NUCLEAR GAUGE INVENTORY USER'S MANUAL

Version 1.4

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Prepared By:

Kentucky Transportation Cabinet

Office of Information Technology

Application Development Branch

Kentucky UNBRIDLED SPIRIT™

REVISION HISTORY

Version No.	Date	Revision Description	Author
1.0	April 26, 2013	Initial creation	Cliff Gardner, KYTC OIT
1.1	July 08, 2013	Modify screenshots	Lisa Harper, KYTC OIT
1.2	July 29, 2013	Update Leak Tests, Screenshots, Permissions	Lisa Harper, KYTC OIT
1.3	August 11, 2013	Add additional information	Lisa Harper, KYTC OIT
1.4	August 28, 2013	Add additional information	Lisa Harper, KYTC OIT

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GENERAL INFORMATION

General Information

I. Nuclear Gauge Program

A nuclear gauge (density meter) is a soil testing device which uses 2 different types of radioactive material in testing the moisture of soils and rock and also the density or compaction of such. Because these devices use small amounts of radioactive material, certain laws and standards must be met to ensure the safe operation of such. The Kentucky Transportation Cabinet is licensed through the Commonwealth of Kentucky, Cabinet for Families and Children to possess and use these devices. This web based program helps to ensure our compliance with the requirements of licensure by maintaining gauge inventories, tracking locations, maintaining a list of qualified operators, dosimeter information, leak tests, training records, and other vital information.

II. System Overview

The Nuclear Gauge Inventory application is intended to assist the Kentucky Transportation Cabinet (KYTC) Division of Construction in managing inventory of nuclear gauges. The system is a web-based application that maintains a three (3) year history of gauge attributes, including location, calibration dates, leak test dates, check-out dates, training, as well as the ability to print reports using this information.

The easy-to-use user interface and data being accessible from one location will increase record keeping efficiency and better facilitation of current business processes.

III. Authorized Use

The Nuclear Gauge Inventory application can only be accessed inside the state intranet. Additionally, all users must be added and assigned a role by a system administrator before using the application.

If you are unable to sign into the application, please contact Rob Hecker at Rob.Hecker@ky.gov.

SYSTEM SUMMARY

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I. SYSTEM CONFIGURATION

The application is contained entirely within a single system. Data is stored in a Microsoft SQL Server 2008 database. The front-end application was coded in C# .NET 4.0. The application utilizes the ITA Database (WatchDog application) to log in. Once setup in WatchDog, a user must be added to the Personnel section of the application before it becomes assessable.

II. USER ACCESS AND ROLES

The following roles are present in the Nuclear Gauge Inventory Application:

Role	**High Level Permissions**
Radiation Safety Officer (RSO)	Administrator Ability to add information to type tables, create users, add locations, add gauges, and add vendors. Ability to add/modify training data, add leak tests, add dosimetry, and transfer gauges from any Location/District to any Location/District
District Radiation Safety Officer (DRSO)	Administrator for Assigned District Ability to view all gauges and personnel, add training, add leak tests, and add dosimetry within assigned district. Ability to transfer gauges from District to District
Section Engineer (SE)	Limited Ability to view all gauges, create daily logs, view training, and view leak tests at their location. Ability to transfer gauges from Location to Location within assigned District
Personnel	Restricted Ability to view all gauges, personnel, and reports at their location. Read-only role.

Using The Application

Getting Started

I. Accessing the Application

Note: The application is best viewed in Microsoft Internet Explorer version 8 or newer.

1. Open Internet Explorer
2. Go to https://apps.intranet.kytc.ky.gov/NGI
3. You will be automatically signed into the application

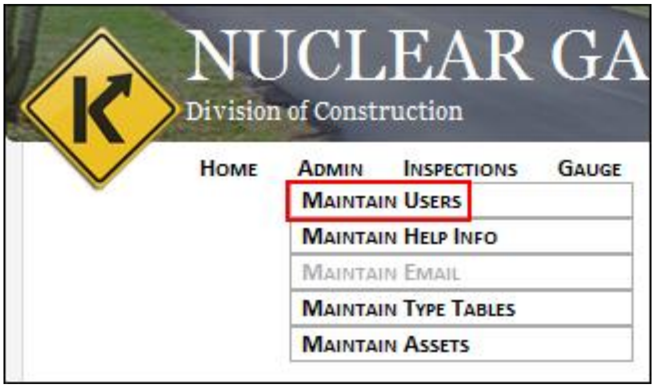
If you receive a message stating you are not authorized to view the application, your account must be setup prior to using the application. Please contact Rob Hecker at Rob.Hecker@ky.gov to have your account setup.

ADMIN: MAINTAINING USERS AND ROLES

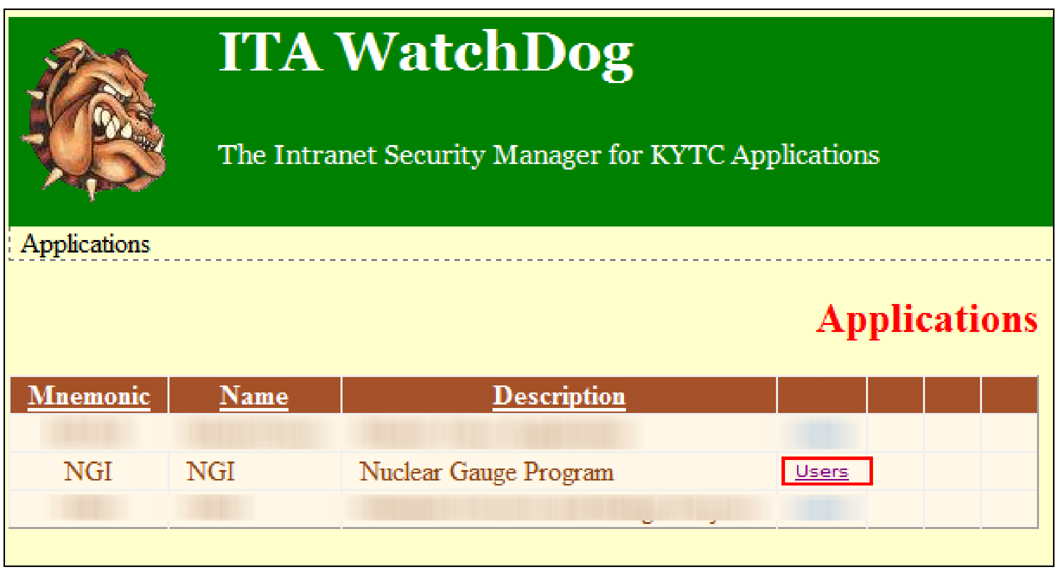
Role: RSO

I. ADDING NEW USERS

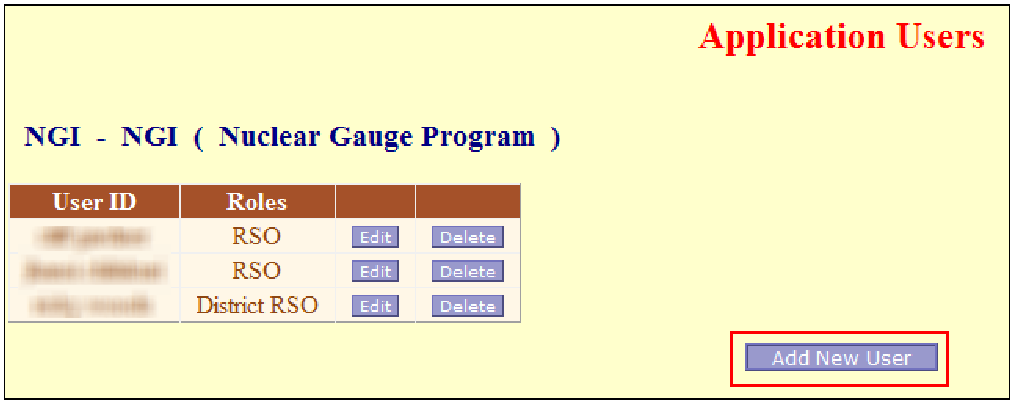
1. [Access the application]
2. In the navigation menu, mouse over "Admin" and click **Maintain Users**



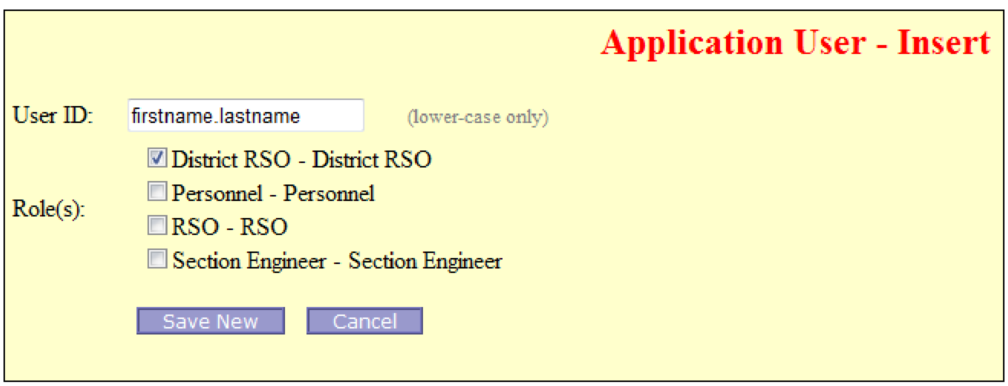
3. The ITA WatchDog application displays
4. Click the **Users** hyperlink next to the "NGI" application



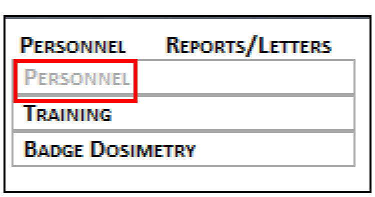
5. Click the **Add New User** button



6. Enter the user's **User ID**
    a. This is usually the first part of the user's ky.gov email address. (e.g., the User ID for cliff.gardner@ky.gov should be "cliff.gardner") The User ID should be the ID used to login to the intranet. (e.g., the User ID for Anthony Courtwright is acourtwright as opposed to anthony.courtwright)
    b. This must be lower-case.
7. Check the role to be assigned to this user
    a. One role per user.

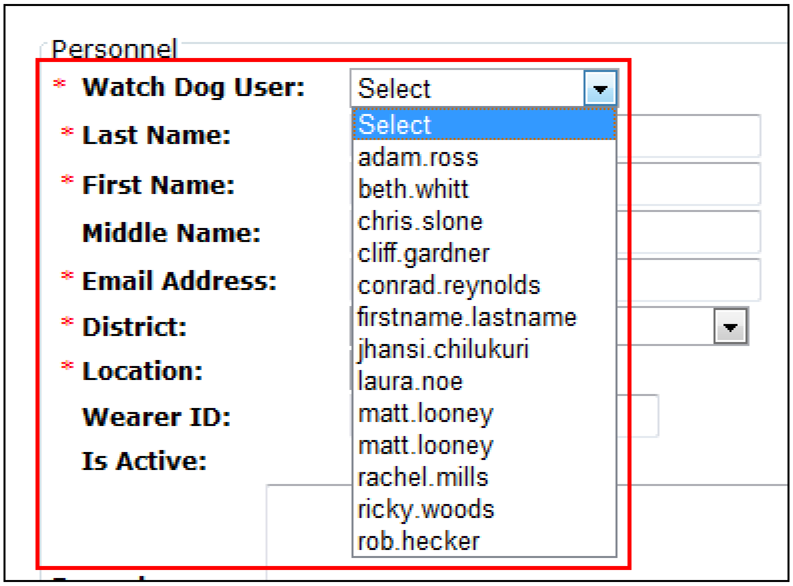


8. Click the **Save New** button
9. The user has been saved; we must now setup the user in NGI
10. Mouse over "Personnel" in the navigation menu and click **Personnel**



11. Click the **Add New** button on the Personnel page

12. Select the new user's watch dog username in the **Watch Dog User** drop-down menu

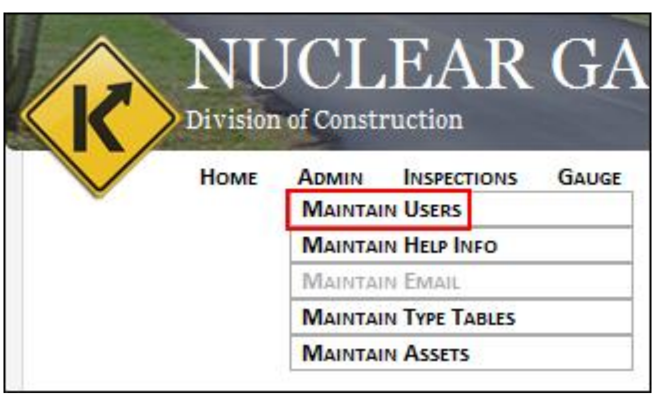


13. Enter the required information (e.g., Last Name, First Name, Email Address, Primary Phone No)
14. Select the district for which this new employee will be assigned
15. Select the location for which this new employee will be assigned
16. Check the **Is Active** checkbox
17. Optionally, enter a middle name, wearer ID, phone extension, secondary phone number, and/or remarks
18. Click the **Insert** button

