] in the “QUICKMENU” field.

Proceed by selecting the account and location with which the wearer is to be affiliated.

In the Wearer # field you can enter a unique number or select from one of the options listed.

If the new wearer is female and has a declared Pregnancy you can select the date from the calendar.

The role section allows you to determine the level if any access within your account. In this section you can create new account administrators or wearers. **Note: this is only available for accounts that have instadose dosimeters.**

To submit, you must click [Save and Add Badge].

This will open the badge assignment screen. You can add a badge at this time or click [Close Window]. The new wearer will now be in the system.

The screenshot displays a web browser window with the URL <https://amp.instadose.com/Wearers/ManageFadd>. The browser tab is labeled "AMP+ | Manage Wearers". The main content area shows a modal window titled "Add Badge" with the following fields and options:

- Common Badges:
- Badge Type\*:
- Body Region\*:
- Body Part\*:
- Holder Type\*:
- Slot #:
- Start Date\*:

Below the fields, there is a note: "Dates with \* have already been manufactured." At the bottom right of the modal are two buttons: "Close Window" and "Save".

The background of the page is dimmed, showing a form for adding a new wearer with fields for: Sponsoring Account, US Social Security Number, Date of Birth, Phone Number, Email, Remembered (checkbox), User Name, Role (dropdown), and a checkbox for "Wearer". At the bottom of the background form are buttons for "Close window" and "Save and Add Badge".

Common badges are badge types that are the most popular in the account & location. You can use this to select the appropriate badge type or use the section “badge type” to select a different type of badge.



*TIP: Under the badge type pull down, badge types are color coded to assist with your selection.*

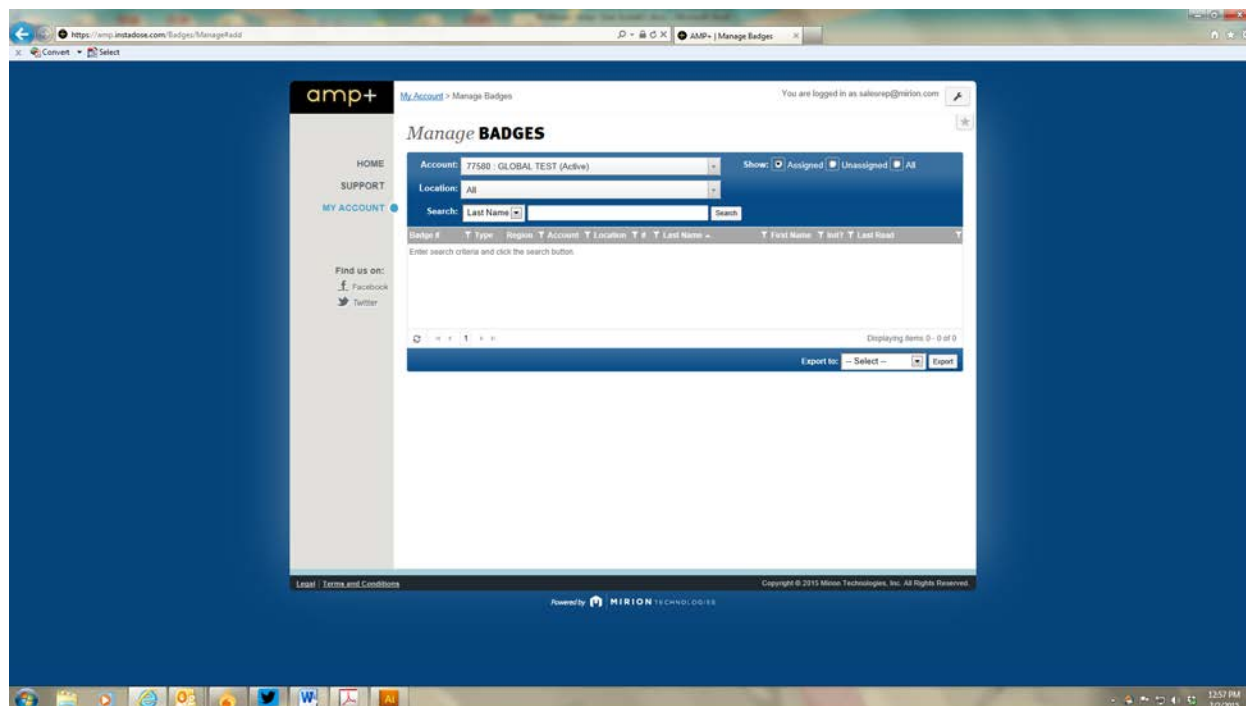
*blue= badges currently in your account*

*green= accredited badges*

*red= badges that ARE NOT accredited.*

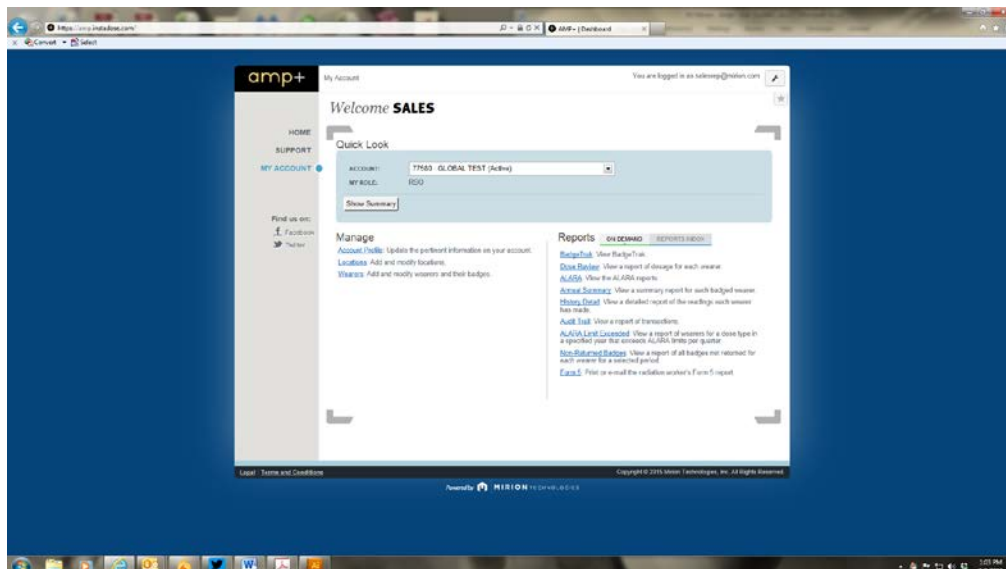
Once complete click [Save]

## QUICK MENU: ADD BADGES



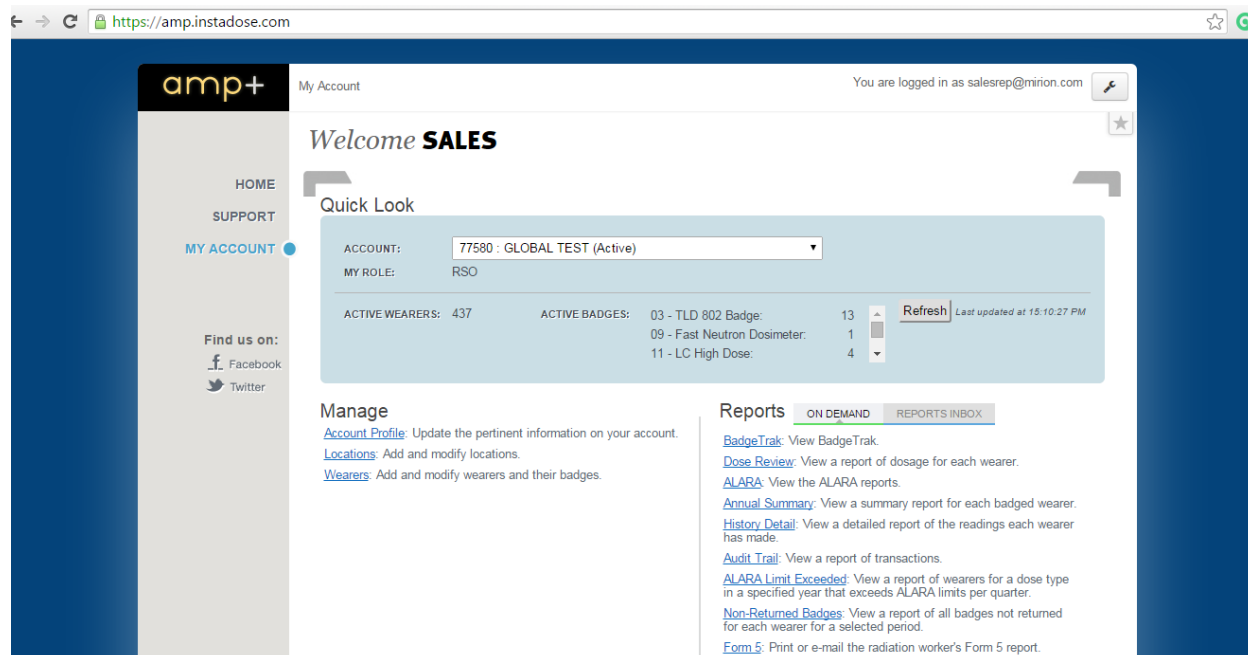
The “ADD BADGES” section is used for instadose dosimeters only. Begin by clicking [Add badges] in the “QUICKMENU” field. The following screen will open. From this screen you can use the different search criteria to locate instadose badges within your account to manage.

## PREVIEW



“Quick Look” is the blue-shaded box in the middle of the screen. From the “Quick Look” box, you can switch accounts and view basic account details by clicking [Show Summary].

The “Summary” lists the active wearers and badges associated with the account.



## ACCOUNT PROFILE

The “Account Profile” link under the Manage section of the home screen enables you to update your account information. Updates to report options and billing information can be made in this section. Click [Save] when you are finished with your updates.

To return to the main screen to perform further tasks, click the [MY ACCOUNT] link on the left hand side.



*TIP: If you do not wish to edit your account, click the [back] button.*

The screenshot shows the amp+ home screen. On the left is a navigation menu with 'HOME', 'SUPPORT', and 'MY ACCOUNT' (highlighted). Below the menu are social media links for Facebook and Twitter. The main content area is titled 'Welcome SALES' and includes a 'Quick Look' section with 'ACCOUNT: 77580 - GLOBAL TEST (Active)' and 'MY ROLE: RSO'. A 'Show Summary' button is present. Below this is the 'Manage' section, which contains links for 'Account Profile', 'Locations', and 'Wearers'. A red arrow points to the 'Account Profile' link. To the right is a 'Reports' section with links for 'BadgeTrak', 'Dose Review', 'ALARA', 'Annual Summary', 'History Detail', 'Audit Trail', and 'ALARA Limit Exceeded'.

The screenshot shows the 'Account Profile' form. The form is titled '77580 - GLOBAL TEST (Active)' and contains several sections: 'Account Information' with fields for Industry Type, Original Start Date, Contract Period, Company, Contact Name, Phone Number, Fax Number, Country, Address, City, State, and Zip Code; 'REPORT OPTIONS' with checkboxes for 'Show' and 'Only show last 4' for Serial Security #, Date of Birth, and Annual Summary; and 'BILLING INFORMATION' with fields for Purchase Order #, Next Billing, Last Invoiced, Last Invoice #, Last Invoice Amount, Method, and P.O. Number. A 'Save' button is at the bottom right. The footer includes 'Copyright © 2015 Motion Technologies, Inc. All Rights Reserved' and the date '3/2/2015'.

## 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.

To add or modify locations click [Locations] under the Manage section.

A list of each location within your account will populate. From this screen you can perform a detailed search for a locations by active, canceled, all or name. Additionally, each column contains a filter option allowing you the ability to sort data that would be most beneficial to you.

You can export your list into the following formats:

- CSV file format
- Webpage
- PDF format
- Excel document
- XML document

Select the appropriate file format and click [Export] to begin the process.

