



Welcome to our guide to Landauer Direct. Here you will find our most common questions and tasks.

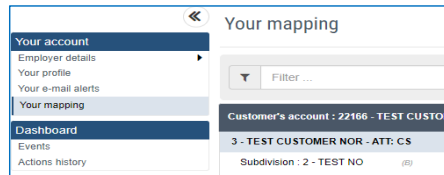
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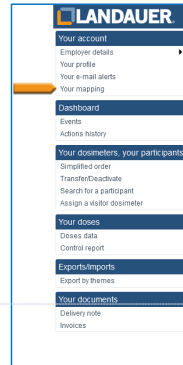
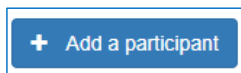


## Create a Participant

1. Click on "Your Mapping" and choose the subdivision for which you want to add a new participant.



2. In the menu, click on "Add a participant"



Commented [LM1]: Don't understand this selection?

Commented [KC2R1]: I think you see it when you log in to Landauer Direct, I can show you if you want?

3. Using the Search function, type in the first few letters of the participant's first or last name, to check that the participant does not already exist.

Select "Click here to add a new participant" below the list of suggestions. If the participant already exists, click on its name and proceed to **step 7**

Participant information creation

Name of the participant :

No suggestion of an existing participant

[Click here to add a new participant](#)

Fill in as necessary - mandatory fields are indicated by a (\*)

- Category A – dosimeters required by work
- Category B – dosimeters optional by work

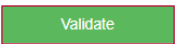
If you do not have the full social security number, it is possible to fill it out later.

Social security number should be filled in using one of the below format :

- For Swedish Customers:        YYYYMMDDxxxx
- For Norwegian Customers:    DDMMYYxxxxx
- For Danish Customers:        DDMMYY{xxxx}

*If you have a foreign social security number, please contact Customer Service.*

Internal participant number- for example employment number.

Click on "Validate"  to save. The participant details will be displayed.

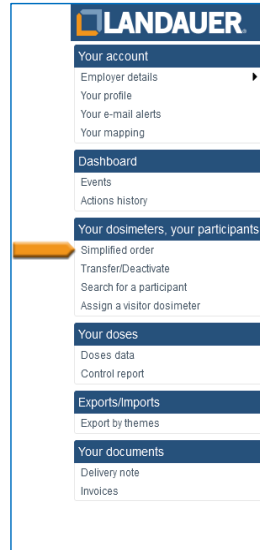
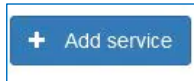
Commented [LM3]: As per Sinem's comments in other draft: should there be a dash in the Social Security No for Danish? To be checked

Commented [KC4R3]: I can ask SIS/ Lotta

Commented [LM5R3]: decided to remove the dash for now as it is that way in LDR Direct

## Add a dosimetry service

1. Select "Simplified order" from the menu
2. Click on the subdivision in which you want to add the service
3. There are two possibilities:
  - a. The participant already exists = follow step 4 below
  - b. The participant does not exist = follow the instructions on how to create a participant on **page 2**.
4. Click on the participant number (left column)
5. Click on "Add service" at the bottom right of the new window
6. Click on «Add Service » to select the required service(s) and tick each box

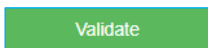


7. Choose the start date of the Wear Period. If the other dosimeters for the Wear Period have already been manufactured, select "Express Shipment."

Note! there is no extra charge for this.

If you know the end date for the next dosimetry service, enter it in the "End date of next wear period" column otherwise leave it with "none" filled in.

8. Click "Validate"



Service	Beginning date of next wear period	End date of next wear period
<input checked="" type="checkbox"/> IPLUS 2 MONTHS WHOLE BODY ALLIGATOR DASBP3A	Select the beginning of the wear period	none
<input type="checkbox"/> RING 2 MONTHS RIGHT HAND LARGE DASJBP3A	01/07/2022 (period end 31/08/2022) *Express shipment	none
<input type="checkbox"/> RING 2 MONTHS RIGHT HAND MEDIUM DASJBP3A	01/09/2022 (period end 31/10/2022) Normal shipment	none
<input type="checkbox"/> RING 2 MONTHS LEFT HAND LARGE DASJBP3A	01/11/2022 (period end 31/12/2022) Normal shipment	none
<input type="checkbox"/> RING 2 MONTHS LEFT HAND MEDIUM DASJBP3A	01/03/2023 (period end 28/02/2023) Normal shipment	none
	01/05/2023 (period end 30/06/2023) Normal shipment	none
	01/07/2023 (period end 31/08/2023) Normal shipment	none
	01/09/2023 (period end 31/10/2023) Normal shipment	none

9. Now you can see the added participant in the list:

Orange = there is no active service connected to participant.

Grey = service is active but will be closed on a certain date.

Green = there is an active service connected to the participant.

## Remove participant or service

1. Go to "Your Mapping" and click on the subdivision.
2. In the list of participants, find the user to be disabled and click on the participant's number.

Participant's number	Name / Wording of Label
2708843	SVENSSON LISA

- Your account
  - Employer details
  - Your profile
  - Your e-mail alerts
  - Your mapping
- Dashboard
  - Events
  - Actions history
- Your dosimeters, your participants
  - Simplified order
  - Transfer/Deactivate
  - Search for a participant
  - Assign a visitor dosimeter
- Your doses
  - Doses data
  - Control report
- Exports/Imports
  - Export by themes
- Your documents
  - Delivery note
  - Invoices

3. The user's information and services is now visible. There are three different ways to disable a user. Please follow step **a**, **b** or **c** as necessary :

- a. You want to disable all services on one user as soon as possible :

click "Disable" and click OK to confirm.

www.landauerdirect.com says  
Do you confirm the deactivation of the participant ? This will end all actives participant's services.