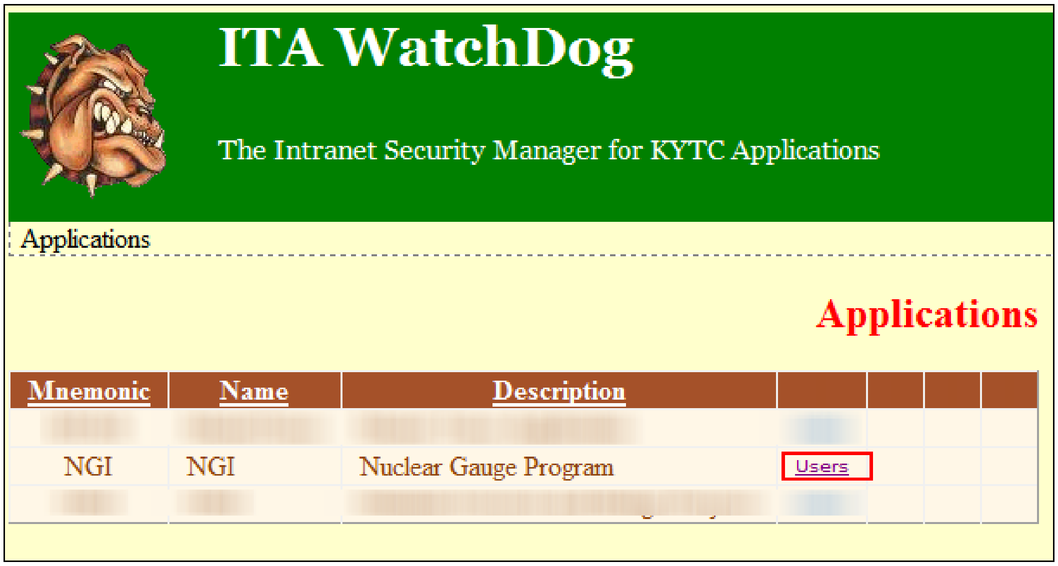
II. Deleting Users

Note: Deleting a user from WatchDog only removes their ability to login to NGI.

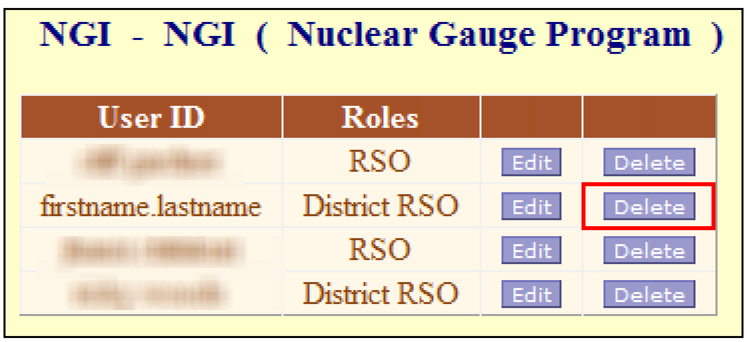
1. Access the application
2. In the navigation menu, mouse over "Admin" and click **Maintain Users**



3. The ITA WatchDog application displays
4. Click the **Users** hyperlink next to the “NGI” application



5. Click the **Delete** button next to the User ID you wish to remove

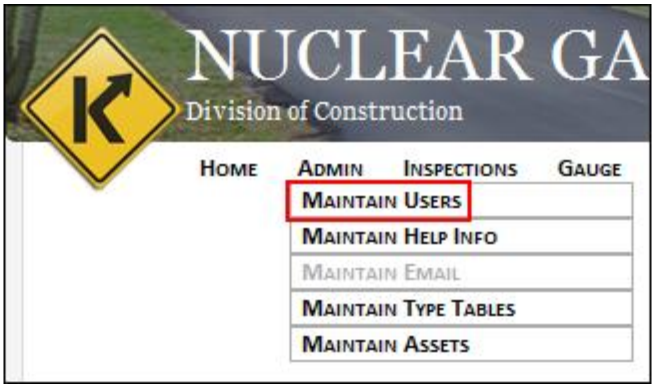


6. Click the **Confirm Delete** button to remove the user’s access to the application

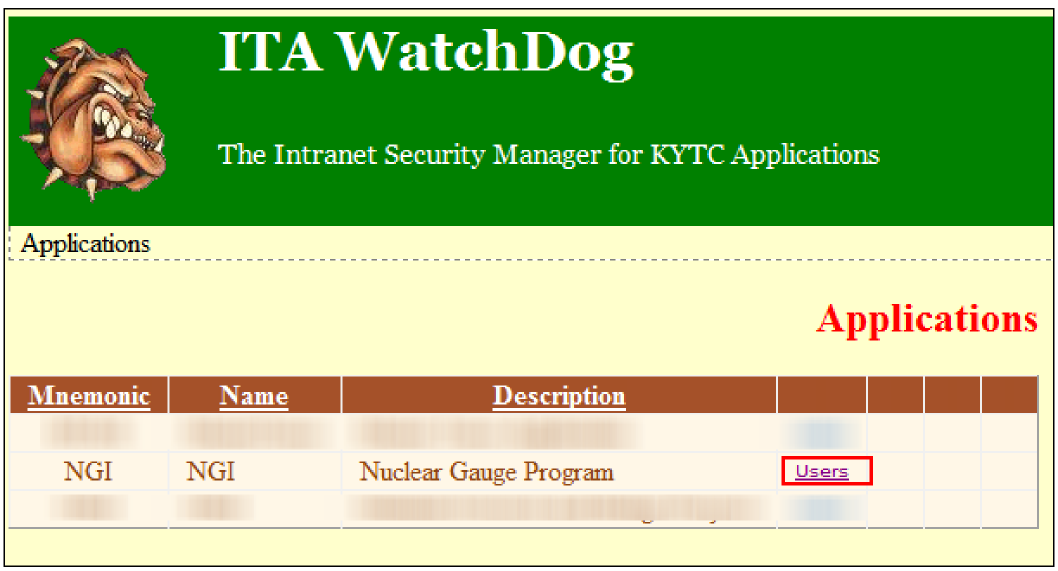
7. The user has been deleted

III. Modifying Roles For Existing Users

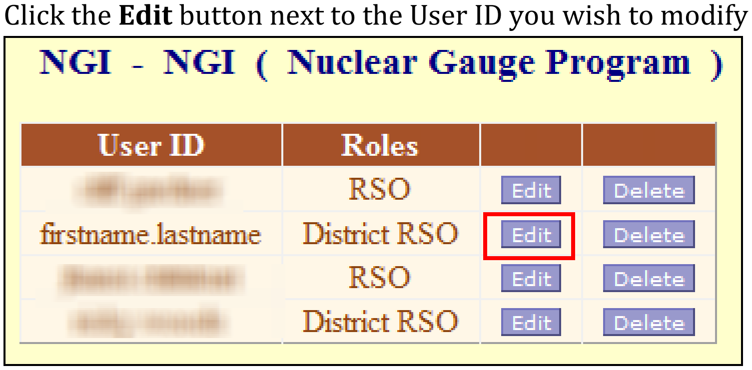
1. Access the application
2. In the navigation menu, mouse over “Admin” and click **Maintain Users**



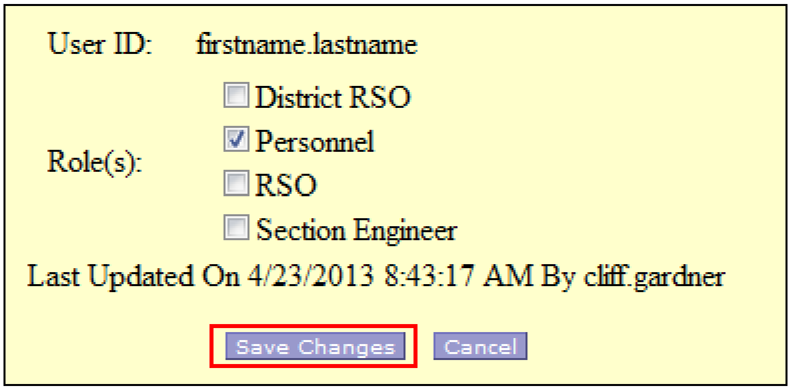
3. The ITA WatchDog application displays
4. Click the **Users** hyperlink next to the “NGI” application



5. Click the **Edit** button next to the User ID you wish to modify



6. Check/Uncheck roles to be added/removed
7. Click the **Save Changes** button

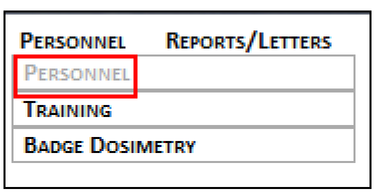


8. The user role is modified

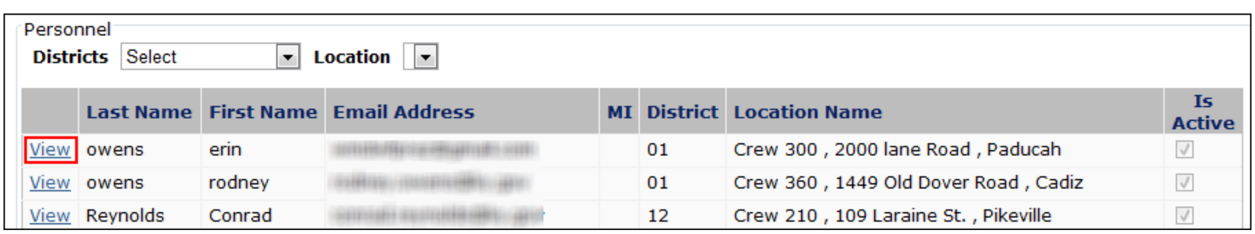
IV. Changing District RSO For A District

Note: If you are changing the RSO for a District from one employee to another, you must first inactivate the previous District RSO (leaving) in the system before adding the new employee as a District RSO. If the existing District RSO is not severing employment, the Personnel record does not need to be inactivated, only roles need to be reassigned in WatchDog and NGI for the new role.

1. [Access the application]
2. Move the mouse over "Personnel" in the navigation menu and click **Personnel**

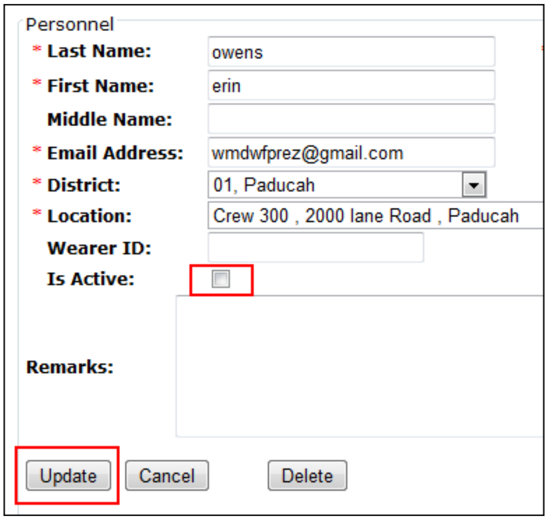


3. Find the employee that will no longer be the District RSO and click the **View** hyperlink next to their name

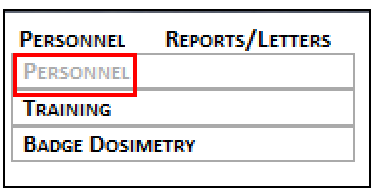


4. Click the **Edit** button

5. Uncheck the **Is Active** checkbox and click the **Update** button

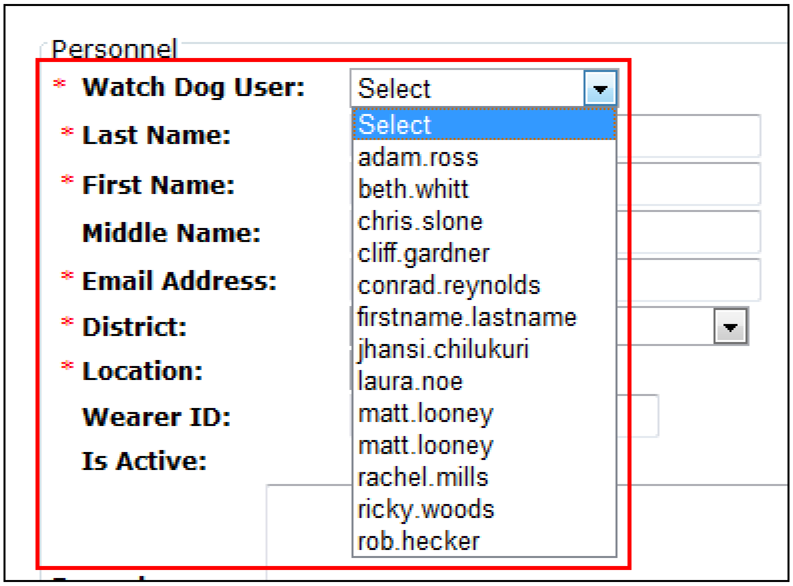


6. The **Record Updated Successfully** message displays and you are returned to the previous page
7. Now, mouse over "Admin" and click **Maintain Users**
8. Add the new employee or select an existing employee in WatchDog and assign the role as **District RSO**
    a. See Adding New Users in this document for detailed instructions on adding the employee
9. The user has been saved; we must now setup the user in NGI
10. Mouse over "Personnel" in the navigation menu and click **Personnel**