The screenshot displays the AMP+ Manage Locations interface. The page title is "Manage LOCATIONS" with a subtitle "77560 - GLOBAL TEST (Active)". The interface includes a sidebar with navigation links (HOME, SUPPORT, MY ACCOUNT) and social media links (Facebook, Twitter). The main content area features a table of locations with columns: Location Name, Freq, Phone, City, State, Zip/Postal, and Status. A search bar is at the top, and a filter dropdown is open, showing options like "Is equal to". The table lists various locations, including "LE MILING CO.", "LE HOUSE", "GLOBAL TEST", "CANADA TEST", "GDS INC.", and "DONS TEST". The bottom of the page shows "Actions: Add Location" and "Export to: Select" with an "Export" button. The footer includes "Legal Terms and Conditions", "Powered by MIRION TECHNOLOGIES", and "Copyright © 2015 Mirion Technologies, Inc. All Rights Reserved."

Location Name	Freq	Phone	City	State	Zip/Postal	Status
LE MILING CO.(00000LE1)		8008881936	Irvine	CA	92617	Active
LE HOUSE (000015DP)		94941910002058	IRVINE	CA	930001222	Active
Test of edit ship address (00001ANN)		9234	Iaguna Hills	CA	91342	Active
Company (00001AUS)		923456789				Active
GLOBAL TEST (00001BBB)		1912138596	IRVINE	UT	92614	Active
CANADA TEST (00001CA)		9099999				Active
GLOBAL TEST (00001CHK)		1912138596	IRVINE	UT	92614	Active
GLOBAL TEST (00001EDE)		1912138596	IRVINE	UT	92614	Active
GDS INC (00001FEF)	Monthly	94941910002058	IRVINE	CA	HHY7892	Active
DIVISION ANN (00001FLO)	Monthly	7141231234234	Costa Mesa	CA	91616	Active
GLOBAL TEST (00001HAM)	Monthly	1912138596	IRVINE	UT	92614	Active
GDS INC (00001KSC)	Monthly	94941910002058				Active
GLOBAL TEST (00001LAZ)	Monthly	1912138596	IRVINE	UT	92614	Active
GDS INC (00001LEE)	Monthly	94941910002058	IRVINE	CA	HHY7892	Active
DONS TEST (00001LIN)	Monthly	7141231234234	line 3	AD	92614	Active

## MANAGE LOCATIONS

To manage a location, click the location name. Details for this location will open in a new screen allowing you to begin to EDIT the details of the location including the high dose notification report option under the tab "Report Options". When finished, click [Save].

amp+ My Account > Manage Locations > Edit Location You are logged in as salesrep@mirion.com

### Edit LOCATION 00000LF1 (Active)

77560 - GLOBAL TEST (Active)

**Location Information**

Frequency: Monthly

Active Wearers: 0

Active Badges: 0

High Wearer #: 0

Start Date: 6/11/2015

☐ Use the account address.

Company: LF MILLING CO

Contact Name\*: LF

Email: LF@xxx.com

Phone Number\*: 8008881936

Fax Number:

Country\*: UNITED STATES

Address\*: 26162 McGRAW ste 101

City\*: Irvine

State\*: CALIFORNIA

Zip Code\*: 92617

**Report Options**

\* Indicates a required field

Cancel Back Save

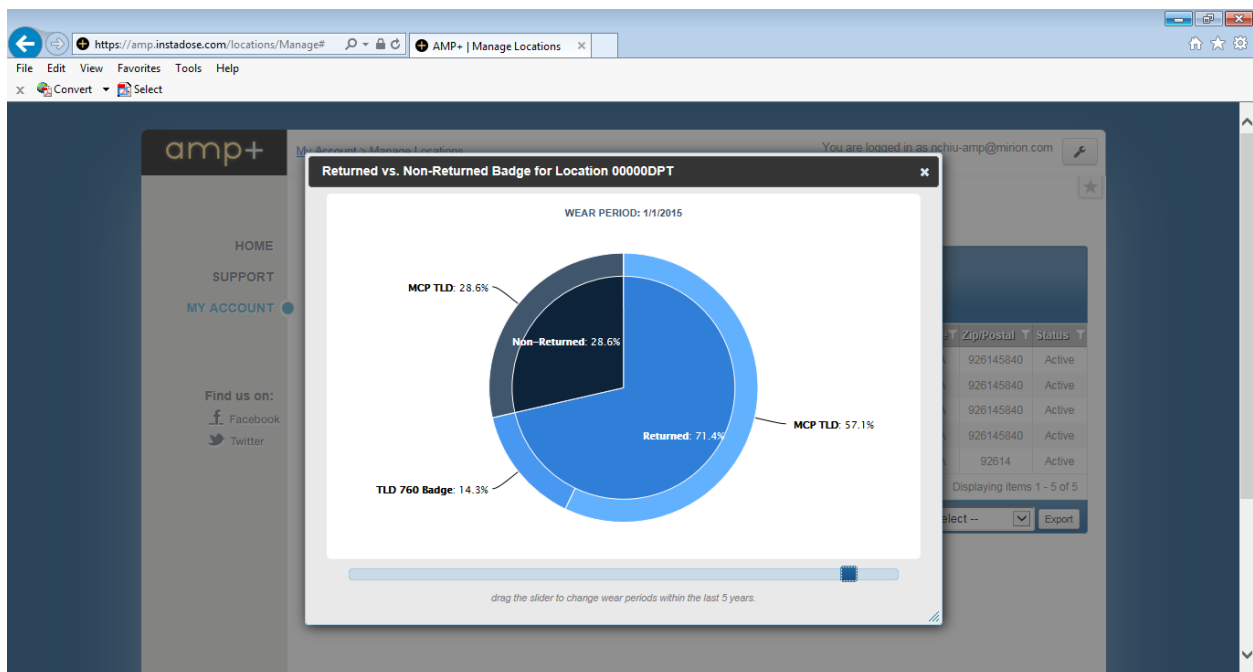
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## LOCATION BADGE RETURN

To view a pie chart of returned vs. non-returned badges for a location click on the card icon next to the location. A pie chart will open with the results. You can use the slide bar to view different pie charts for various time periods.

The screenshot shows the AMP+ Manage Locations page. The page title is "Manage LOCATIONS" and it indicates "87476 - GLOBAL WEST (Active)". There are filters for "Show: Active Canceled All" and a search bar. A table lists locations with columns: Location Name, Freq, Phone, City, State, Zip/Postal, and Status. The table contains five entries, all with "Active" status. A red arrow points to the card icon next to the "GLOBAL WEST (00000DPT)" location. The bottom of the page shows a Windows taskbar with various application icons and a system clock showing 2:24 PM on 7/30/2015.

Location Name	Freq	Phone	City	State	Zip/Postal	Status
GLOBAL WEST (00000DPT)	Quarterly	4145595586	IRVINE	CA	926145840	Active
GLOBAL WEST (00000FET)	Monthly	4145595586	IRVINE	CA	926145840	Active
GLOBAL WEST (00000LDP)	Quarterly	4145595586	IRVINE	CA	926145840	Active
GLOBAL WEST (00000NBC)	Monthly	4145595586	IRVINE	CA	926145840	Active
Minion (00000TST)	Monthly	9494191000	Irvine	CA	92614	Active





## LOCATION WEARERS

To view a list of individual wearers within a location, click on the person icon next to the location to generate the list for that location.

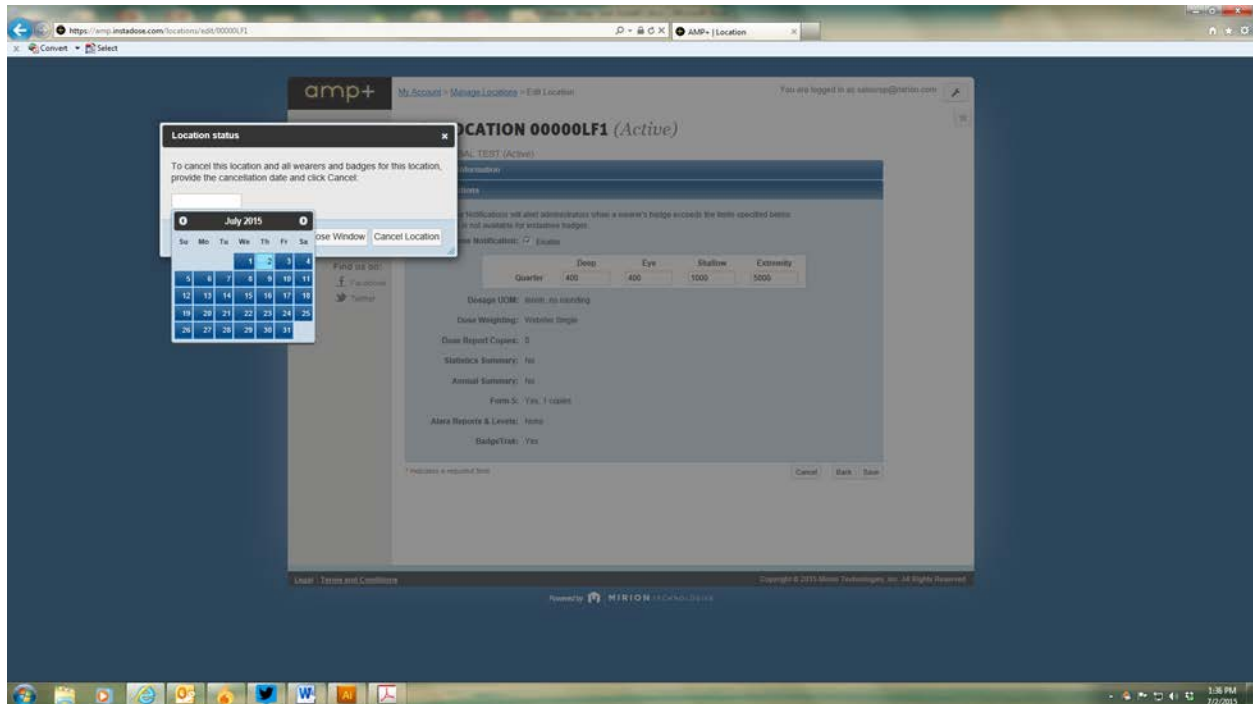
The screenshot shows the AMP+ Manage Locations page. The page title is "Manage LOCATIONS". Below the title, it says "87478 - GLOBAL WEST (Active)". There are filters for "Show: Active Canceled All" and a search bar. A table lists locations with columns: Location Name, Freq, Phone, City, State, Zip/Postal, and Status. The table contains five rows, all for "GLOBAL WEST (00000...)" locations. A red arrow points to the person icon next to the "Minion (00000TST)" location. The page also has a sidebar with "HOME", "SUPPORT", and "MY ACCOUNT" links, and a footer with "Find us on: Facebook Twitter".

Location Name	Freq	Phone	City	State	Zip/Postal	Status
GLOBAL WEST (00000DPT)	Quarterly	4145595586	IRVINE	CA	926145840	Active
GLOBAL WEST (00000FET)	Monthly	4145595586	IRVINE	CA	926145840	Active
GLOBAL WEST (00000LDP)	Quarterly	4145595586	IRVINE	CA	926145840	Active
GLOBAL WEST (00000NBC)	Monthly	4145595586	IRVINE	CA	926145840	Active
Minion (00000TST)	Monthly	9494191000	Irvine	CA	92614	Active

The screenshot shows the AMP+ Manage Wearers page. The page title is "Manage WEARERS". Below the title, it says "Account: 87478 : GLOBAL WEST (Active)" and "Location: 00000TST (OD Active)". There are filters for "Show: Active Canceled All" and a search bar. A table lists wearers with columns: Last Name, First Name, Wear #, ID, Account, Location, and Status. The table contains two rows, both for "TEST" wearers. The page also has a sidebar with "HOME", "SUPPORT", and "MY ACCOUNT" links, and a footer with "Find us on: Facebook Twitter".

Last Name	First Name	Wear #	ID	Account	Location	Status
TEST1		15		87478	00000TST	Active
TEST2		16		87478	00000TST	Active

## CANCEL LOCATIONS



When canceling a location if the date selected is before the next scheduled wear date, badges will not be manufactured for the wearers listed. **Note: Changes must be made 35 days before the wear period.**

To cancel a location, select the location from the “Manage Location” page.