OK Cancel

- b. You want to disable all services on one user on a selected date in the future :  
Add "requested closing date" and then "Validate".

Requested closing date: 17/10/2022

Occupation :

Services

Reference

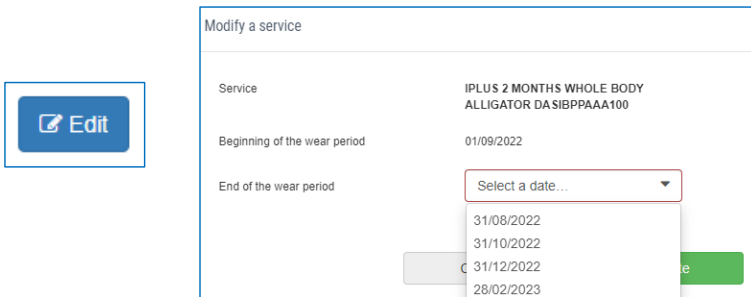
Oct 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Disable Validate

c. You want to disable one of the services on one user :

Choose “Edit” for the service to be disabled. Select a date for the end of Wear Period, finish with “validate”.

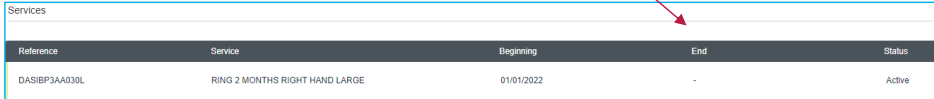


The screenshot shows a form titled "Modify a service". It contains the following fields:

- Service: IPLUS 2 MONTHS WHOLE BODY ALLIGATOR DASIBPPAAA100
- Beginning of the wear period: 01/09/2022
- End of the wear period: A dropdown menu with the text "Select a date..." and a list of dates: 31/08/2022, 31/10/2022, 31/12/2022, and 28/02/2023.

There is a blue "Edit" button on the left and a green "Validate" button on the right.

The system will automatically choose an end date that corresponds with your measuring periods. You can see this date under 'End'.



The screenshot shows a table with the following data:

Reference	Service	Beginning	End	Status
DASIBP3AA030L	RING 2 MONTHS RIGHT HAND LARGE	01/01/2022	-	Active

A red arrow points from the text above to the "End" column of the table.

## Assign a visitor dosimeter

**NOTE: Make sure to select the right visitor badge and Wear Period and associate it to the right participant! When you click on “save as”, the assignment is irreversible.**

1. Go to ” Assign a dosimeter ” in the menu.
2. Fill the dosimeter number or find it by clicking on the Search button.

Visitor dosimeter, badge number \*

Q

3. Select the visitor badge clicking on its number.

There may be two scenarios:

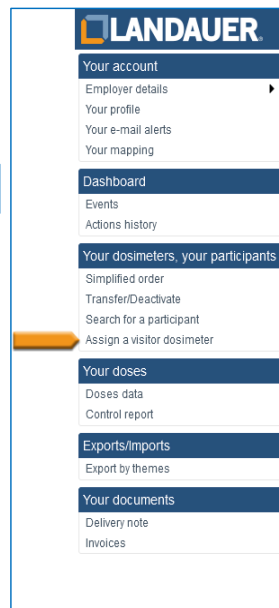
- a) The participant already exists.
- b) The participant does not exist.

### Participant exists:

1. Select ” Yes ” for “search for participant”.
2. Enter the name or part of the name and click on the Search button.
3. More search options appear.
4. You can use them or find the participant in the list visible.
5. Select a participant clicking on his last name.
6. Validate the assignment of the visitor dosimeter by clicking ” Save as ”.
7. The assignment will appear as ”under progress” at the top of the page.
8. When the assignment is finalized, it will appear in the ”history of assigned dosimeter” submenu.

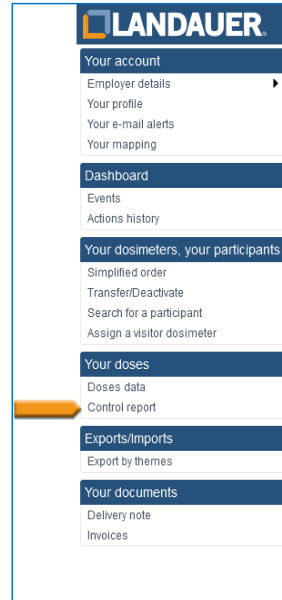
### Participant does not exist :

1. Select ” No ” for “search for participant”.
2. Fill in the fields (mandatory fields are indicated by an \*).  
*Note ! the Social security number should only include numbers, no spaces or characters.*
3. Validate the assignment of the visitor dosimeter clicking on ” Save as ”.
4. The assignment will appear as ”under progress” at the top of the page.
5. When the assignment is finalized, it will appear in the ”history of assigned dosimeter” submenu.



## [View/Download your dosereport](#)

1. Select “ **Control Report** ” from the menu.
2. Fill in the information according to your search. For a general search leave “All” in the Subdivision field and do not indicate the start of the Wear Period.
3. Click on the “ **Search** ” button.
4. The list of control reports sorted by the issue date is displayed. You can change this sorting by clicking on the column headers.
5. Click on “ **Download** ” to the right of the line to open and save the official report in PDF format.
6. Click on the report number (5th column) to display a table containing the information of the control report concerned.
7. To download the list of control report, click on the “ **Export** ” button at the top right of the table.



## Doses data

Dose data can be used to analyze the doses of an individual participant in more detail.

1. Click on “Doses Data”.
2. For a general search, you should leave all fields as "All" except for the client number field. Additionally, the wear period is set to one year automatically, but you have the option to change it if needed.
3. Click on the magnifying glass to see participant doses and wear period.
4. To export information into excel, click on “Export” in the right corner.