11. Click the **Add New** button on the Personnel page, or edit the existing employee's record (update the District/Location if necessary)

12. Click the new user's watch dog username in the **Watch Dog User** drop-down menu



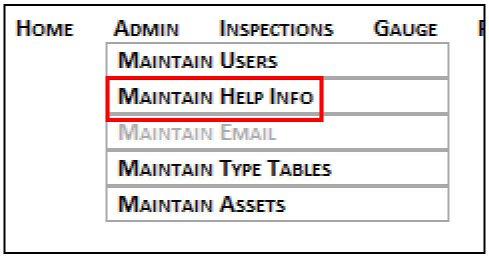
13. Enter the required information (e.g., Last Name, First Name, Email Address, Primary Phone No)
14. Select the district for which this new employee will be the new **District RSO**
    a. This is the same district and location of the previous person we inactivated earlier in this section
15. Select the location for which this new employee will be assigned
16. Check the **Is Active** checkbox
17. Optionally, enter a middle name, wearer ID, phone extension, secondary phone number, and/or remarks
18. Click the **Insert** button
19. The new user is now the district's new District RSO

ADMIN: MAINTAINING HELP INFORMATION

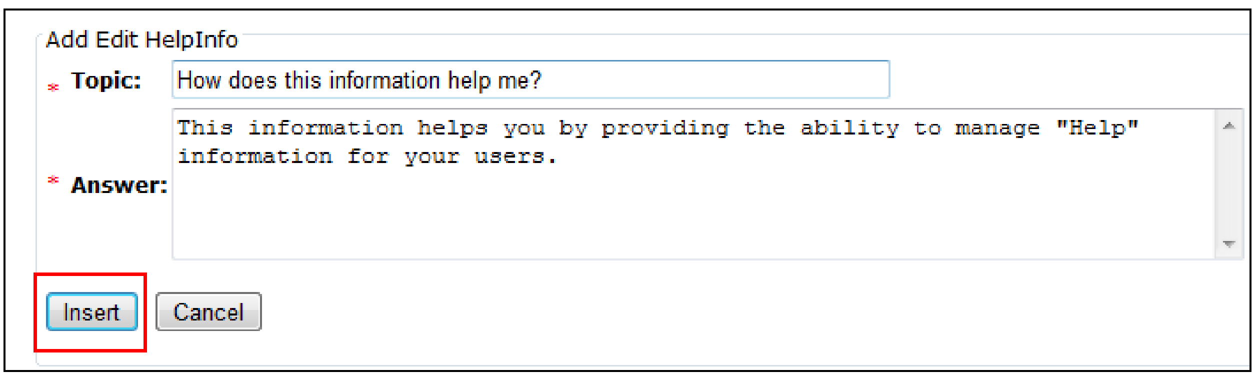
Role: RSO

I. ADDING NEW HELP INFO

1. Access the application
2. In the navigation menu, mouse over “Admin” and click **Maintain Help Info**



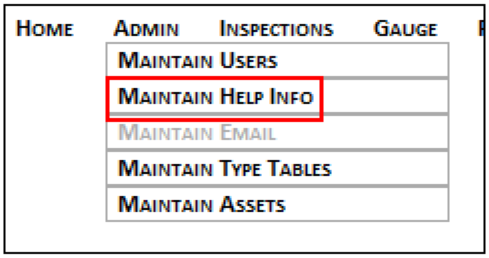
3. Click the **Add New** button
4. Enter the topic (or question) in the **Topic** field
5. Enter the solution (or answer) in the **Answer** field
6. Click the **Insert** button



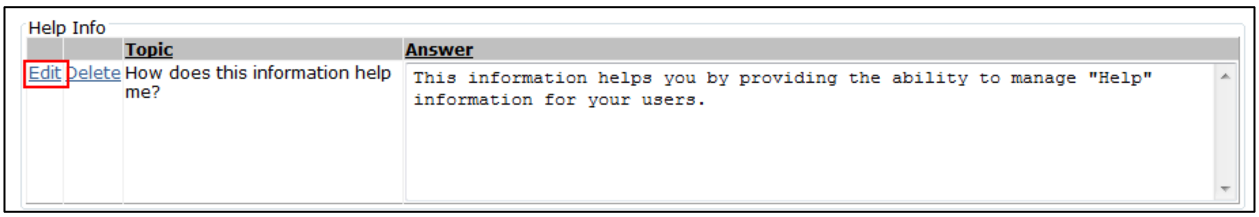
7. The **Addition Successful** message is displayed and you are returned to the Maintain Help Info page

II. Editing Existing Help Info

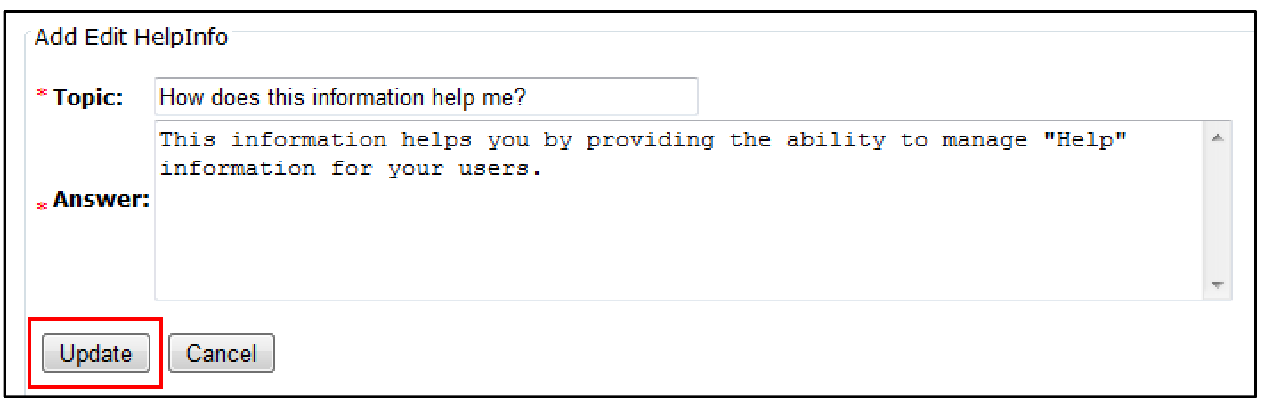
1. [Access the application]
2. In the navigation menu, mouse over "Admin" and click **Maintain Help Info**



3. Click the **Edit** hyperlink next to the topic you wish to modify



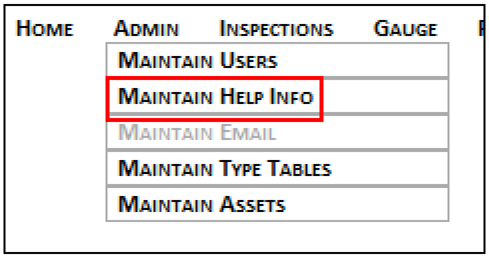
4. Modify the topic (or question) in the **Topic** field
5. Modify the solution (or answer) in the **Answer** field
6. Click the **Update** button



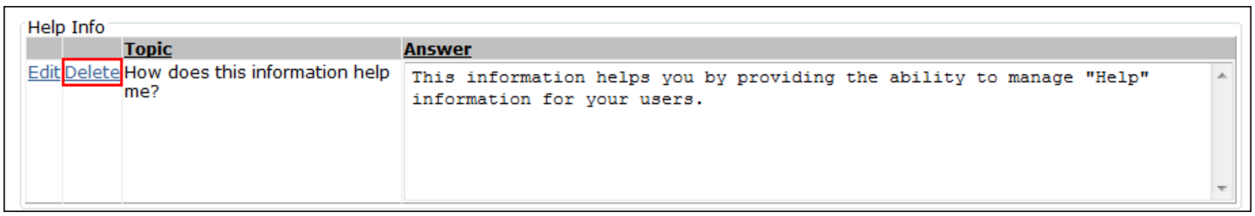
7. The **Record Updated Successfully** message is displayed and you are returned to the Maintain Help Info page

III. Deleting Existing Help Info

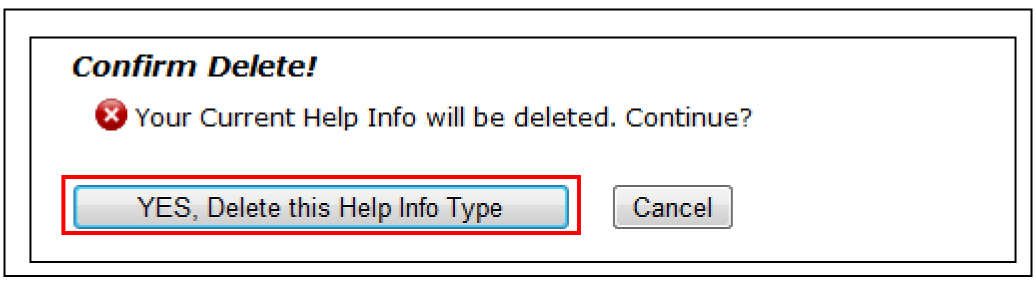
1. [Access the application]()
2. In the navigation menu, mouse over “Admin” and click **Maintain Help Info**



3. Click the **Delete** hyperlink next to the topic you wish to delete



4. Click the **YES, Delete This Help Info Type** button on the “Confirm Delete!” warning page



5. The **Help Info Is Deleted** message is displayed and you are returned to the Maintain Help Info page

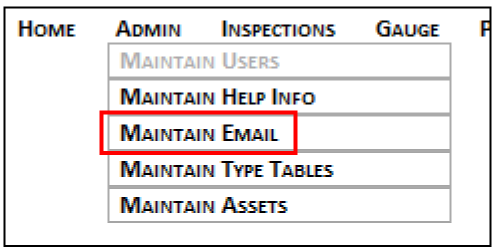
Admin: Maintaining Transfer E-Mail Responses

Role: RSO

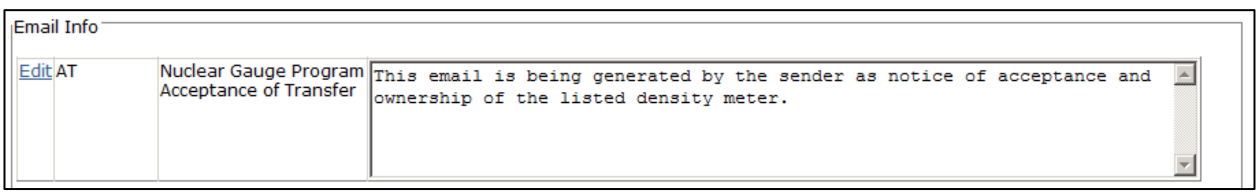
When transferring gauges from Location to Location within a District an email notification is sent by the system to the person whom initiated the transfer and the receiver (DRSO.) When transferring gauges from District to District an email notification is sent by the system to the DRSO that initiated the transfer, the receiver (DRSO in the new District), and the RSO.