Click the [Cancel] button. A warning message will appear, to cancel the location select a date and click [Cancel Location]. To ensure the location was cancelled from the Manage Locations screen select the radial button [Canceled] under the Select an Account and a list of your canceled accounts will be shown.

## ADD LOCATIONS

Click [Locations] under the Manage section, then click the button [Add locations] under actions.

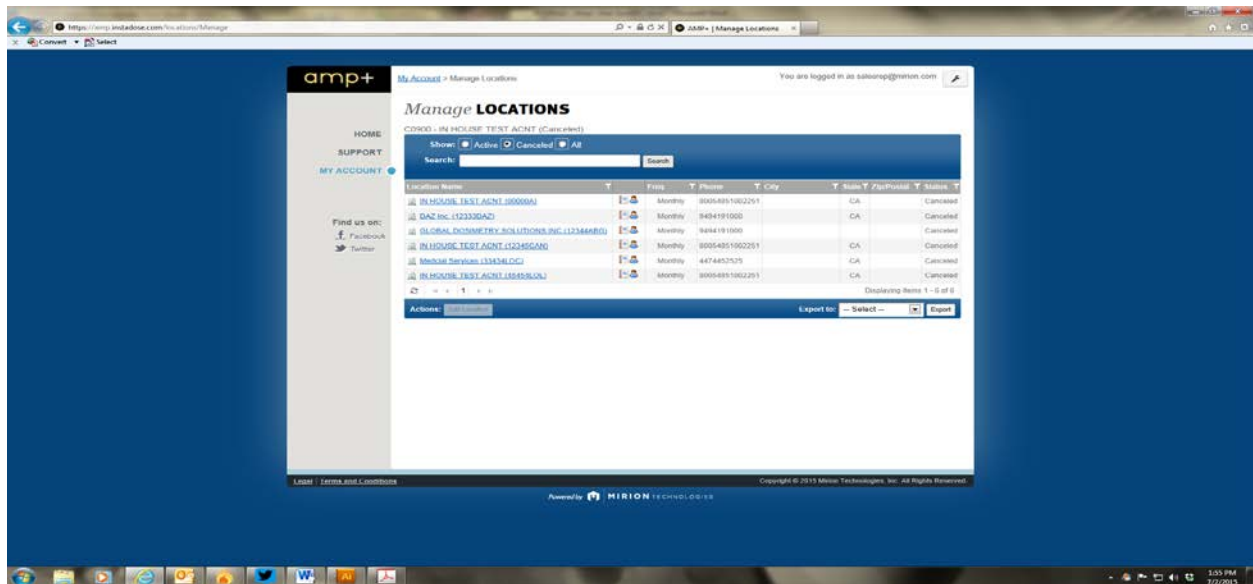
A form with 3 sections will open. When all three sections Location Information; Shipping Address; and High Dose Notifications; have been completed, click [Add Location]. For further details of each section refer to page 8.

The screenshot shows a web browser window with the URL <https://amp.instadose.com/locations/Manage>. The browser's address bar and menu bar are visible. The main content area displays a modal window titled "Add new location to 87478 - GLOBAL WEST". The modal contains a message: "Your request to add a location will be sent to customer service for review." Below this message are three sections: "Location Information", "Shipping Address", and "High Dose Notifications". The "Location Information" section is expanded and contains the following fields: "Frequency\*" (a dropdown menu with "-- Select --"), "Start Date\*" (a dropdown menu with "-- Select Frequency --"), "Location:" (a text input field with a note "Maximum of 5 digits followed by 3 alphabetic characters."), "Copy Settings From:" (a dropdown menu with "Default Settings"), and "Notes:" (a large text area). The "Shipping Address" and "High Dose Notifications" sections are collapsed. At the bottom of the modal are two buttons: "Close Window" and "Add Location". The background of the browser window shows a sidebar with links like "HG", "SUPP", and "MY ACCO", and a table with columns "Stat" and "Status". The Windows taskbar is visible at the bottom of the screen.

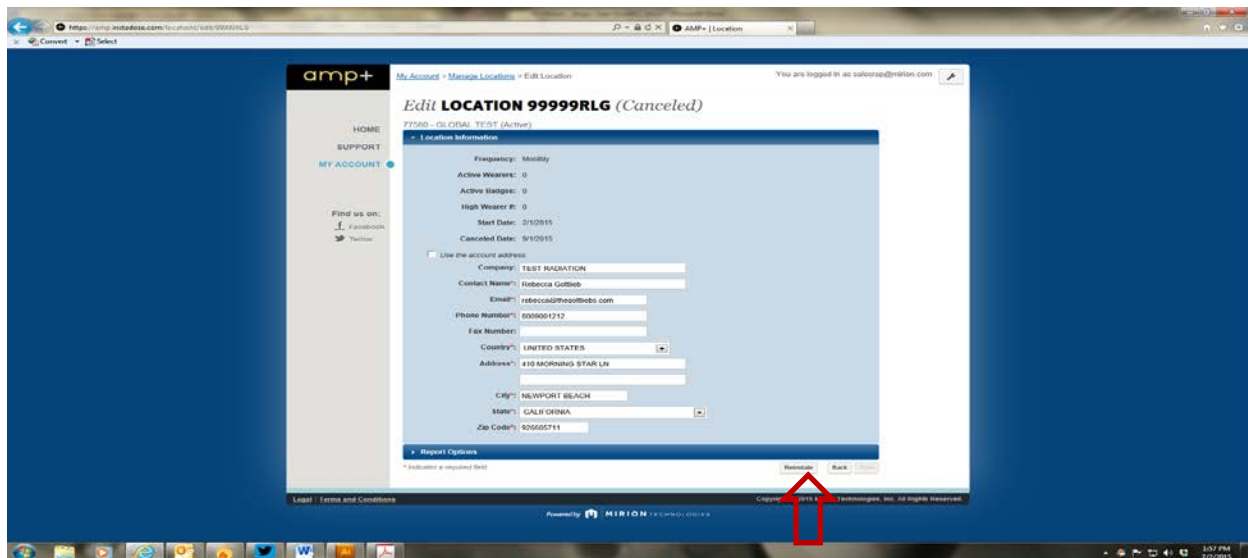
**Note: A new location will be reviewed by a Customer Support team member before it is activated within your account.**

**Additionally if you want a frequency different from what is available in the pull down menu, please enter the information in the notes section.**

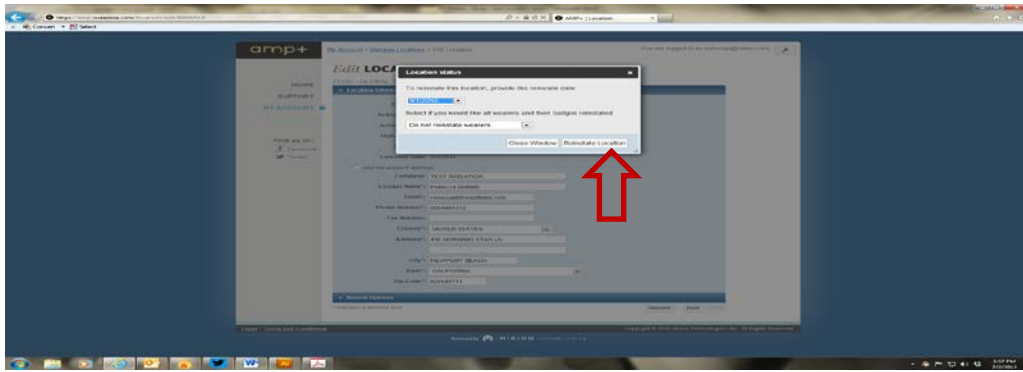
## REINSTATE LOCATIONS



To reinstate a cancelled location simply click on the location name would like to reinstate. Verify the information is still up to date then click [Reinstate].



The following window will open.



Verify the start date and select if you would like to reinstate the wearers then click [reinstate location]. The location will be reinstated.

## WEARER REQUIREMENTS

Different countries have specific requirements for the dose account records for wearers.

### **Canadian Accounts:**

The National Dose Registry requires you 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

### **United Kingdom Accounts:**

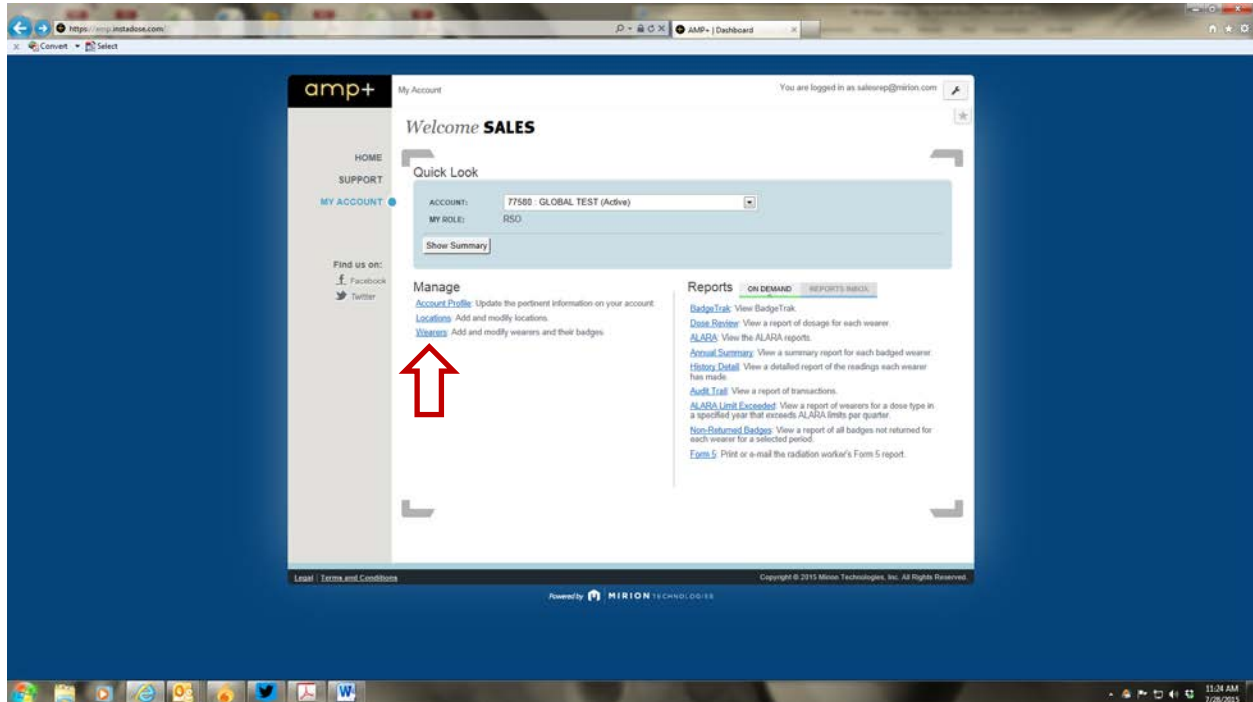
The UKRC requires you to provide the following information for each wearer:

- National insurance number

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

## MANAGE WEARERS

Access the “Manage Wearers” page by clicking on [Wearers] under the heading “Manage” on the bottom left of the home screen.

