



Instructions

How to use dB software to assign an ESP dosimeter to an individual user

There are three (3) basic scenarios in which an ESP dosimeter will be assigned, or re-assigned, to an employee:

- A.) First time a unit has been assigned to a user
- B.) Re-assignment of a unit from a current user to a new user
- C.) Re-assignment of a unit from a current user to a user who is already in database

Start:

Open the doseBusters program

Menu: *Log in*

Sign in as *administrator*:

Username: *km*

Password: *dose*

A.) First time a unit has been assigned to a user

1.) Go to Menu:

Click on *Add dosimeter: Assign a new dosimeter* screen appears

2.) Verify serial number of unit

1.) Place unit in IR reader:

2.) Turn unit ON- unit ID will automatically appear in window;

3.) If unit is already ON when placed in the reader, press DATA button on unit- ID will appear in window

3.) Click on *New: Add a new user* form appears at bottom of screen

Fill in the required fields: last name, first name, employee ID (other fields can be left blank or filled with dummy info)

4.) Click *Update*: new employee will be entered in table; unit is now reassigned to new user

5.) *Exit*

You may turn the unit off if not ready to deploy.



B.) Re-assignment of a unit from a current user to new user:

- 1.) Before a unit can be re-assigned to a different employee, it must first be *Unregistered* from the current user. However, before un-registering the unit, please ensure that the most recent data for the current user has been downloaded and saved; then turn unit off. If the unit is *unregistered* w/o first being turned off, then that data will be lost.
- 2.) Go to Menu:
 - 1.) Click on *Table Management*: Drop-down menu appears:
 - 2.) Select *Employee: Maintain the employee table* appears
- 3.) Verify serial number of unit:
 - 1.) Place unit in IR reader:
 - 2.) Turn unit ON- unit ID will automatically appear in window;
 - 3.) If unit is already ON when placed in the reader, press DATA button on unit- ID will appear in window
- 4.) Un-registering the unit:
 - 1.) Check box for employee to whom the unit is currently assigned
 - 2.) Click on *Unregister*
 - 3.) Click on *OK* box; unit is now unregistered
 - 4.) *Exit*
- 5.) Assign unit to new user: Repeat procedure **A** above

You may turn the unit off if not ready to deploy.

C.) Re-assignment of a unit from a current user to a user who is already in database:

- 1.) Again, ensure that the most recent data for current user has first been downloaded and saved; then turn unit off.
- 2.) Go to Menu:
 - 1.) Click on *Table Management*: Drop-down menu appears:
 - 2.) Select *Employee: Maintain the employee table* appears
- 3.) Verify serial number of unit:
 - 1.) Place unit in IR reader:
 - 2.) Turn unit ON- unit ID will automatically appear in window; if unit is already ON when placed in the reader, press DATA button on unit- ID will appear in window



4.) Un-registering the unit:

- 1.) Check box for employee to whom the unit is currently assigned
- 2.) Click on *Unregister*
- 3.) Click on *OK* box; unit is now unregistered
- 4.) *Exit*

5.) Assign unit to a different user in the database:

1. Go to Menu:
2. Click on *Add dosimeter: Assign a new dosimeter* screen appears
 - i. If unit is already in IR reader and still turned ON, press *DATA* button on unit- unit ID will appear in window.
 - ii. If not, place unit in reader and turn unit ON- unit ID will automatically appear in window
3. Select intended user from table by clicking in the box next to the user's last name
4. Click on *Select*: information for selected user appears at bottom of screen
5. Click *Update*: unit is now reassigned to the selected user
6. *Exit*

You may turn the unit off if not ready to deploy.