I. Editing a Transfer E-Mail Response's Text

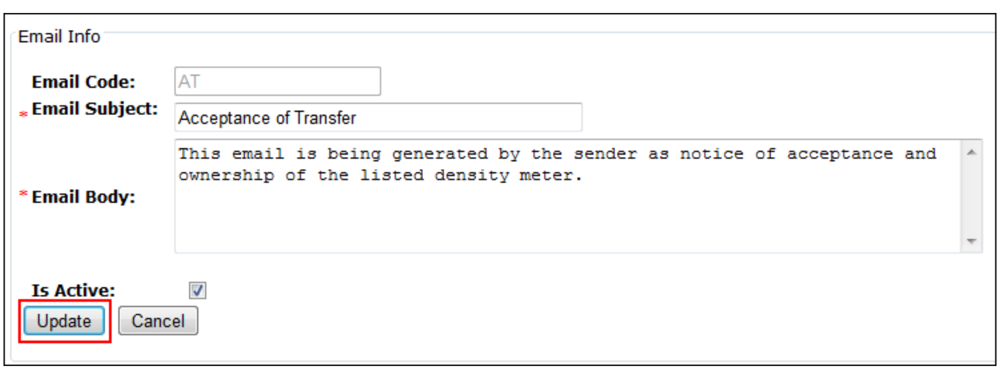
1. Access the application
2. In the navigation menu, mouse over "Admin" and click **Maintain Email**



3. Click the **Edit** hyperlink next to the Email Body you wish to modify



4. Make the desired changes to the **Email Subject** and the **Email Body** text
5. Click the **Update** button



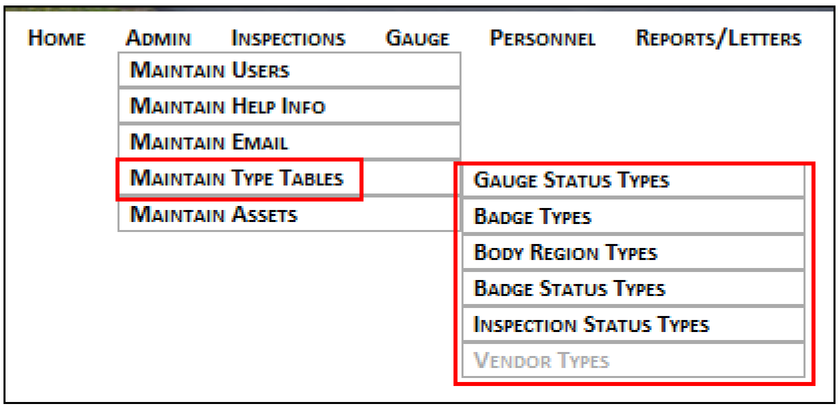
6. The **Record Updated Successfully** message displays and you are returned to the Maintain Email page

ADMIN: MAINTAINING TYPE TABLES (LOOKUP/DROP-DOWN OPTIONS)

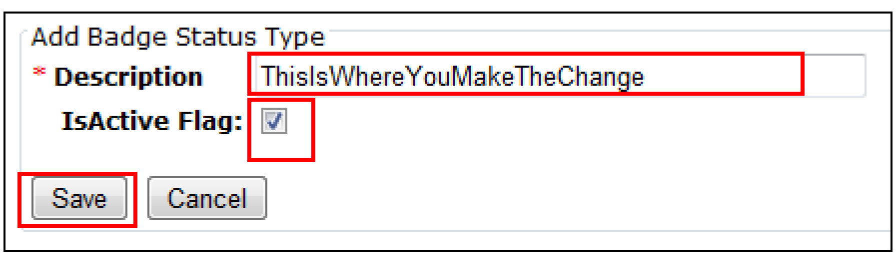
Role: RSO

I. ADDING DATA TO TYPE TABLES

1. Access the application
2. In the navigation menu, mouse over "Admin", mouse over "Manage Type Tables" and click the type table with the data you wish to modify



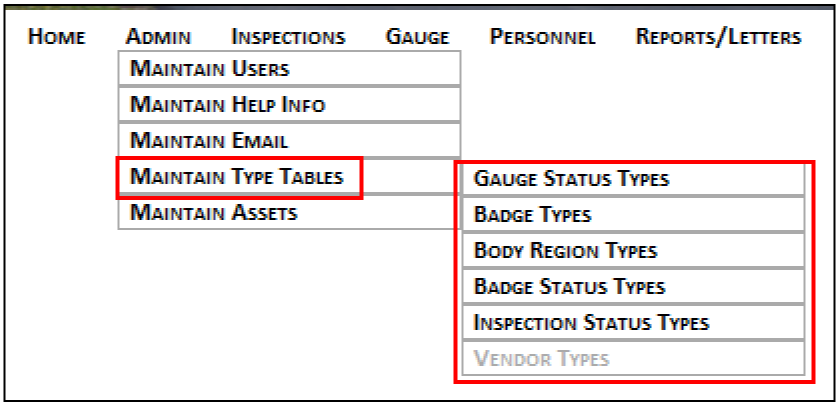
3. Click the **Add New** button
4. Enter what will display in the lookup / drop-down menu in the **Description** field
5. Check whether the new option should be active
6. Click the **Save** button



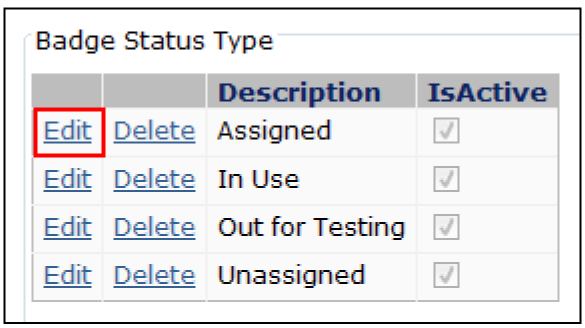
7. The **Addition Successful** message displays and you are returned to the previous page

II. Editing Data From Type Tables

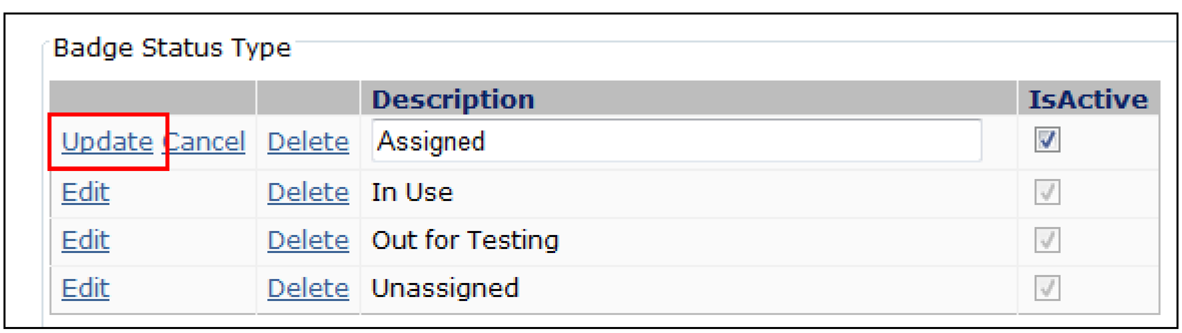
1. [Access the application]
2. In the navigation menu, mouse over "Admin", mouse over "Manage Type Tables" and click the type table with the data you wish to modify



3. Click the **Edit** hyperlink next to the lookup / drop-down item you wish to edit



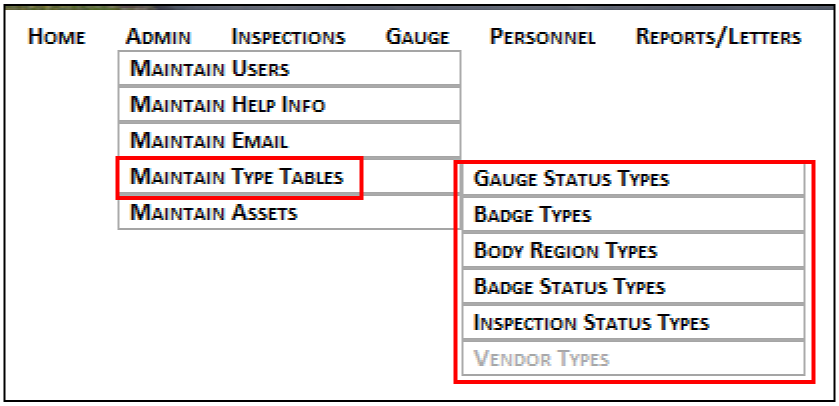
4. Change the text in the **Description** field and choose whether it should be active
5. Click the **Update** hyperlink



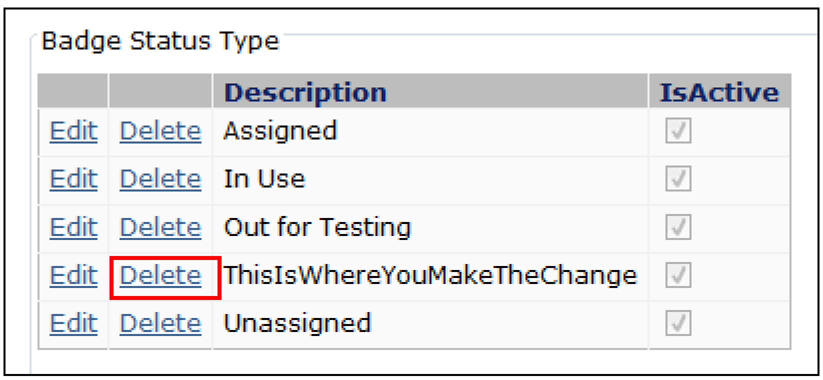
6. The **Record Updated Successfully** message displays and you are returned to the previous page

III. Deleting Data From Type Tables

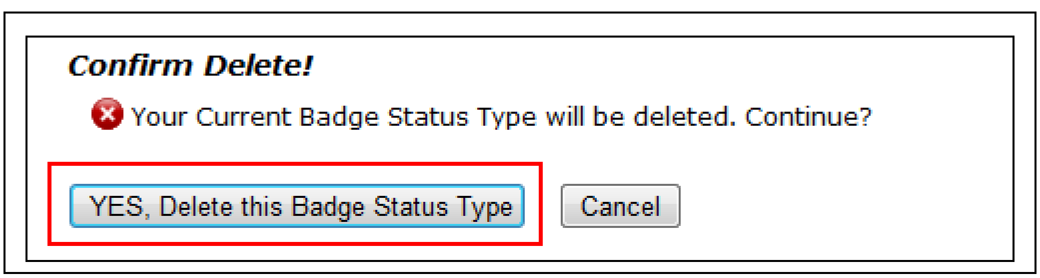
1. [Access the application]
2. In the navigation menu, mouse over "Admin", mouse over "Manage Type Tables" and click the type table with the data you wish to modify



3. Click the **Delete** hyperlink next to the lookup / drop-down item you wish to edit



4. Click the **Yes, Delete This *<u>Type Table Name</u>* Type** button on the "Confirm Delete!" page



5. The ***<u>Type Table Name</u>* is deleted** message displays and you are returned to the previous page

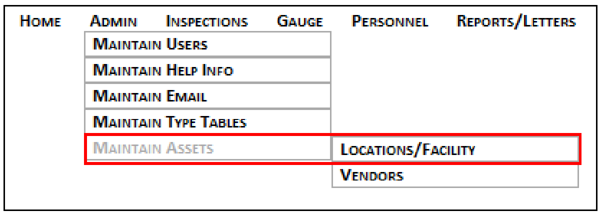
Admin: Maintaining Assets

Role: RSO

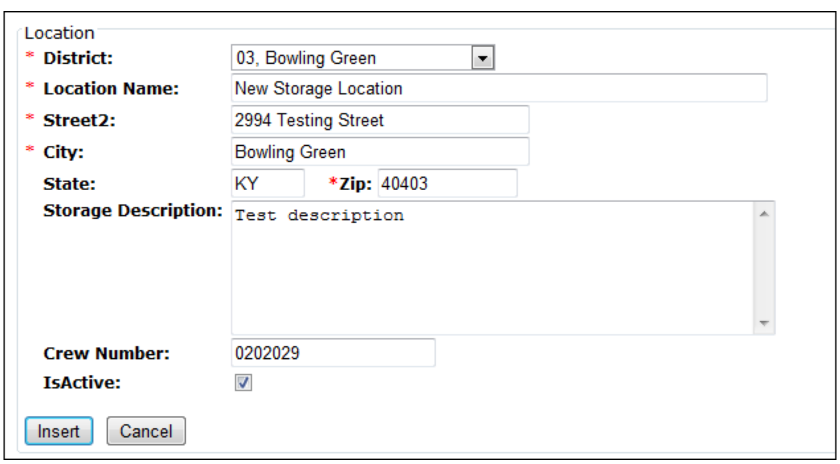
I. Locations/Facilities

a. *Adding new Locations/Facilities*

1. Access the application
2. In the navigation menu, mouse over “Admin”, mouse over “Manage Assets” and click **Locations/Facilities**



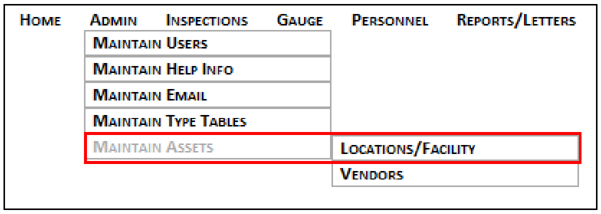
3. Click the **Add New** button at the bottom of the page
4. Click a district from the **District** drop-down menu
5. Enter a location name in the **Location Name** field
6. Enter the street number and name in the **Street** field
7. Enter the zip code in the **Zip Code** field
8. Optionally, enter a description of the location/facility in the **Storage Description** area
9. Optionally, enter a crew number in the **Crew Number** field
10. Check whether the location/facility is active
11. Click the **Insert** button