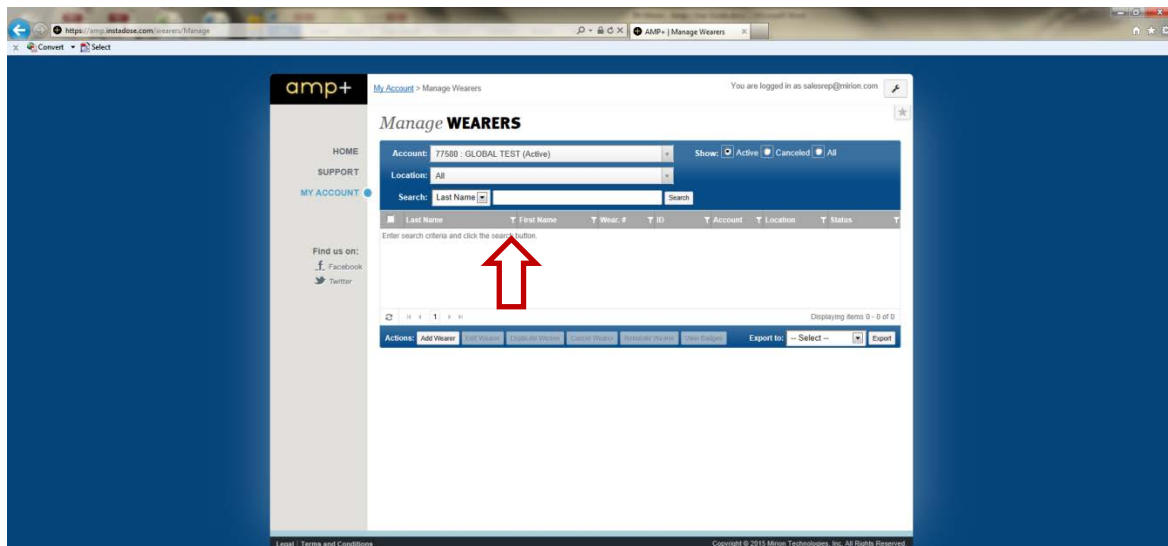


The “MANAGE WEARERS” page enables you to add, edit, reassign, transfer wearers and add badges to wearers.

You have a variety of search options: from searching an entire account, to specific wearer # in a specific location, to active or canceled wearers the choice is yours. To begin a search, select your criteria. Type either the last name, wearer ID, or wearer# (toggled by using the search bar) then click [Search]. You can also use the column headers to filter the results by clicking on the funnel icon.



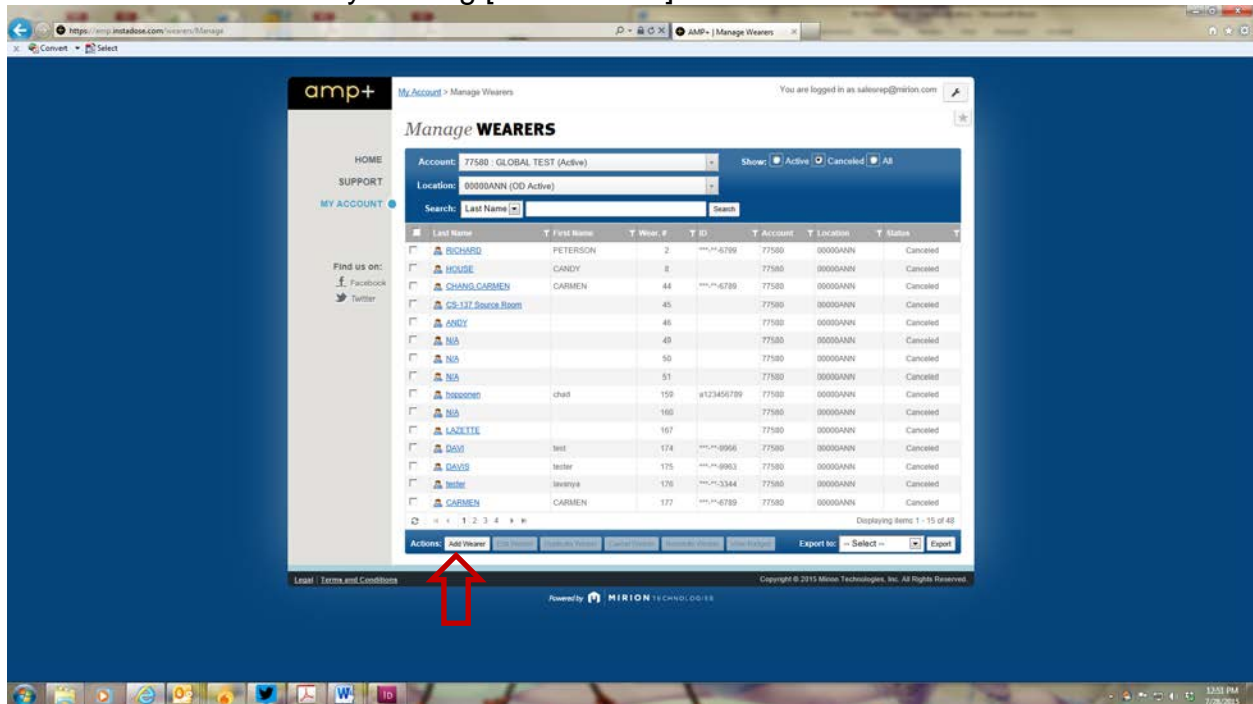
*TIP: You can perform a partial string search by entering part of a last name and click search. The search is not case sensitive.*





## ADD WEARER

You can add a wearer by clicking [Add Wearer] located next to the action buttons.



Select the account and location for the new wearer. In the “Wearer #” field you can enter a unique number or select from the following options:

- Assign highest Wearer # for this Account
- Assign highest Wearer # for this Account
- Assign Next Available for this Account

Input the required information and finish by clicking [Save and Add Badge].



**TIP:** “Role” is used determine the access level within the account a wearer should have. If you select any level above wearer level the individual will have the ability to make changes within the account specified by the role selected.

amp+ My Account > Manage Wearers You are logged in as salesrep@minion.com

**Add New Wearer**

Account: 77580 : GLOBAL TEST (Active)

Location: - Select Location -

Wearer #:   
☐ Highest # in account   
☐ Highest # in location   
☐ Next available # in account

First Name: -

Last Name:

Gender: ☒ Male ☐ Female

Identifier Number:  US Social Security Number

Date of Birth: MM/YYYY

Phone Number:

Email:

Reminders: ☐ Yes, I would like to receive reminder emails.

Username:

Role: Wearer

\* Indicates a required field.

Close Window Save and Add Badge

This will open the badge assignment screen. You can add a badge at this time or click [Close Window]. The new wearer will now be in the system.

Common badges are badge types that are the most popular in the account & location. You can use this to select the appropriate badge type or use the section “badge type” to select a different type of badge.



***TIP:** Under the badge type pull down, badge types are color coded to assist with your selection.*

*blue= badges currently in your account*

*green= accredited badges*

*red= badges that ARE NOT accredited.*

amp+ My Account > Manage WearerAdd

**Add Badge**

Common Badges: - Select Common Badge -

Badge Type: - Select Badge -

Body Region: - Select badge -

Body Part: - Select badge -

Holder Type: - Select badge -

Skat #:

Start Date:

Dates with \* have already been manufactured.

Close Window Save

Once complete click [Save]

## EDIT WEARER

Start by choosing your desired Account and Location then click “Search” or type in a name then click “Search”. Continue by checking the box next to the name you would like to edit. Click the [Edit Wearer] action button.

On this screen, you can edit the wearer’s information. Also notice from this page you can “View Badges”, “Transfer Wearers”, “Cancel Wearers”, and “Reset Password”. All of these functions will be explained further in the upcoming pages.

Once finished, click [Save].

amp+  
HOME  
SUPPORT  
MY ACCOUNT  
Find us on:  
Facebook  
Twitter

https://amp.instadose.com/wearers/Manage

**Edit Wearer # 2**

Account: 77580 : GLOBAL TEST (Active)  
Location: 00000ANN (OD Active)  
Wearer #: 2  
First Name: PETERSON  
Last Name: RICHARD  
Gender: ☒ Male ☐ Female  
Identifier Number: \*\*\*-\*\*-6799 US Social Security Number  
Date of Birth: 3/25/1984  
Phone Number:  
Dose Weighting: Opt Out of EDE  
Start Date: 7/1/2015  
Email: subramani@mirion.com  
Reminders: ☒ Yes, I would like to receive reminder emails.  
AMP+ Access: ☐  
Username: rpeterson01  
Role: Wearer

**TRANSFER HISTORY**

START	END	ACCOUNT	LOCATION	WEARER #
5/1/2007	4/17/2007	77580	00000ANN	33

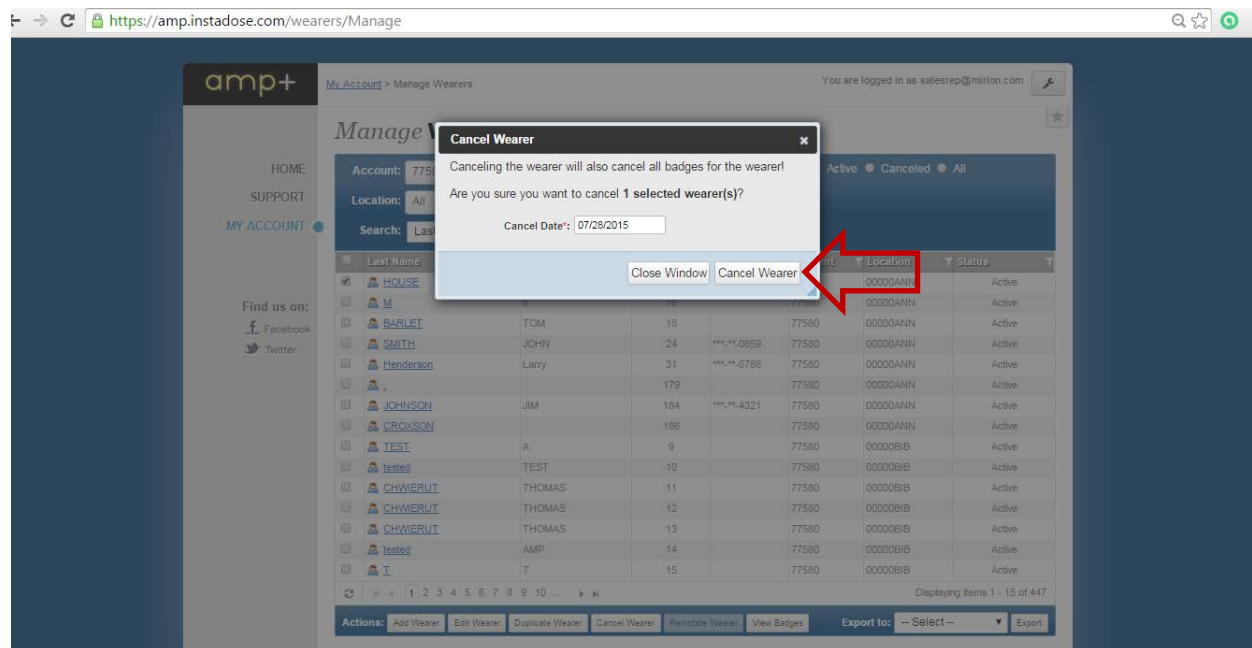
\* Indicates a required field. Last Modified on 5/20/2015

Close Window View Badges Transfer Wearer Cancel Wearer Reset Password **Save**

## CANCEL WEARER

A canceled wearer will become inactive and badges will no longer be processed as of the selected cancellation date. To begin locate the wearer you would like to cancel and click the Last name to open the record. To cancel a wearer, select the “Cancel Wearer” action button. Select a date from the “Cancel Date” menu and click [Cancel Wearer]. If you do not want to cancel, click [Close Window].

To verify the wearer was canceled, utilized the toggle between “Active, Cancel, and All” located at the top of the page to the right of “Account”.



If you reinstate a wearer they will begin to receive badges again. To begin reinstating a wearer, select a canceled wearer by toggling to the “Cancel” bubble and clicking [Search]. Select the box next to the wearer you would like to reinstate. Click the [Reinstate Wearer] action button located near the bottom.

The screenshot shows the 'amp+' web application interface for managing wearers. A modal dialog titled 'Reinstate Wearer(s)' is open in the center. The dialog contains the following fields and options:

- Reinstate On:** A date input field showing '07/28/2015'.
- Reinstate Badges:** A checkbox labeled 'Previous badges for wearer(s)' which is unchecked.
- Badge Start On:** A date input field showing 'MM/YYYY'.
- Add Daily:** A checkbox labeled 'Request a badge for the current wear period.' which is unchecked.
- Express Ship:** A checkbox labeled '(approx. 1 day) - \$50 charge applies, request must be received by 12 pm PST.' which is unchecked.
- At the bottom of the dialog are two buttons: 'Close Window' and 'Reinstate Wearer'.