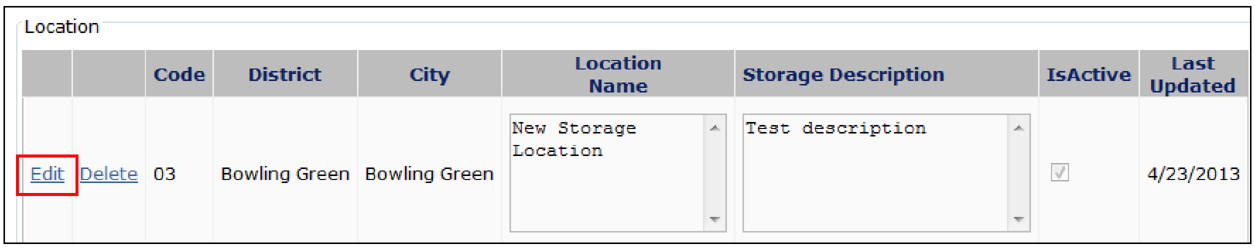
12. The **Addition Successful** message displays and you are returned to the previous page

b. *Editing Existing Locations/Facilities*

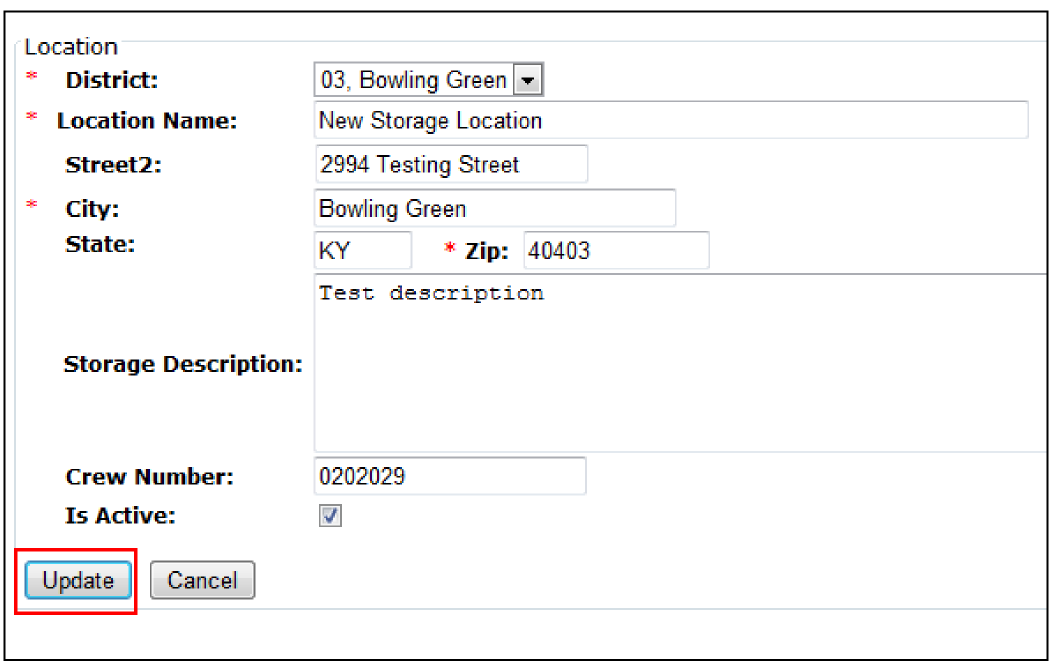
1. [Access the application]
2. In the navigation menu, mouse over "Admin", mouse over "Manage Assets" and click **Locations/Facilities**



3. Click the **Edit** hyperlink next to the Location you wish to edit

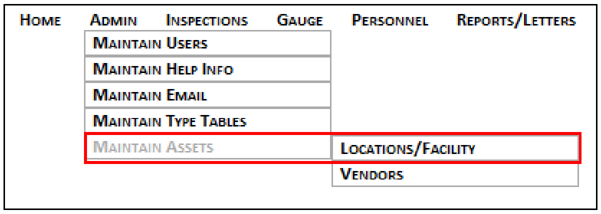


4. Update the information as necessary
5. Click the **Update** button

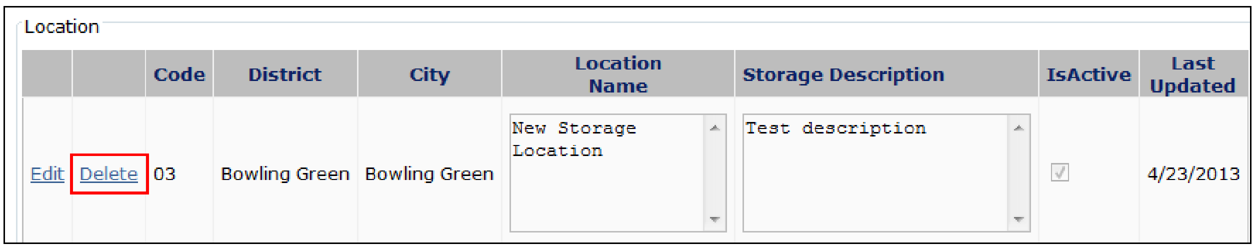


c. *Deleting Existing Locations/Facilities*

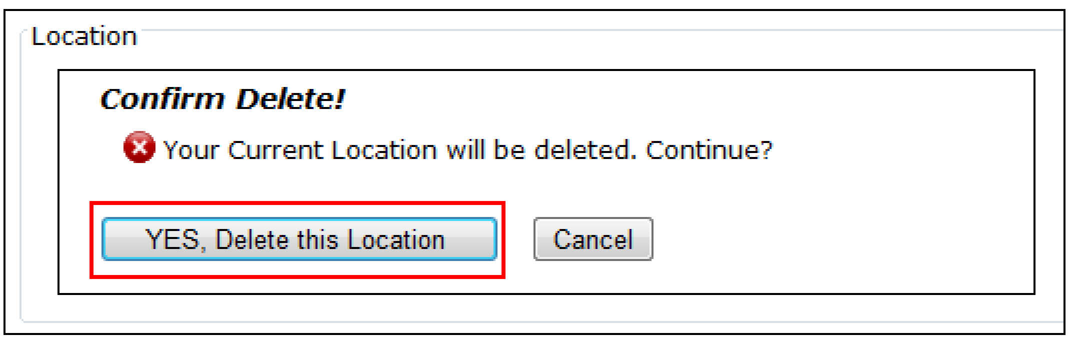
1. [Access the application]
2. In the navigation menu, mouse over “Admin”, mouse over “Manage Assets” and click **Locations/Facilities**



3. Click the **Delete** hyperlink next to the Location you wish to delete



4. Click the **Yes, Delete This Location** button on the “Confirm Delete!” page



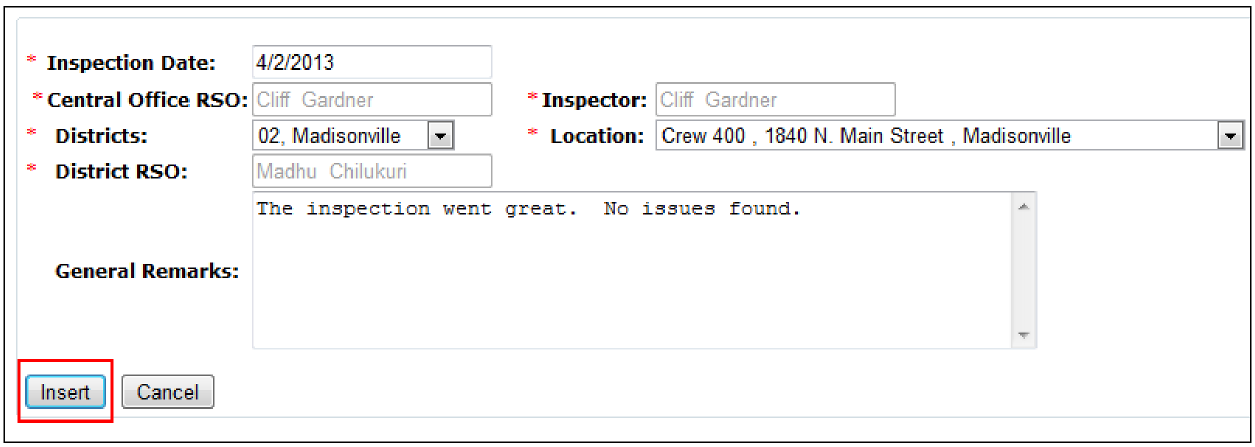
5. The **Location is Deleted** message displays and you are returned to the previous page

INSPECTIONS

Role: RSO

I. ADDING A NEW INSPECTION

1. Access the application
2. Click the **Inspections** option in the navigation menu
3. Click the **Add New** button at the bottom of the page
4. Enter the date on which the inspection occurred in the **Inspection Date** field
5. Select the district in the **Districts** drop-down menu
6. Select the location from the **Location** drop-down menu
    a. Note: Locations are populated for the district selected. You must select the district first.
    b. The district RSO populates for the district and location selected
7. Optionally, enter comments in the **General Remarks** area
8. Click the **Insert** button



9. The **Addition Successful** message displays and you are taken to the location's **Facility** page (tab)
10. Choose the appropriate information on the Facility page, including whether the facilities were compliant in the **Facilities Status** drop-down menu
11. Continue completing the fields on the Facility page
12. Optionally, enter comments in the **Facility Remarks** area
13. Click the **Update** button
14. The **Record Updated Successfully** message displays
15. Make the necessary changes on the **Inventory** page and click the **Update** button
16. Make the necessary changes on the **Personnel** page and click the **Update** button
17. Make the necessary changes on the **Transportation** page and click the **Update** button
18. Make the necessary changes on the **Operations and Postings** page and click the **Update** button
19. Check the **Inspection Complete** checkbox
20. Click the **Update** button to complete the inspection in the application

II. Editing Existing Inspections

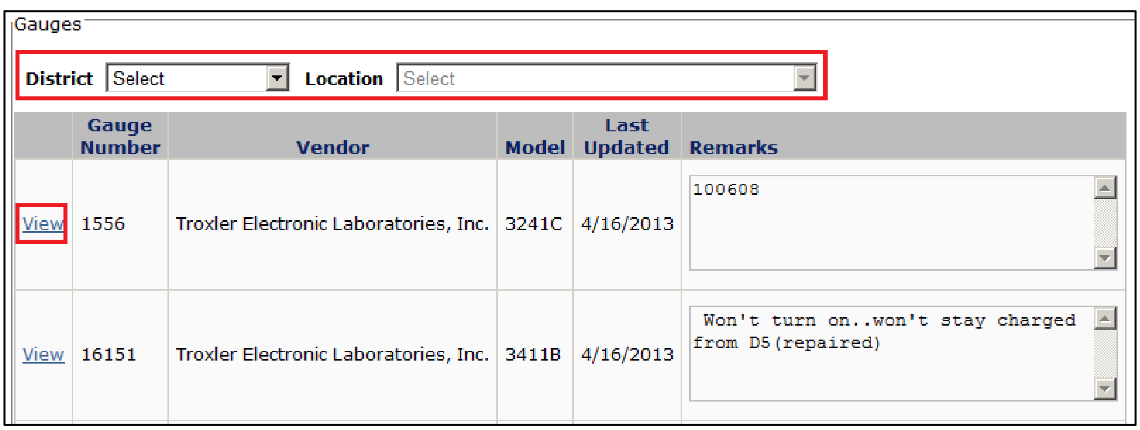
1. [Access the application]
2. Click the **Inspections** option in the navigation menu
3. Click the **Edit** hyperlink next to the inspection you wish to modify
4. Make the necessary changes on the **General** page and click the **Update** button
5. Make the necessary changes on the **Facility** page and click the **Update** button
6. Make the necessary changes on the **Inventory** page and click the **Update** button
7. Make the necessary changes on the **Personnel** page and click the **Update** button
8. Make the necessary changes on the **Transportation** page and click the **Update** button
9. Make the necessary changes on the **Operations and Postings** page and click the **Update** button
10. Make the necessary changes on the **Summary** page and click the **Update** button

Gauges

I. Viewing Gauge Information

Role: RSO, DRSO, SE, Personnel

1. Access the application
2. Click **Gauge** from the navigation menu
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view

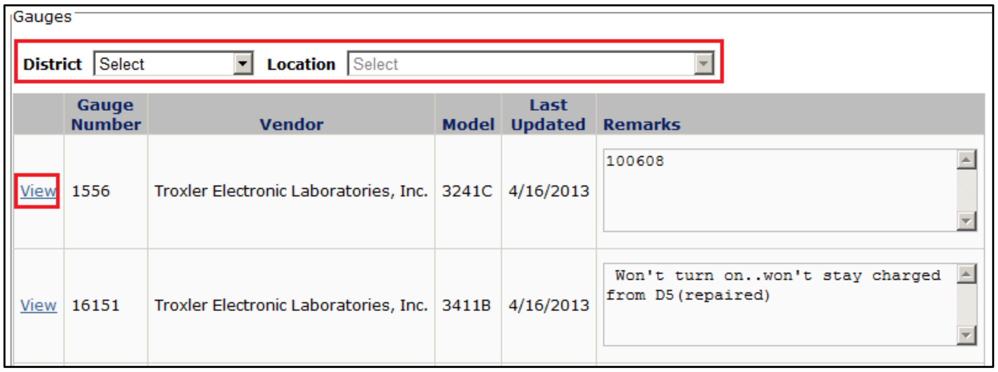


5. Information about the gauge displays, including purchase date, supplier, gauge number, ssd registration number, transport index, sales order number, model number, un number, package type, location, and remarks
6. Use the tabs at the bottom of the page to view more detailed information, including the daily log, leak tests, locations, inventory, service, and calibrations