A red arrow points to the 'Reinstate Wearer' button. The background interface shows a 'Manage Wearers' page with a sidebar on the left containing navigation links like 'HOME', 'SUPPORT', and 'MY ACCOUNT'. The main area displays a table of wearers with columns for Name, Location, Status, and a detailed badge table. The bottom of the page has an 'Actions' bar with buttons like 'Add Wearer', 'Edit Wearer', 'Duplicate Wearer', 'Cancel Wearer', 'Reinstate Wearer', 'View Badges', 'Export to: ~Select~', and 'Export'.

## DUPLICATE WEARER

The duplication feature is great to use if you need to create a group of new badges for a special project. Instadose badges will not be created for duplicated wearers. Badge start date will be the next wear date.

Fill out the necessary fields on the screen below. 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:

- Highest # in Account
- Highest # in Location
- Next available # in account

Next, enter the number of duplicates you would like to create and click [Duplicate Wearer].

To locate the duplicated badges select the “Last Name” option from the pull down menu next to the “Search” field. Enter the Last Name of the record you duplicated and click [Search]. 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.

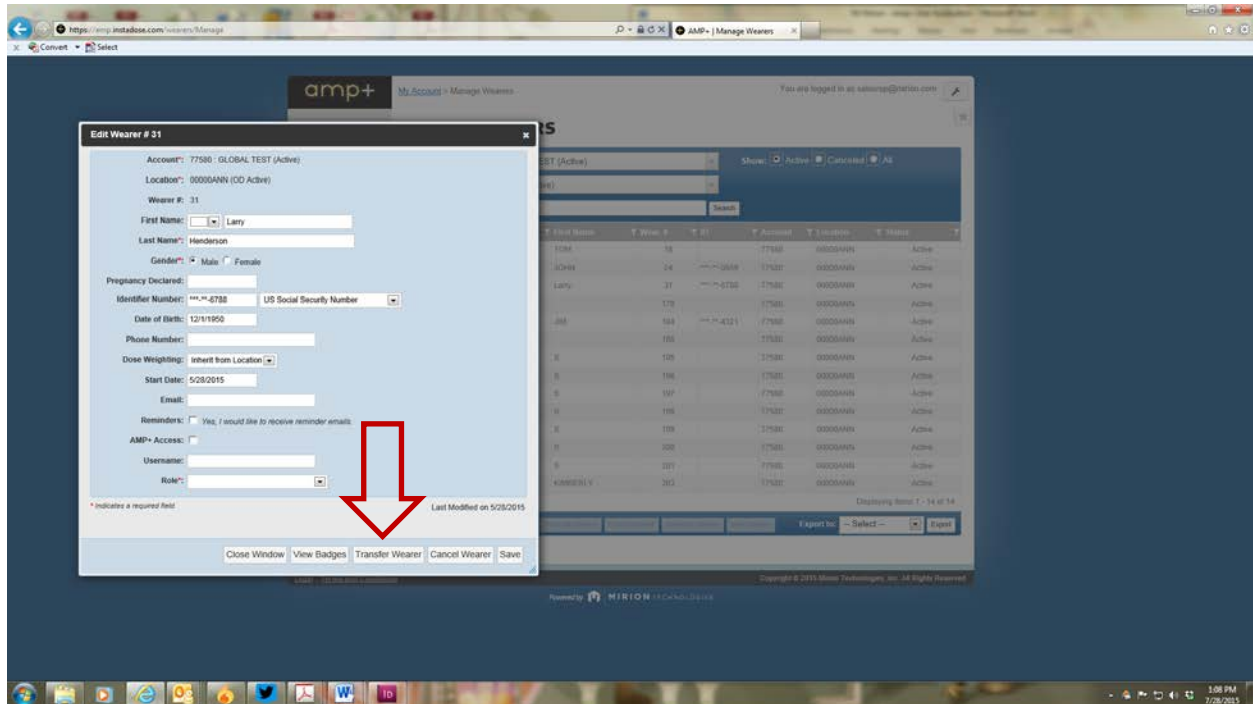
The screenshot shows the AMP+ Manage Wearers interface. A modal dialog titled "Duplicate Wearer" is open, prompting the user to enter a starting wearer and the quantity to duplicate. The dialog includes the following fields and options:

- Account: 77580
- Location: 00000ANN
- Wearer: 16 - M, s (Active)
- Starting Wearer #: 195 (with a dropdown menu for selection)
- Options: ☒ Highest # in account, ☐ Highest # in location, ☐ Next available # in account
- Duplicate Quantity: (empty field)
- Buttons: Close Window, Duplicate Wearer

A red arrow points to the "Duplicate Wearer" button. The background shows a table of wearers with columns for Last Name, Location, and Status. The table is filtered by "Last Name" and shows 15 items.

## TRANSFER WEARER

To transfer a wearer to a different location within your account, use the transfer option under the “Edit Wearers” action button. Next, click the [Transfer Wearer] action button.

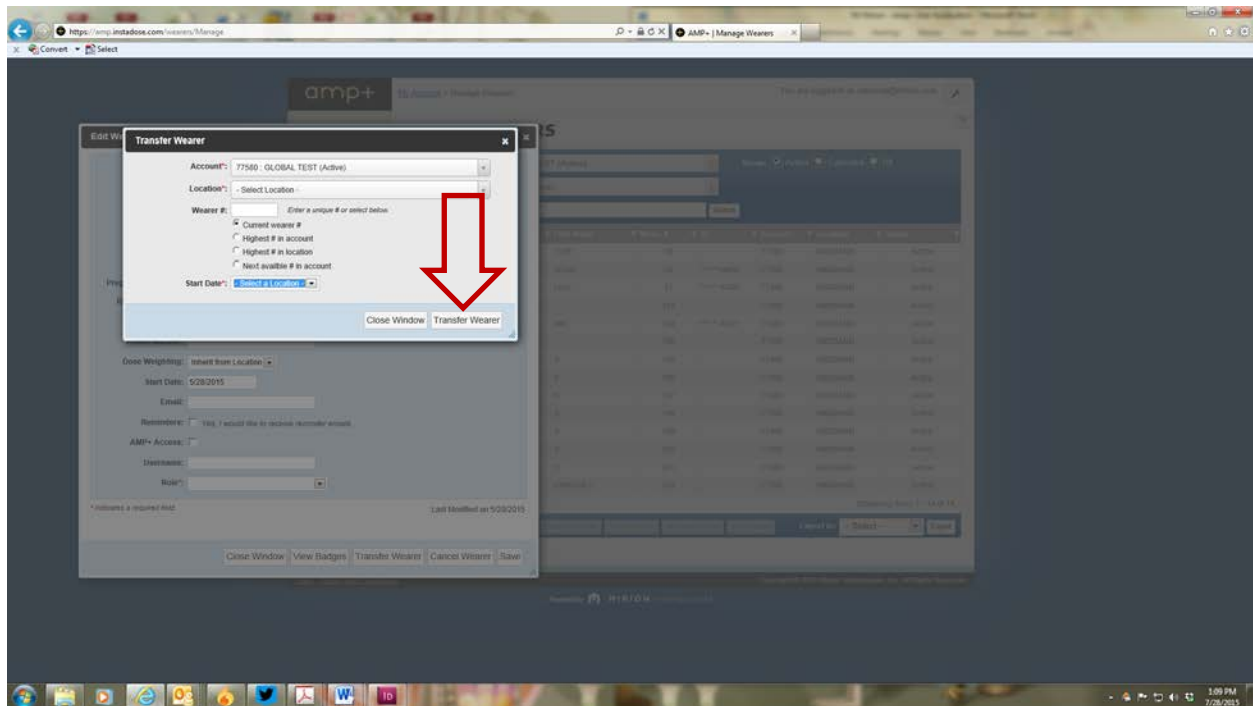


The screen shown below will open. At this point select the Account, Location, Wearer # and Start Date.

Under Wearer #, you can either select a unique wearer number or select from the following options:

- Current wearer #
- Highest # in account
- Highest # in location
- Next available # in account

Once the information is inputted and correct, click [Transfer Wearer].





## VIEW BADGES

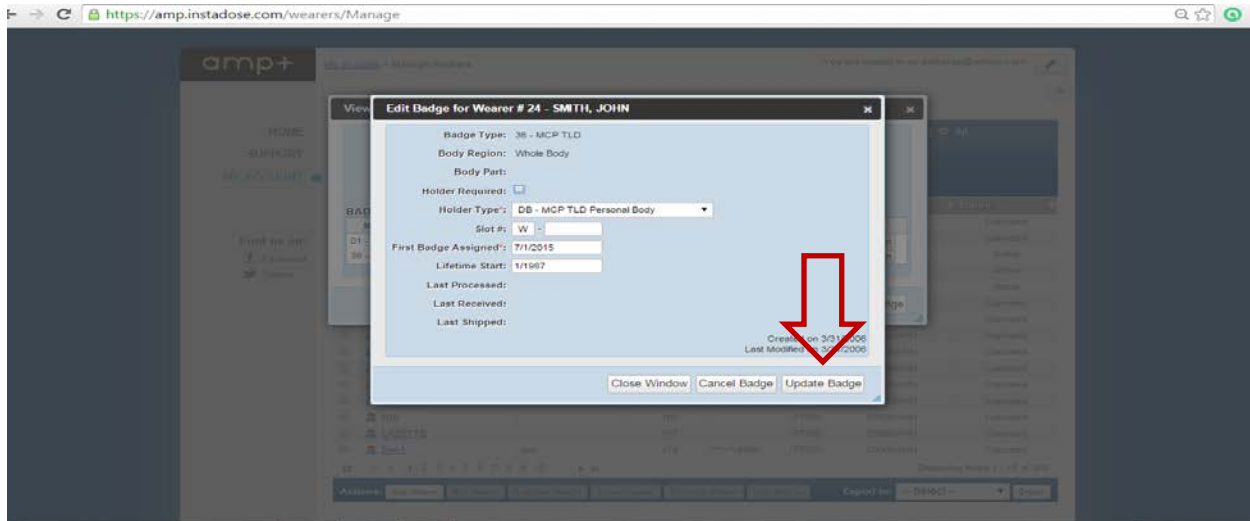
Start by choosing your desired Account and Location then click “Search” or type in a name then click [Search]. Continue by checking the box next to the wearer you would like to view. By selecting a wearer then clicking the [View Badges] action button, you can edit a badge by clicking [Edit] or reassign a badge by clicking [Reassign] then simply fill in the required fields. The option also exists for you to add a badge to a wearer by clicking [Add Badge].

The screenshot shows the 'amp+' web application interface. The main header includes the 'amp+' logo and navigation links for HOME, SUPPORT, and MY ACCOUNT. The user is logged in as 'alek@amp.com'. The 'Manage Wearers' section is active, displaying a list of wearers. A modal window titled 'View Badges' is open, showing details for a specific wearer (Account: 77500, Location: 00000ANN, Wearer #: 24, Name: SMITH, JOHN). The modal contains a table of badges with columns: BADGE TYPE, BODY REGION, BODY PART, SLOT #, LAST PROCESSED, STATUS, and ACTION. The table lists two badges: '01 - Film Badge' (Whole Body, W-0, Canceled) and '30 - MCP TLD' (Whole Body, W-0, Active). The 'ACTION' column for each badge has 'Edit' and 'Reassign' buttons. Below the table are 'Close Window' and 'Add Badge' buttons. A red arrow points to the 'View Badges' button in the bottom action bar of the main interface.

BADGE TYPE	BODY REGION	BODY PART	SLOT #	LAST PROCESSED	STATUS	ACTION
01 - Film Badge	Whole Body	W - 0	-	-	Canceled	Edit Reassign
30 - MCP TLD	Whole Body	W - 0	-	-	Active	Edit Reassign

## EDIT/ CANCEL/ UPDATE BADGES

Under the edit badge option, you can make updates to the holder type, assign date, lifetime start date, or cancel/update badges. Once edits are completed, click [Update Badge].