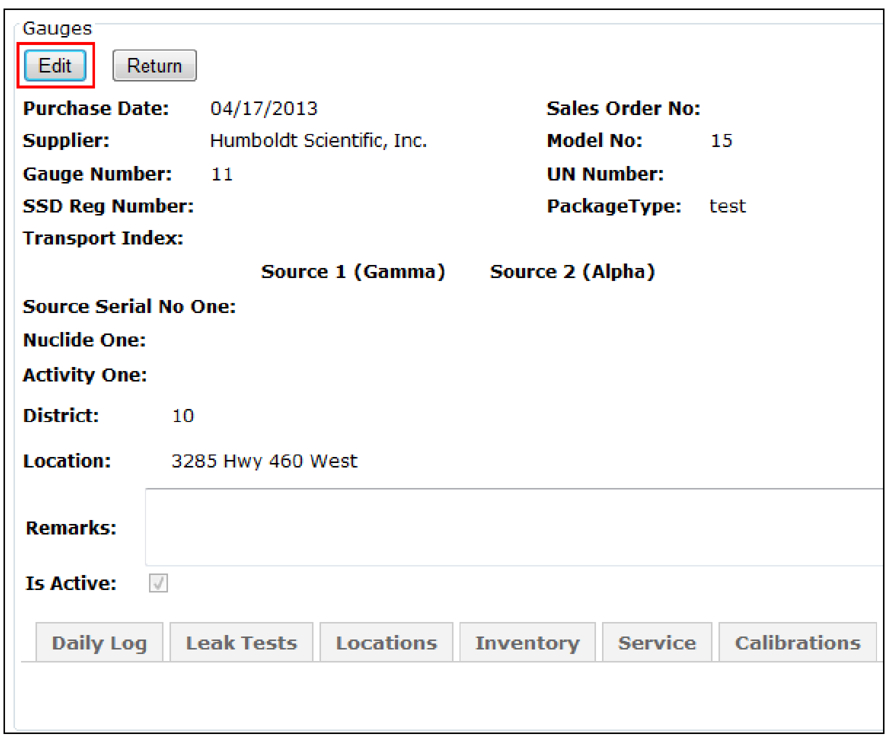
II. EDITING GAUGE INFORMATION

Role: RSO, DRSO

1. Access the application
2. Click **Gauge** from the navigation menu
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view



5. Click the **Edit** button



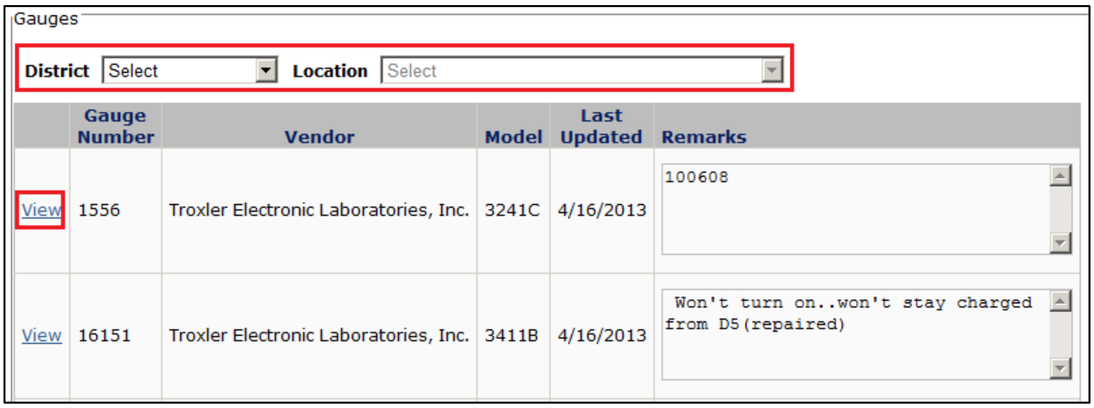
6. Make the necessary updates
7. Click the **Update** button
8. The **Record Updated Successfully** message displays and you are returned to the previous page

III. DELETING A GAUGE

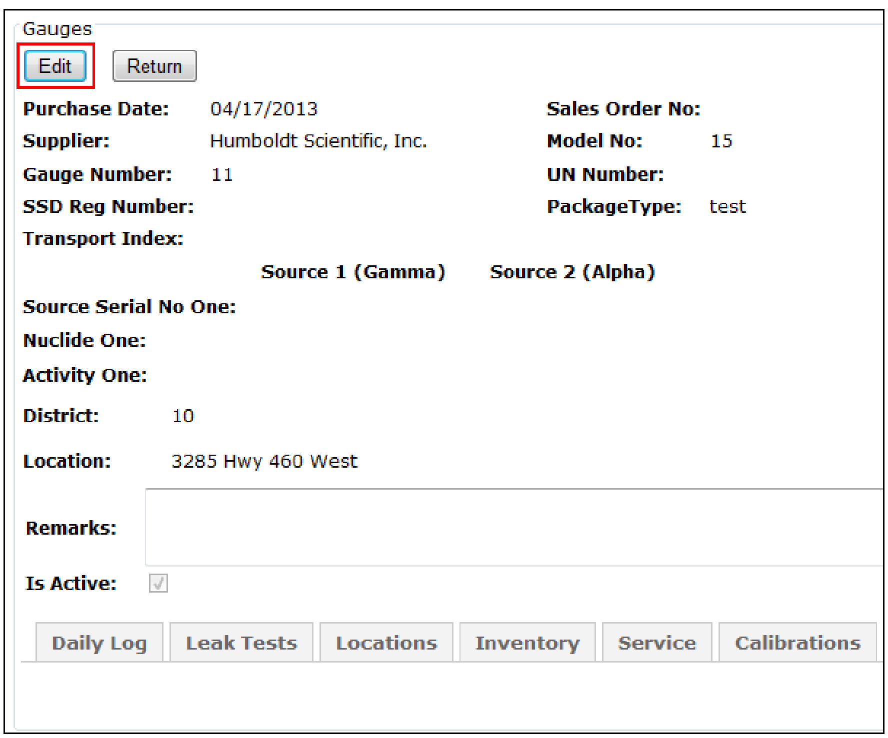
Role: RSO

Note: This is only possible for gauges that have not been used.

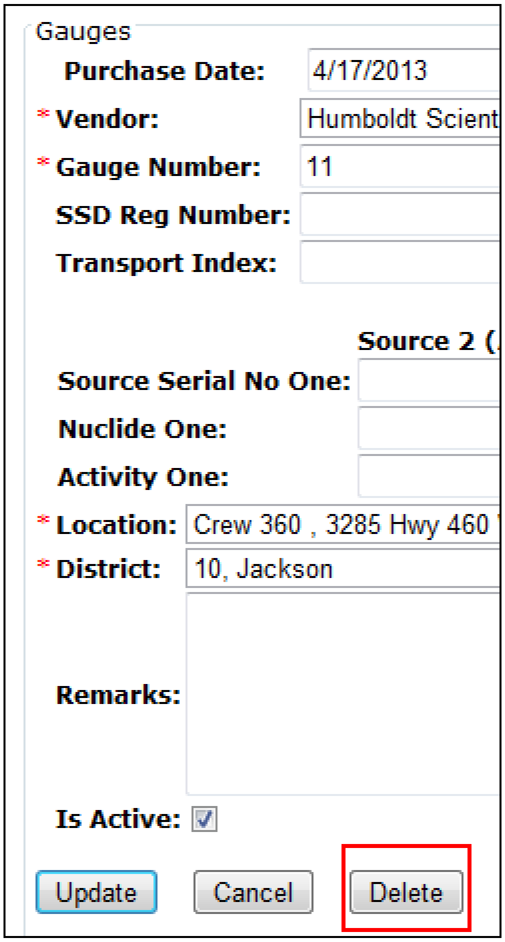
1. [Access the application]()
2. Click **Gauge** from the navigation menu
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view



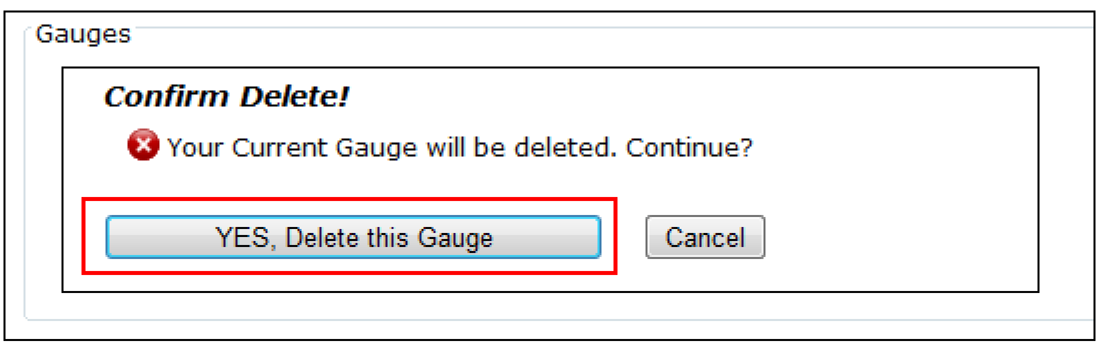
5. Click the **Edit** button



6. Click the **Delete** button



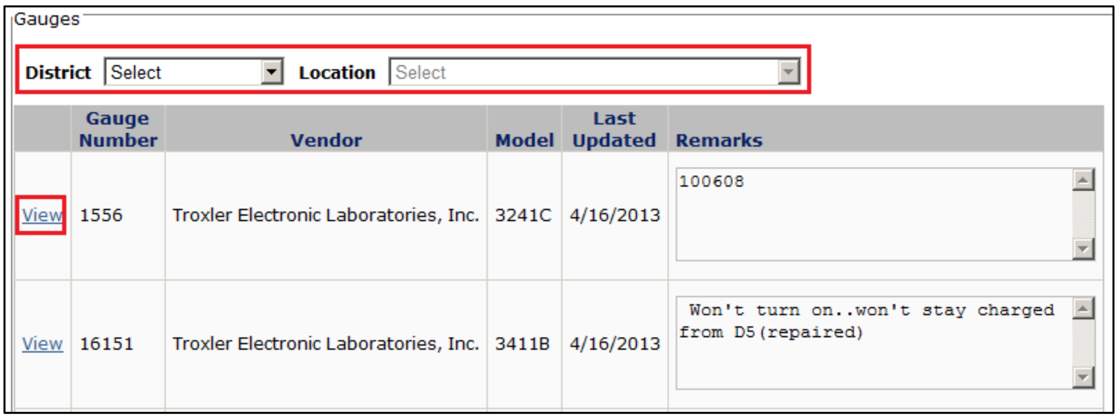
7. Click the **Yes, Delete This Gauge** button on the "Confirm Delete!" page



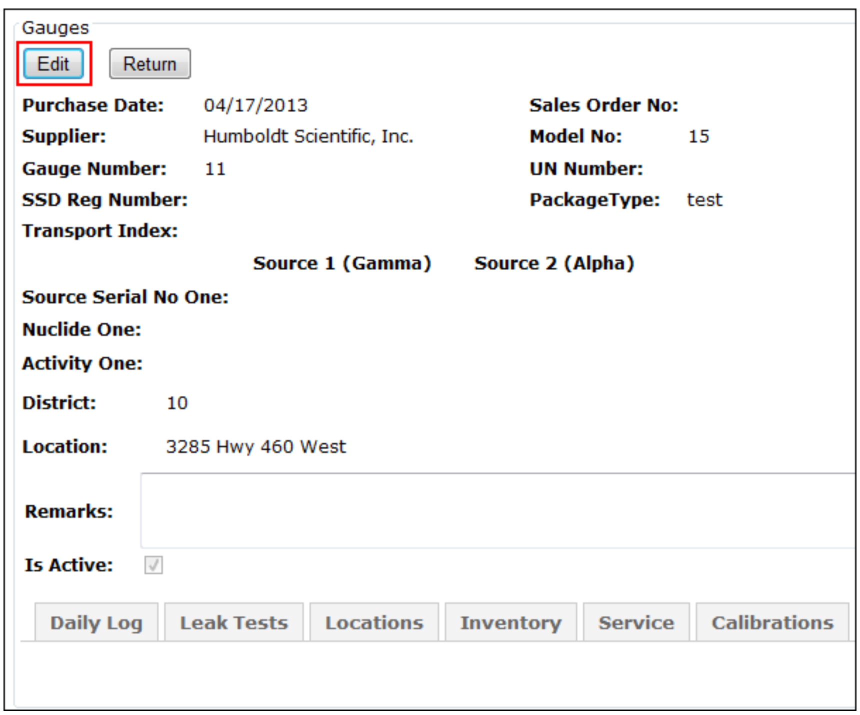
IV. Updating Gauge Status (Retiring, Servicing, Disposed, Repair, In Service)