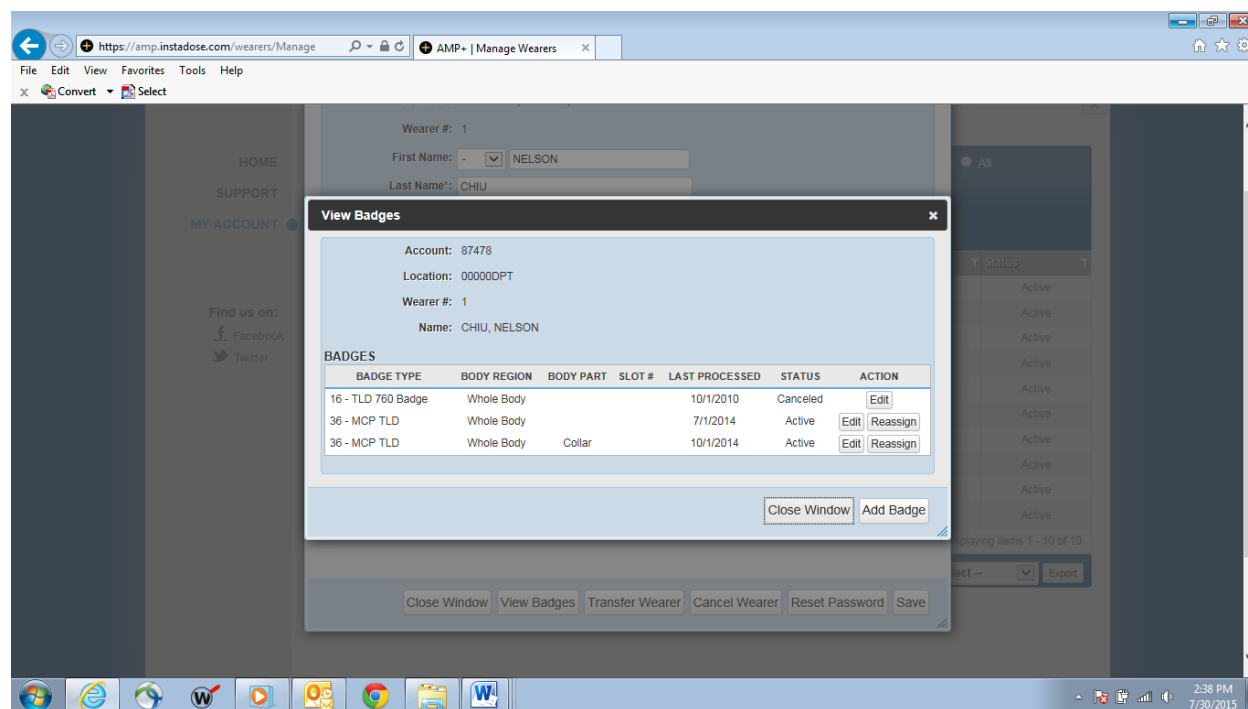
## REASSIGN BADGES

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 for wearers.

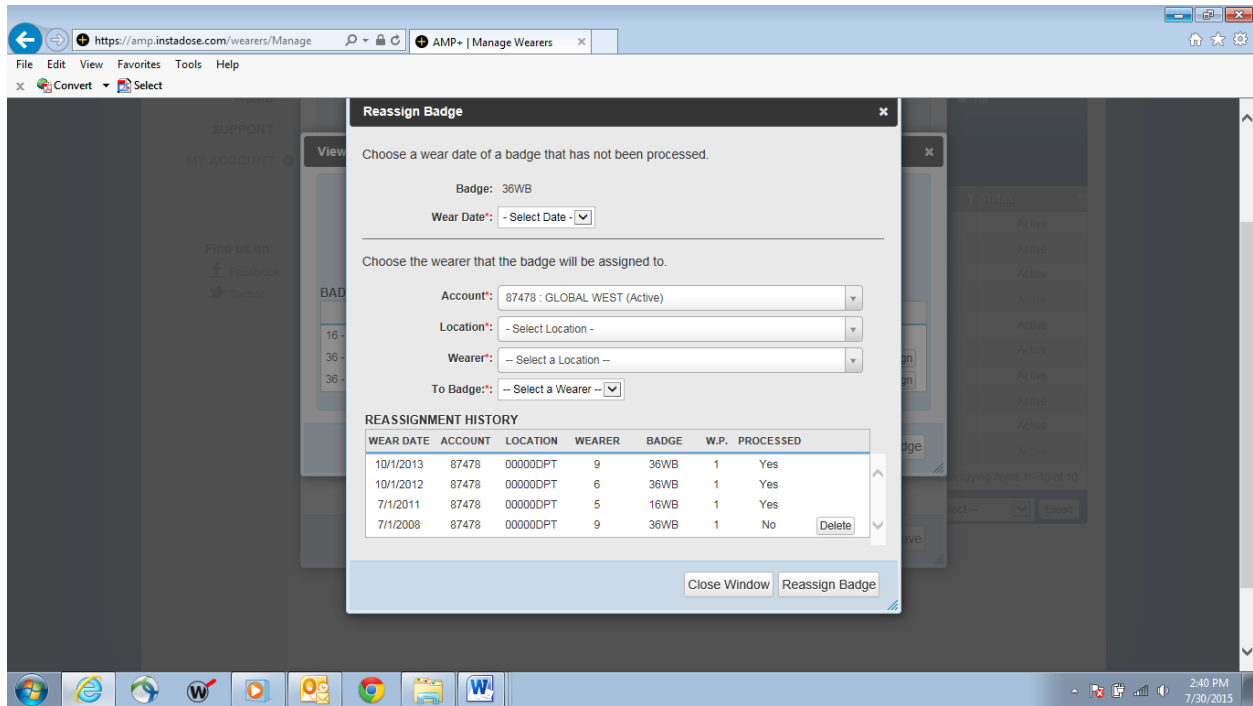
### *REASSIGNMENT FOR A NEW PERMANENT WEARER:*

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.

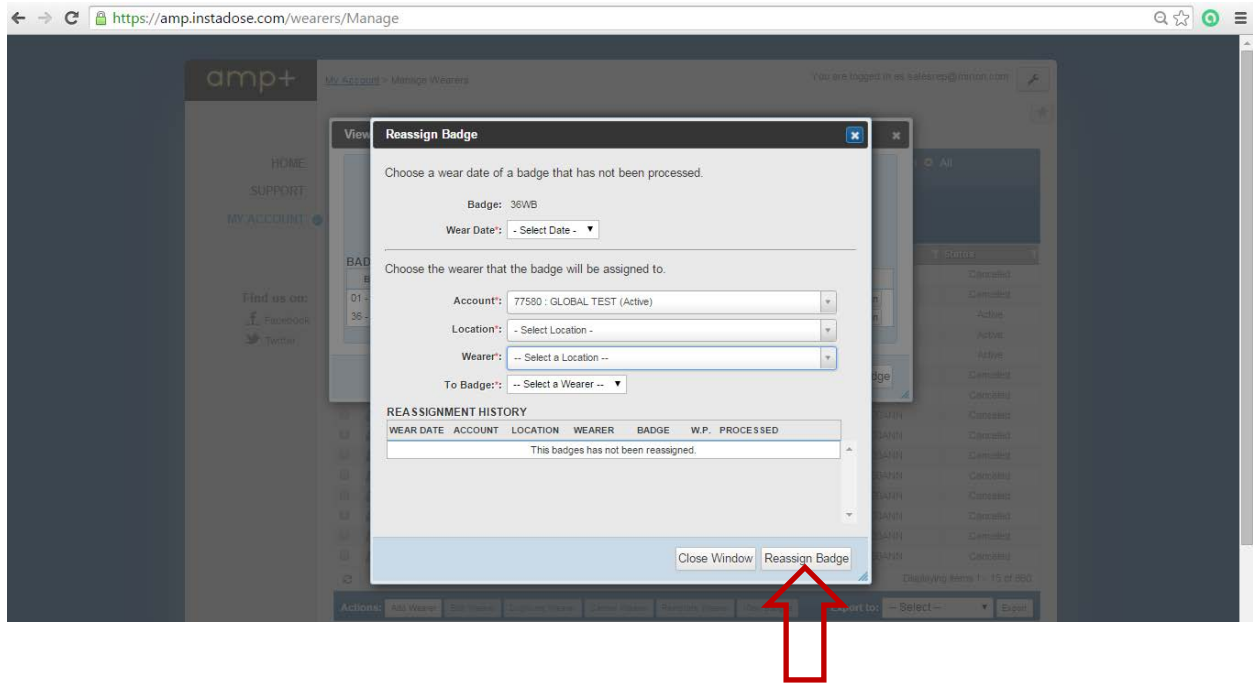
Start by selecting a wearer from the manage wearer screen then click [View Badges]. The following screen will open.



Next, select the badge for reassignment. The following screen will open.



Select your desired Wear Date, Account, Location, Wearer and badge to assign and click [Reassign Badge].



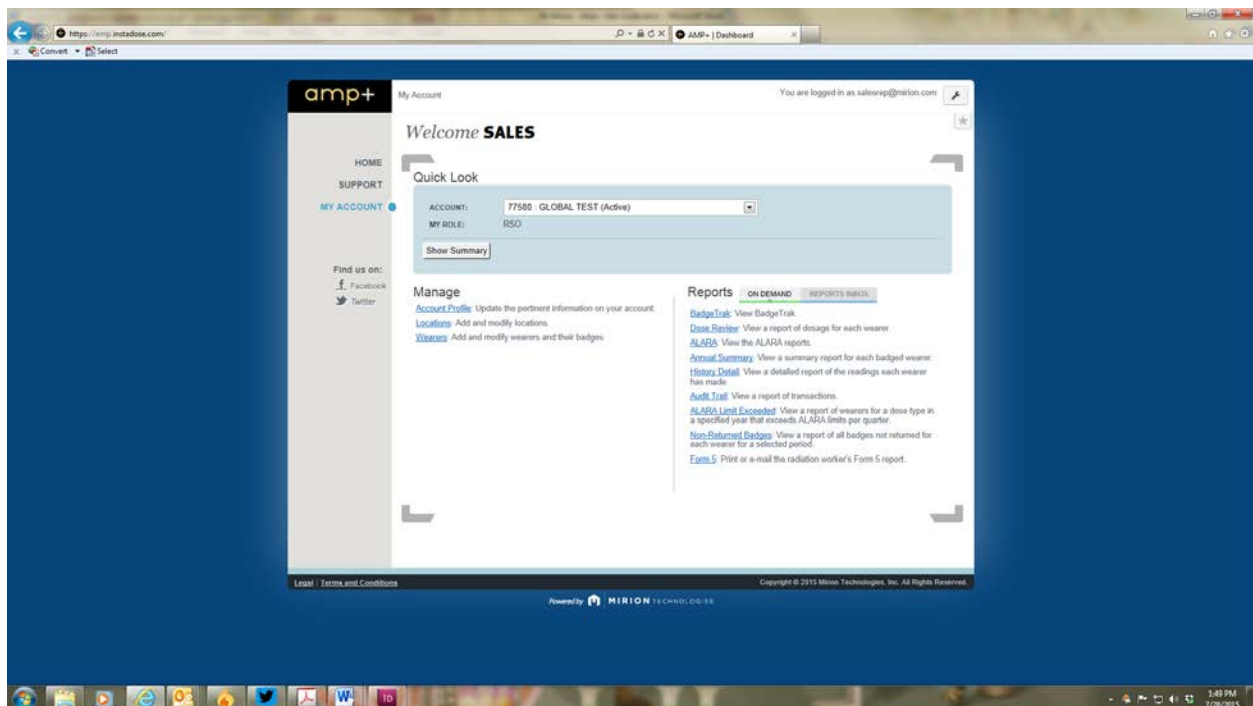
## REPORTS

With the reports navigational dashboard you can choose from a variety of reports.

Reports in the **On Demand** section can be generated in real time. Reports in the **In Box** section are reports you have signed up to receive once they are generated and the results are available.

### On Demand reports:

- BadgeTrak
- Dose Review
- ALARA
- Annual Summary
- History Detail
- Audit Trail
- Non-Return badges
- Form 5



### In Box reports:

Your report inbox will contain the reports you have signed up to receive such as:

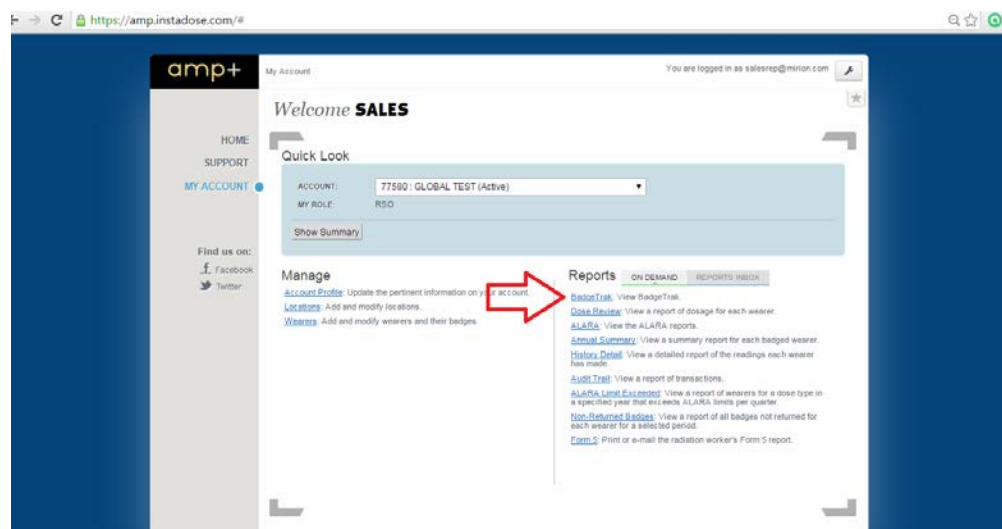
- Dose History
- Annual Summary
- Form 5
- Termination
- Invoices

## ON DEMAND- BADGETRAK

BadgeTrak is a program used to track all your badges that are currently in your account. It also provides the necessary data to maintain control of the badges sent to your facility and returned for processing.

Before utilizing this feature, ensure that you have authorized pop-ups from this website to appear.

BadgeTrack is independent of the badge receiving system used at Mirion to begin the badge processing process. This system is strictly for tracking badges within your account.



[https://badgetrak.mirioncorp.com/x/pub/all\\_badges.aspx?acc=77580&loc=ALL&token=Nzc1ODBBTEw=&vinv=y&sup=++1](https://badgetrak.mirioncorp.com/x/pub/all_badges.aspx?acc=77580&loc=ALL&token=Nzc1ODBBTEw=&vinv=y&sup=++1)

HOME TRACK BADGES LETTERS FAQs USER GUIDE

### My BADGETRAK

Account: 77580 Location: ALL  
Data range: Last 16 months

FILE FILTERS: All Processed Non-processed ACTIONS: Verify Return Purge

Page 1 of 1 Rows 1 HTML PDF Print

Acc #	Location	Mon. First Day	Freq.
77580	00001LIN	7/1/2015	M
77580	00000ANN	4/1/2015	O
77580	00000BOB	4/1/2015	O
77580	00000CHA	4/1/2015	O
77580	00000DPT	4/1/2015	Q
77580	00000SPE	4/1/2015	O
77580	10000WW	4/1/2015	Q

Legend: ■ Loaded file

Bar Code	Verif?	Ret?	Location	First Day	Last Day	Last Name	Wearer #	Scanned
3608487611			00001LIN	7/1/2015	7/31/2015	tester	1	

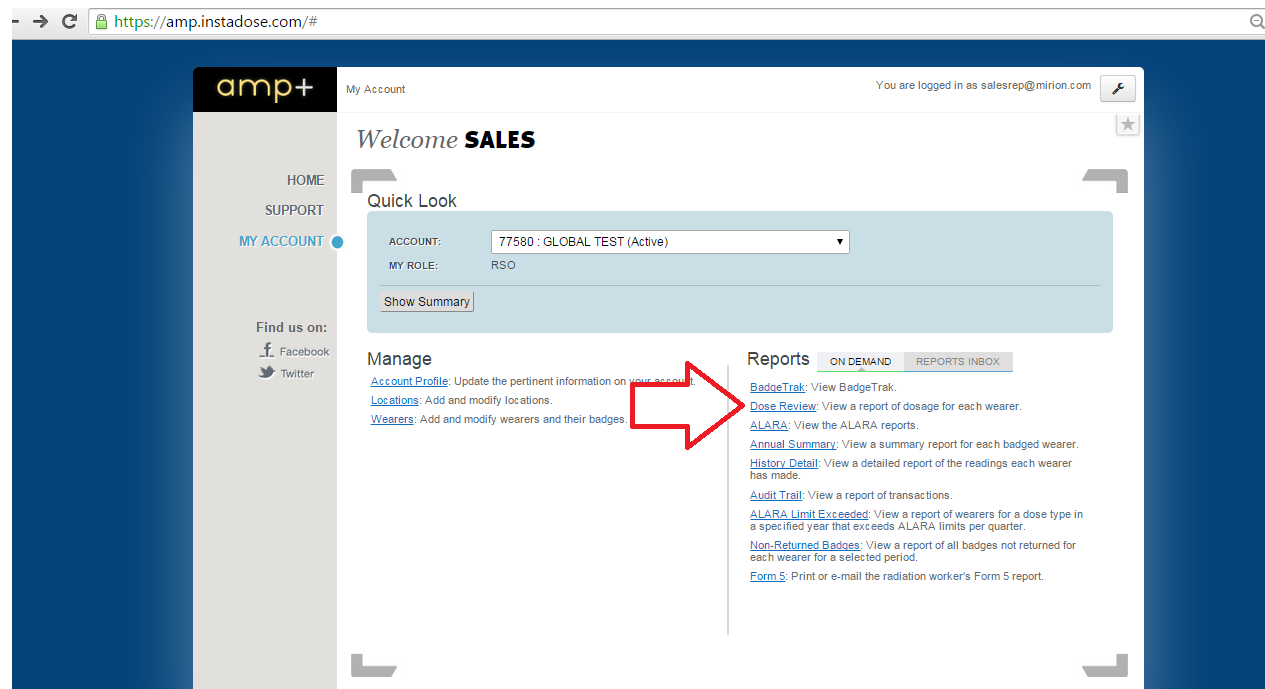
## ON DEMAND- DOSE REVIEW

Dose Review enables you to quickly find and filter searches to receive accurate historical data of dosage.

In order to review dosage, you must click on [Dose Review].

Proceed by selecting an account and location. Then input “Search by” criteria, period, dose types, dose, and UOM (unit of measure).

To finish, click [Run Report].



## ON DEMAND- ALARA

To access ALARA reports click on the [ALARA] link below the Reports heading. Then proceed to fill out necessary information.

To generate the report, input the necessary information then click [Run Report].

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/Alara>. The page is titled "Alara REPORT" and shows a user logged in as salesrep@mirion.com. On the left sidebar, the "MY ACCOUNT" link is highlighted with a red box and a red arrow pointing to the "Report Settings" form. The form contains the following fields:

- Account\*: 77580 - GLOBAL TEST (Active)
- Location: All locations
- Wearer: - Select a location -
- Enter Year: 2015
- Enter Quarter: Full

At the bottom of the form, there is a note: "\* Indicates a required field." and two buttons: "Cancel" and "Run Report".



## ON DEMAND- ANNUAL SUMMARY REPORT

The “Annual Summary Report” provides a detailed summary report for each badged wearer.

To access this data, simply click on the [Annual Summary Report] link under the Reports heading. Input the information in the required fields. To finish, to finish click [Run Report].

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/AnnualSummary>. The page is titled "Annual Summary REPORT" and is part of the AMP+ system. A red arrow points to the "MY ACCOUNT" link in the left sidebar. The main content area contains a "Report Settings" form with the following fields:

- Account: 77580 : GLOBAL TEST (Active)
- Location: All locations
- Wearer: - Select a location -
- Enter Year: 2015
- Enter Quarter: Full

At the bottom of the form, there are "Cancel" and "Run Report" buttons. A small asterisk indicates that the "Wearer" field is required.

## ON DEMAND- HISTORY DETAIL

“History Detail” provides a detailed report of the readings for each wearer.

To access the “History Detail” reports click on the [History Detail] link under Reports. Input the information into each of the fields then select [Run Report].

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/HistoryDetail>. The page is titled "History Detail REPORT" and is part of the "amp+" system. The user is logged in as salesrep@mirion.com. The page features a sidebar with navigation links: HOME, SUPPORT, and MY ACCOUNT. The MY ACCOUNT link is highlighted with a red box, and a red arrow points from it to the "Report Settings" section. The "Report Settings" section contains the following fields:

- Account\*: 77580 - GLOBAL TEST (Active)
- Location\*: All locations
- Wearer\*: - Select a location -
- Start Period\*: 6/30/2015
- End Period\*: 6/30/2015

At the bottom of the form, there are "Cancel" and "Run Report" buttons. A note at the bottom left states: "\* Indicates a required field."

## ON DEMAND- AUDIT TRAIL

“Audit Trail” provides a detailed list of the changes made to your account online.

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, click [Run Report] once you have made your selections.

Your results will be populated. You may export your results by clicking [Export to].

The screenshot shows the AMP+ web application interface for generating an Audit Trail report. The browser address bar displays <https://amp.instadose.com/Reports/AuditTrail>. The page header includes the AMP+ logo, a breadcrumb trail "My Account > Audit Trail", and a login status "You are logged in as salesrep@mirion.com". A sidebar on the left contains navigation links: HOME, SUPPORT, and MY ACCOUNT (which is highlighted with a blue dot and a red arrow). Below the sidebar are social media links for Facebook and Twitter. The main content area is titled "Report AUDIT TRAIL" and contains a "Report Settings" section. This section includes dropdown menus for "Account:" (set to "77580 : GLOBAL TEST (Active)") and "Location:" (set to "All locations"). It also has text input fields for "Start Period:" (6/30/2014) and "End Period:" (6/30/2015). A "Filter by:" section contains checkboxes for "All" (checked), "Additions", "Cancellations", "Modifications", "Reassigns", "Reinstates", and "Transfers". At the bottom right of the settings section are "Cancel", "Reset", and "Run Report" buttons. A small asterisk note indicates that fields with an asterisk are required.

## ON DEMAND- ALARA LIMIT EXCEEDED

“ALARA Limit Exceeded” enables you to view a report of wearers for a dose type in a specified year that exceeds ALARA limits per quarter.

To receive the report, input the necessary information then select [Run Report].

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/ExceedsAlara>. The application is titled "amp+" and shows the user is logged in as salesrep@mirion.com. The main heading is "Report ALARA LIMIT EXCEEDED".

On the left sidebar, the "ACCOUNT" menu item is highlighted with a red box. A red arrow points from this box to the "Report Settings" section of the form.

The "Report Settings" section contains the following fields:

- Account: 77580 : GLOBAL TEST (Active)
- Location: - Select Location -
- Dose Type: Deep
- Year: 2015

At the bottom right of the form are buttons for "Cancel", "Reset", and "Run Report". A small asterisk indicates a required field.

## ON DEMAND- NON-RETURNED BADGES

The “Non-Returned Badges” link provides 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 in the box. Click [Run Report] once you have made your selections.

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/NonReturnedBadges>. The page title is "Report NON-RETURNED BADGES". The user is logged in as salesrep@mirion.com. The sidebar on the left has links for HOME, SUPPORT, and MY ACCOUNT (highlighted with a blue dot and a red arrow). Below the sidebar, there are social media links for Facebook and Twitter. The main content area contains a "Report Settings" form with the following fields:

- Account: 77580 : GLOBAL TEST (Active)
- Location: All locations
- Frequency: - Select -
- Period: 6/30/2014 - 6/30/2015
- Include Controls: ☐

At the bottom right of the form are "Reset" and "Run Report" buttons. A small red asterisk indicates a required field.