Role: RSO, DRSO

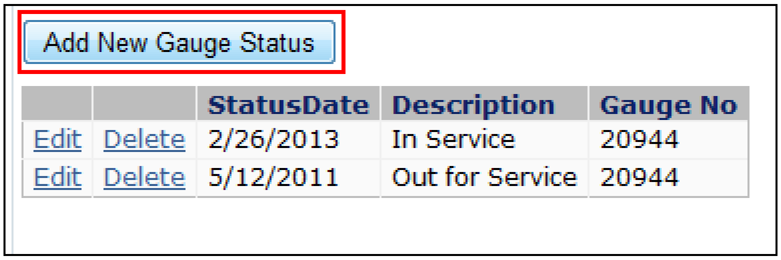
1. Access the application
2. Mouse over "Gauge" and click Gauge
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view



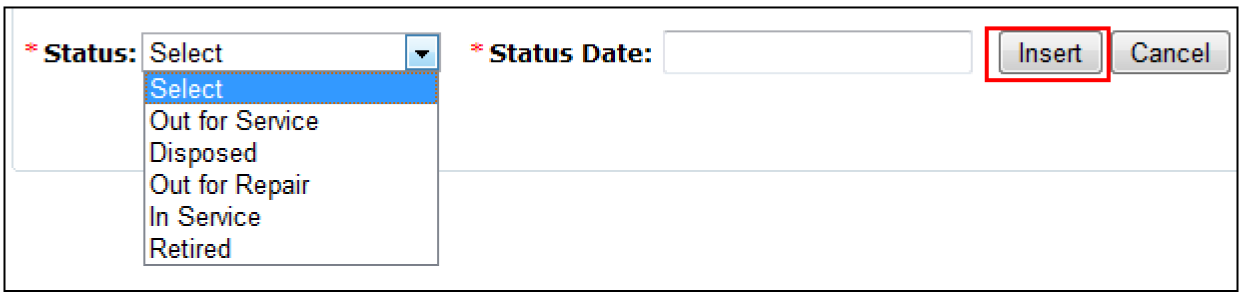
5. Click the **Edit** button



6. Click the **Add New Gauge Status** button



7. Click the new status in the **Status** drop-down menu
8. Enter the date of the status in the **Status Date** field
9. Click the **Insert** button



10. The **Record Inserted Successfully** message displays

V. VIEWING/ADDING INVENTORY

Role: RSO, DRSO, SE, Personnel (view only)

1. Access the application
2. Mouse over "Gauge" and click **Gauge**
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view
5. Select the **Inventory** tab
6. Click the **Add Edit Inventory** button
7. Click the **Add New Inventory** button
8. The **Person Name** defaults to the name of the employee logged in to NGI
9. Select an **Inventory Date**
10. Optionally, enter remarks into the **Remarks** field
11. Click the **Insert** button
12. The **Addition Successful** message displays

VI. Viewing/Adding Service

Role: RSO, DRSO, SE, Personnel (view only)

1. Access the application
2. Mouse over "Gauge" and click **Gauge**
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view
5. Select the **Service** tab
6. Click the **Add Edit Service** button
7. Click the **Add New Service** button
8. Select a Vendor in the **Vendor Name** field
9. Select a date in the **Out for Service** field
10. Optionally, when appropriate, populate the **Service Performed** field
11. Optionally, when appropriate, select a date in the **Return to Service** field
12. Optionally, enter remarks into the **Remarks** field
13. Click the **Insert** button
14. The **Addition Successful** message displays

VII. Viewing/Adding Calibrations

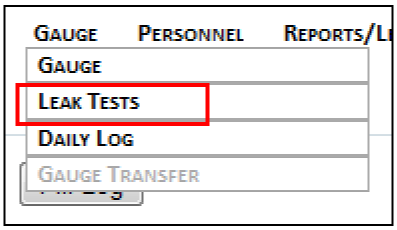
Role: RSO, DRSO, SE, Personnel (view only)

1. Access the application
2. Mouse over "Gauge" and click **Gauge**
3. Optionally, filter by district and location using the **District** and **Location** drop-down menus
4. Click the **View** hyperlink next to the gauge you wish to view
5. Select the **Calibrations** tab
6. Click the **Add Edit Calibration** button
7. Click the **Add New Calibration** button
8. Select a Vendor in the **Vendor Name** field
9. Select a date in the **Calibration Date** field
10. Optionally, enter remarks into the **Remarks** field
11. Click the **Insert** button
12. The **Addition Successful** message displays

VIII. Viewing Leak Test Records For Gauge

Role: RSO, DRSO, SE, Personnel

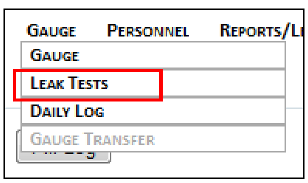
1. [Access the application]
2. Mouse over “Gauge” and click **Leak Tests**
3. Select the gauge number from the **Gauge** drop-down menu; the previous tests for this gauge display



IX. Adding A New Leak Test Record For Gauge

Role: RSO, DRSO

1. [Access the application]
2. Mouse over “Gauge” and click **Leak Tests**

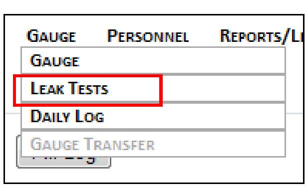


3. Select the gauge number from the **Gauge** drop-down menu; the previous tests for this gauge displays
4. Click the **Add New Leak Test** button
5. Enter the test information, including the required **Test Date** field
6. Click the **Submit** button
7. The **Addition Successful** message displays

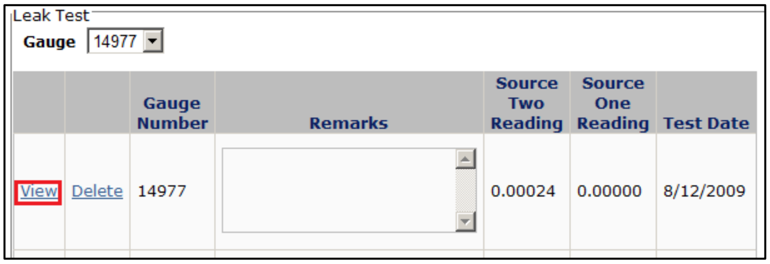
X. Editing An Existing Leak Test Record For Gauge

Role: RSO, DRSO

1. [Access the application]
2. Mouse over “Gauge” and click **Leak Tests**



3. Select the gauge number from the **Gauge** drop-down menu; the previous tests for this gauge displays
4. Click the **View** hyperlink

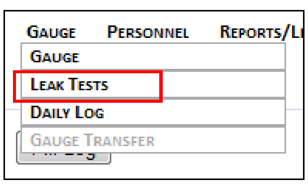


5. Update the necessary information and click the **Update** button
6. The **Record Updated Successfully** button displays

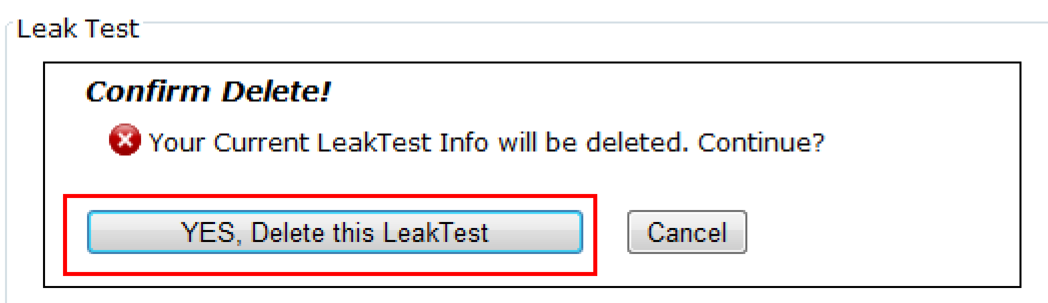
XI. Deleting An Existing Leak Test Record For Gauge

Role: RSO, DRSO

1. Access the application
2. Mouse over "Gauge" and click **Leak Tests**



3. Select the gauge number from the **Gauge** drop-down menu; the previous tests for this gauge displays
4. Click the **Delete** hyperlink
5. Click the **Yes, Delete This Leak Test** button

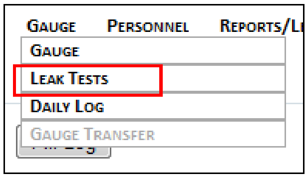


6. The confirmation message displays

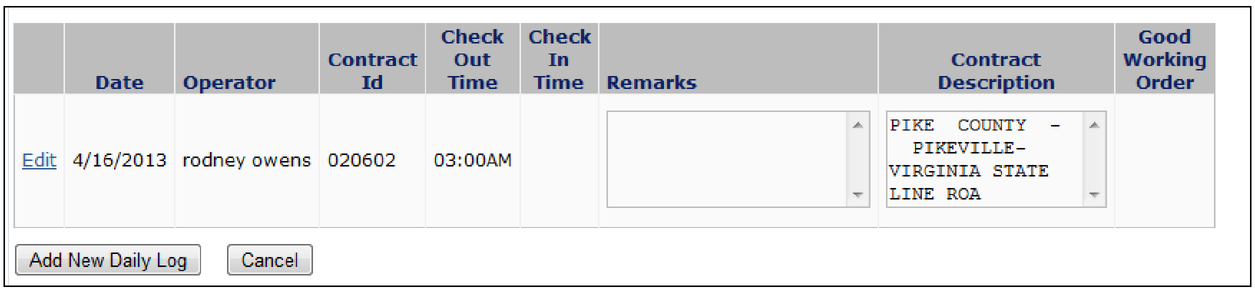
XII. Viewing Daily Logs For Gauge

Role: RSO, DRSO, SE, Personnel

1. [Access the application]
2. Mouse over "Gauge" in the navigation menu and click **Daily Log**



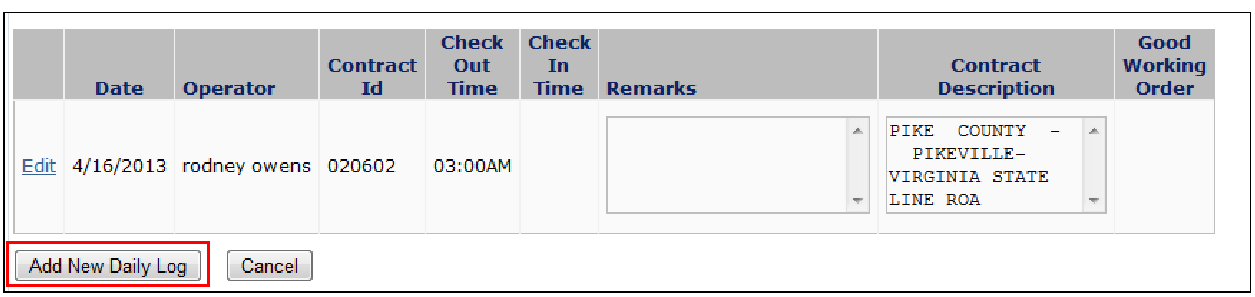
3. Click a gauge from the **Gauge Number** drop-down menu
4. The daily logs display



XIII. Adding New Daily Log For Gauge

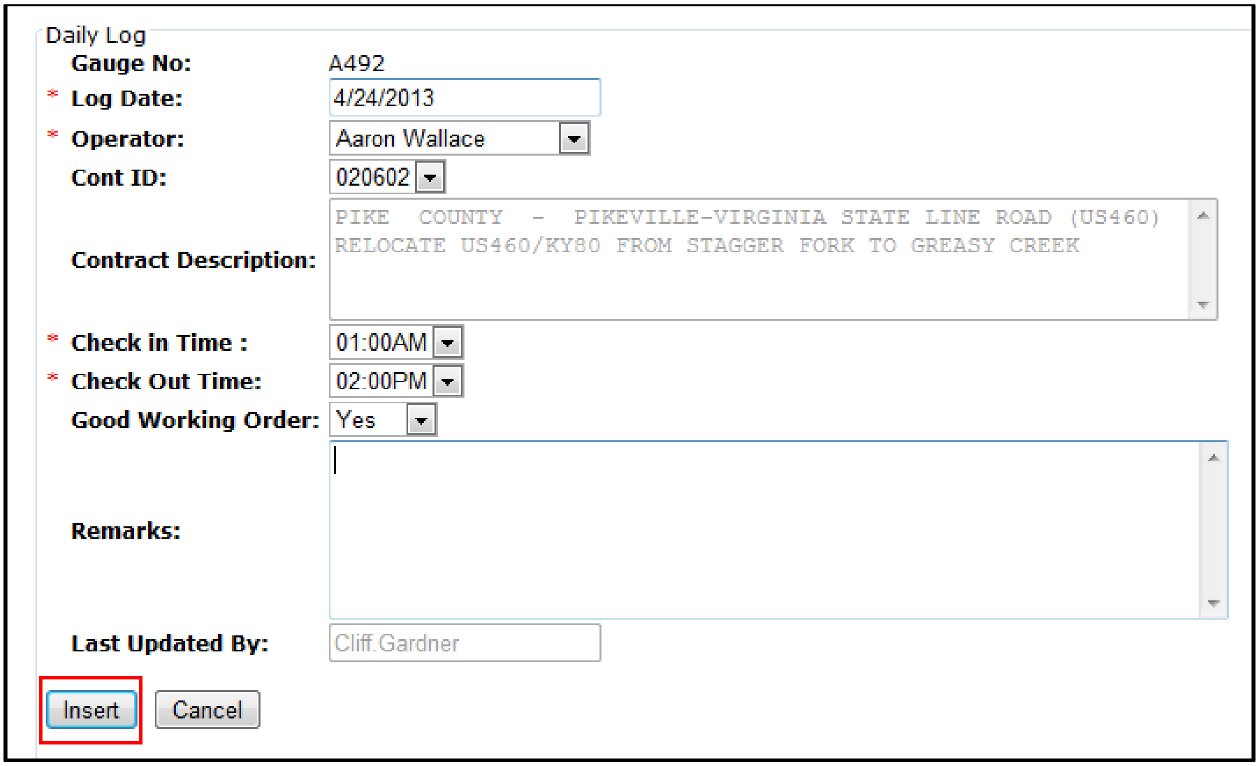
Role: RSO, DRSO, SE

1. [Access the application]
2. Mouse over "Gauge" in the navigation menu and click **Daily Log**
3. Click a gauge from the **Gauge Number** drop-down menu
4. Click the **Add New Daily Log** button