## ON DEMAND- FORM 5

The “Form 5” link enables you to print or email the radiation worker’s Form 5 report.

To receive the report, input the necessary information then select [Run Report].

amp+ My Account > Form 5 You are logged in as salesrep@mirion.com

### Form 5 REPORT

▼ Report Settings

Account\*: 77580 : GLOBAL TEST (Active)

Location: All locations

Wearer: - Select a location -

Enter Year\*: 2014

\* Indicates a required field.

Cancel Run Report

Find us on:  
Facebook  
Twitter

## IN BOX- DOSE HISTORY

The “Dose History” link enables you to view a history of dosage for all GDS badges.

To Access, click [REPORTS INBOX] next to “ON DEMAND”. Then click on the [Dose History] link.

To receive the report, input the necessary information then click [Run Report].

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/GDSDoseHistory>. The page features a dark blue header with the 'amp+' logo and a navigation menu on the left with links for HOME, SUPPORT, and MY ACCOUNT. The main content area is titled 'Dose History REPORT' and includes a 'Report Settings' section. This section contains two dropdown menus: 'Account:' set to '77580 : GLOBAL TEST (Active)' and 'Location:' set to 'All locations'. Below these fields is a small note: '\* Indicates a required field.' At the bottom right of the settings section are 'Cancel' and 'Run Report' buttons. A red arrow points from the 'MY ACCOUNT' link in the sidebar to the 'Report Settings' section.

## IN BOX- ANNUAL SUMMARY

The “Annual Summary” link enables you to view a summary report for each badged wearer.

To receive the report, input the necessary information then click [Run Report].

The screenshot displays the AMP+ web application interface. The browser address bar shows the URL <https://amp.instadose.com/Reports/GDSAnnualSummary>. The page header includes the AMP+ logo, a breadcrumb trail 'My Account > Annual Summary', and a login status 'You are logged in as salesrep@mirion.com'. The left sidebar contains navigation links: HOME, SUPPORT, and MY ACCOUNT (highlighted with a blue dot and a red arrow). The main content area is titled 'Annual Summary REPORT' and features a 'Report Settings' section. This section contains two dropdown menus: 'Account' (set to '77580 : GLOBAL TEST (Active)') and 'Location' (set to 'All locations'). Below these fields is a small note: '\* Indicates a required field.' At the bottom right of the form are 'Cancel' and 'Run Report' buttons.



## IN BOX- ALARA

AMP+ provides you with the flexibility to select criteria's to create your report: choose a specific location, all or one wearer, year and quarter to generate your report. Once you have made your selection, click [Run Report] to view and download your generated report.

The screenshot displays the AMP+ web application interface for generating an Alara report. The browser address bar shows the URL <https://amp.instadose.com/Reports/GDSAAlara>. The user is logged in as `salesrep@mirion.com`. The main content area is titled "Alara REPORT". On the left, a sidebar contains navigation links: "HOME", "SUPPORT", and "MY ACCOUNT" (which is highlighted with a blue dot). A red arrow points from the "MY ACCOUNT" link to the "Report Settings" form. The form includes two dropdown menus: "Account:" set to "77560 : GLOBAL TEST (Active)" and "Location:" set to "All locations". Below these fields, a small red asterisk indicates a required field. At the bottom right of the form are "Cancel" and "Run Report" buttons. Social media links for Facebook and Twitter are visible in the bottom left of the sidebar.

## IN BOX- FORM 5

The “Form 5” link enables you to print or email the radiation workers’ Form 5 report.

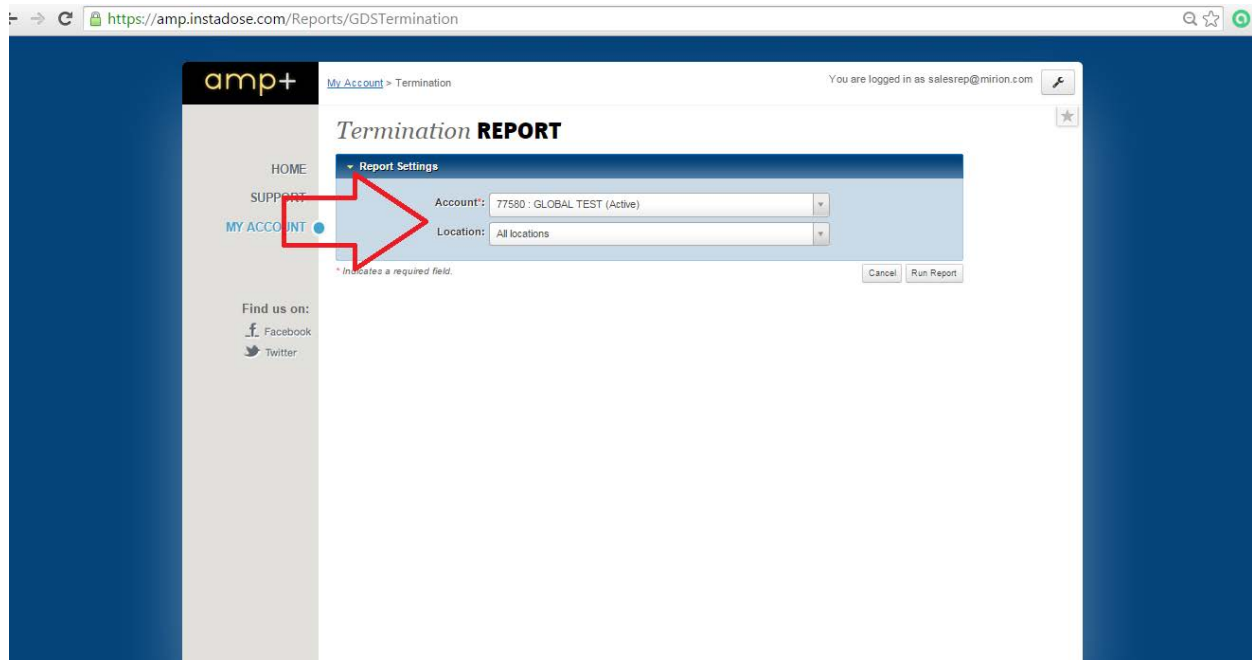
To receive the report, input the necessary information then select [Run Report].

The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/GDSForm5>. The page is titled "Form 5 REPORT" and is part of the "amp+" application. The user is logged in as "salesrep@mirion.com". The left sidebar contains navigation links: HOME, SUPPORT, and MY ACCOUNT (which is highlighted with a red box and a red arrow pointing to the "Report Settings" form). Below the navigation links, there are social media links for Facebook and Twitter. The "Report Settings" form has two dropdown menus: "Account:" with the value "77580 : GLOBAL TEST (Active)" and "Location:" with the value "All locations". There are "Cancel" and "Run Report" buttons at the bottom right of the form. A small note below the form states "Indicates a required field."

## IN BOX- TERMINATION

The “Termination” link enables you to print employee termination reports.

To receive the report, input the necessary information then select [Run Report].



The screenshot shows a web browser window with the URL <https://amp.instadose.com/Reports/GDSTermination>. The page is titled "Termination REPORT" and is part of the "amp+" system. A sidebar on the left contains navigation links: HOME, SUPPORT, and MY ACCOUNT (which is highlighted with a blue dot). A red arrow points from the MY ACCOUNT link to the "Report Settings" section of the form. The form includes two dropdown menus: "Account:" with the value "77580 : GLOBAL TEST (Active)" and "Location:" with the value "All locations". Below these fields, there is a small note: "\* Indicates a required field." At the bottom right of the form are two buttons: "Cancel" and "Run Report". The top right of the page indicates the user is logged in as "salesrep@mirion.com".

## IN BOX- INVOICES

The “Invoices” link enables you to view account and location invoices.

To receive the report, input the necessary information then select [Run Report].

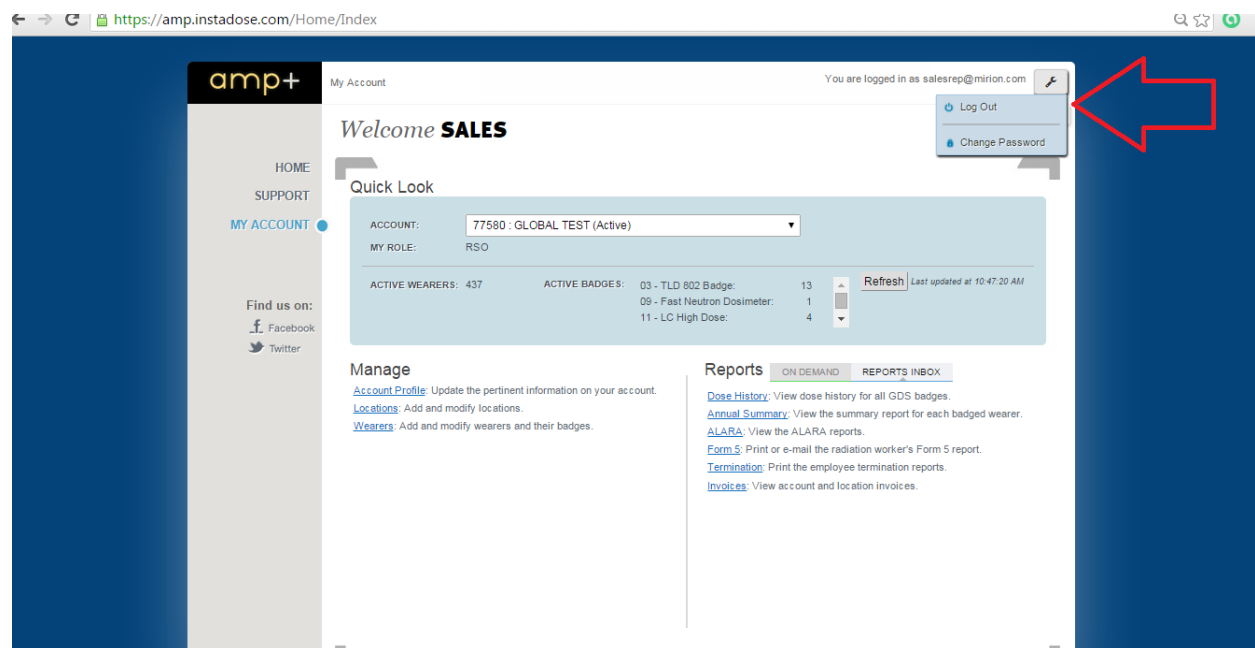
The screenshot displays the 'amp+' web application interface. The browser address bar shows 'https://amp.instadose.com/Reports/GDSInvoices'. The user is logged in as 'salesrep@mirion.com'. The main content area is titled 'Invoices REPORT'. On the left, a sidebar contains navigation links: 'HOME', 'SUPPORT', and 'MY ACCOUNT' (which is highlighted with a blue dot). A red arrow points from the 'MY ACCOUNT' link to the 'Report Settings' form. The form contains two dropdown menus: 'Account\*' (set to '77580 : GLOBAL TEST (Active)') and 'Location' (set to 'All locations'). Below these fields, a small text label reads 'Indicates a required field.' At the bottom right of the form are 'Cancel' and 'Run Report' buttons. The footer of the page includes 'Find us on:' with links to Facebook and Twitter, and a small text 'ascriotvoid(0)'.

## LOG OUT/ CHANGE PASSWORD

Once finished with the program, go to the wrench icon at the top right of the screen and click. Upon clicking, you will notice that from here you are able to log out or change your password.

To log off, simply click [Log Out].

To change your password, click [Change Password]. At this point you will need your current password. Enter your old password followed by the new password. Retype your new password again and click [Save].





## QUESTIONS?

Our priority is you! Our Customer Care department is committed to providing outstanding support and delivering excellence in each and every interaction with our dosimetry customers.

Get in touch with us!

Customer Service Phone: **1.949.419.1000**

Toll-Free: **1.800.251.3331**

United Kingdom Customer Service Phone: **0845 601 7724**