5. Enter the **Log Date**
6. Select the **Operator** from the drop-down menu
7. Optionally, complete the **Cont ID** and **Contract Description** fields
8. Click the **Check In Time** from the drop-down menu

9. Click the **Check Out Time** from the drop-down menu
10. Optionally, select whether the gauge is in **Good Working Order** and/or enter **Remarks**
11. Click the **Insert** button

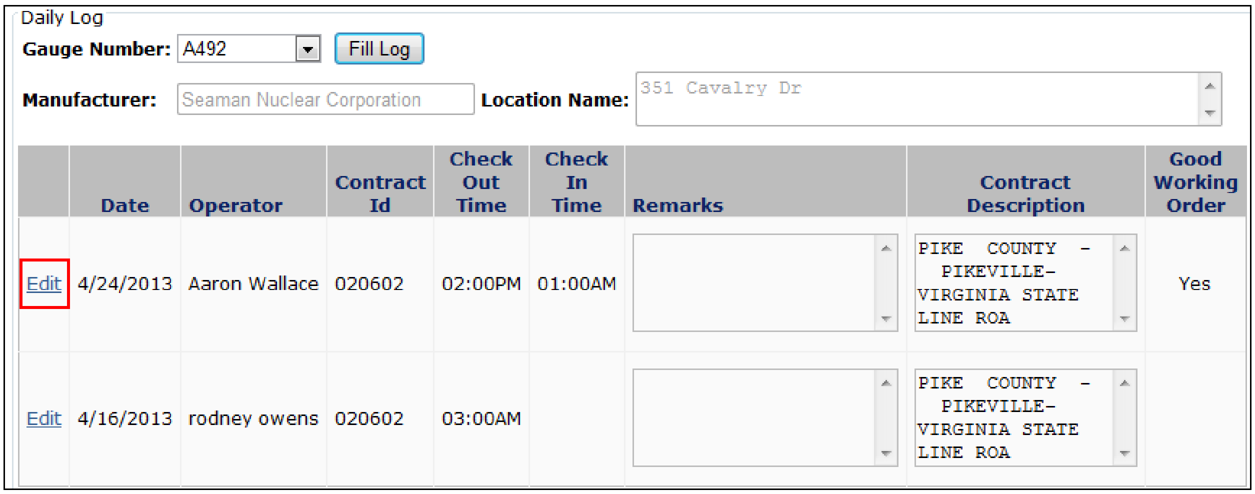


12. The confirmation message displays and you are returned to the previous page

XIV. Editing Existing Daily Log For Gauge

Role: RSO, DRSO, SE

1. [Access the application]
2. Mouse over "Gauge" in the navigation menu and click **Daily Log**
3. Click a gauge from the **Gauge Number** drop-down menu
4. Click the **Edit** hyperlink next to the log you wish to update

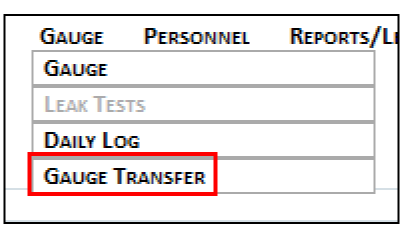


5. Make the necessary updates and click the **Update** button
6. The confirmation message displays and you are returned to the previous page

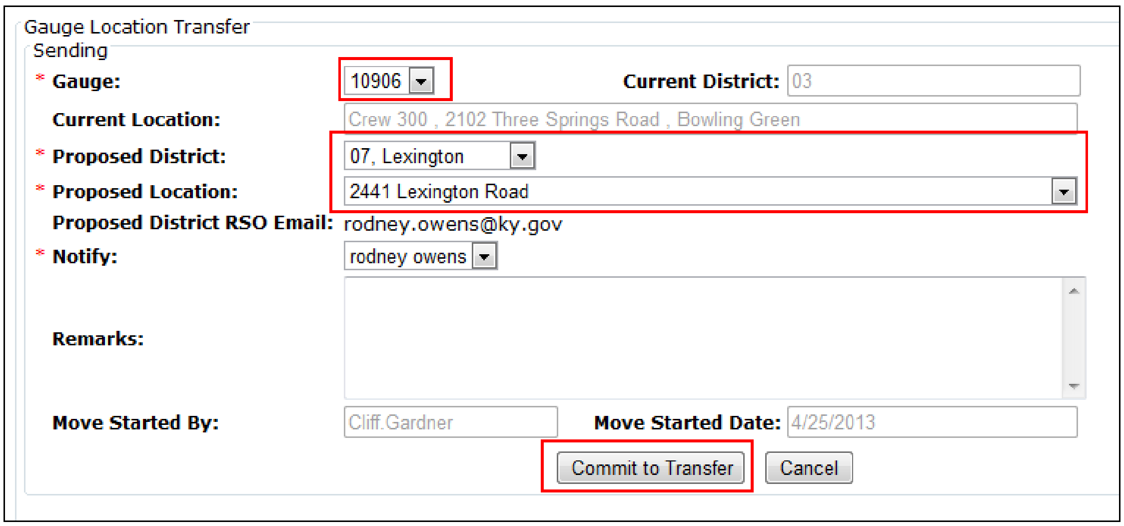
XV. Transferring Gauges

When transferring gauges from Location to Location within a District an email notification is sent by the system to the person whom initiated the transfer and the receiver (DRSO.) When transferring gauges from District to District an email notification is sent by the system to the DRSO that initiated the transfer, the receiver (DRSO in the new District), and the RSO.

1. [Access the application]
2. Mouse over "Gauge" in the navigation menu and click **Gauge Transfer**



3. Select the **Gauge** to be transferred from your district/location (depending on your assigned system role)
4. The information about the gauge displays, including the current District and Location
5. Click the district to which you would like to transfer the gauge in the **Proposed District** drop-down menu
6. Click the location to which you would like to transfer the gauge in the **Proposed Location** drop-down menu; the email address of the District RSO will populate
7. Optionally, enter remarks to be included in the body of the email notification
8. Click the **Commit To Transfer** button



9. The email is sent to necessary parties and you are returned to the home page

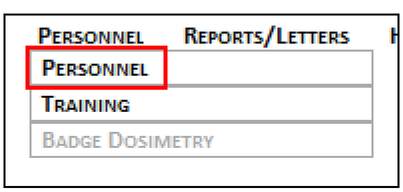
Personnel

The personnel section allows you to maintain the list of personnel or view your own personnel information. Additionally, it allows training to be tracked as well as the tracking of badge dosimetry.

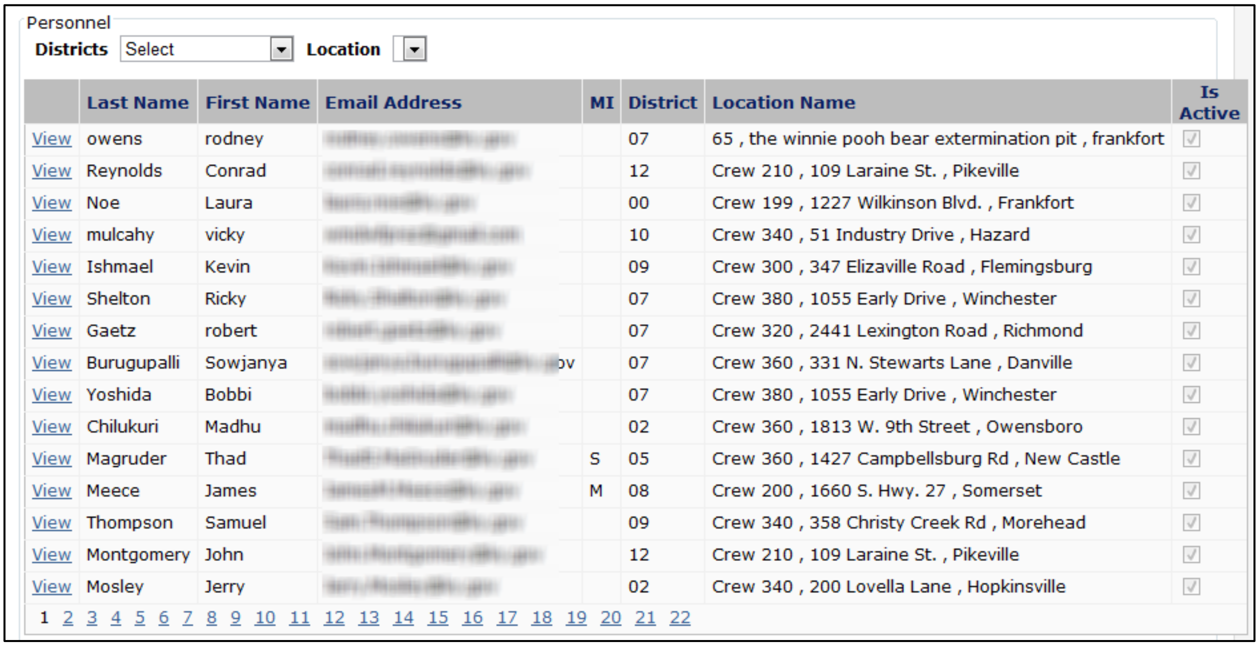
I. Viewing Personnel

Role: RSO, DRSO, SE, Personnel

1. [Access the application]
2. Mouse over "Personnel" in the navigation menu and click **Personnel**



3. This page displays all personnel that your role in the applications allows to be viewed; you may also have the ability to filter by district or location, with the appropriate application role



	Last Name	First Name	Email Address	MI	District	Location Name	Is Active
View	owens	rodney	[illegible]		07	65 , the winnie pooh bear extermination pit , frankfort	
View	Reynolds	Conrad	[illegible]		12	Crew 210 , 109 Laraine St. , Pikeville	
View	Noe	Laura	[illegible]		00	Crew 199 , 1227 Wilkinson Blvd. , Frankfort	
View	mulcahy	vicky	[illegible]		10	Crew 340 , 51 Industry Drive , Hazard	
View	Ishmael	Kevin	[illegible]		09	Crew 300 , 347 Elizaville Road , Flemingsburg	
View	Shelton	Ricky	[illegible]		07	Crew 380 , 1055 Early Drive , Winchester	
View	Gaetz	robert	[illegible]		07	Crew 320 , 2441 Lexington Road , Richmond	
View	Burugupalli	Sowjanya	[illegible]ov		07	Crew 360 , 331 N. Stewarts Lane , Danville	
View	Yoshida	Bobbi	[illegible]		07	Crew 380 , 1055 Early Drive , Winchester	
View	Chilukuri	Madhu	[illegible]		02	Crew 360 , 1813 W. 9th Street , Owensboro	
View	Magruder	Thad	[illegible]	S	05	Crew 360 , 1427 Campbellsburg Rd , New Castle	
View	Meece	James	[illegible]	M	08	Crew 200 , 1660 S. Hwy. 27 , Somerset	
View	Thompson	Samuel	[illegible]		09	Crew 340 , 358 Christy Creek Rd , Morehead	
View	Montgomery	John	[illegible]		12	Crew 210 , 109 Laraine St. , Pikeville	
View	Mosley	Jerry	[illegible]		02	Crew 340 , 200 Lovella Lane , Hopkinsville	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

4. Click the **View** hyperlink to view detailed information

II. Adding New Personnel

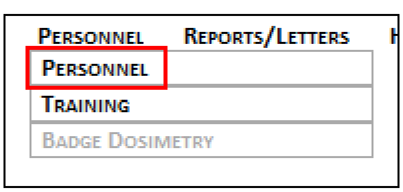
Role: RSO

1. Access the application
2. See Adding New Users

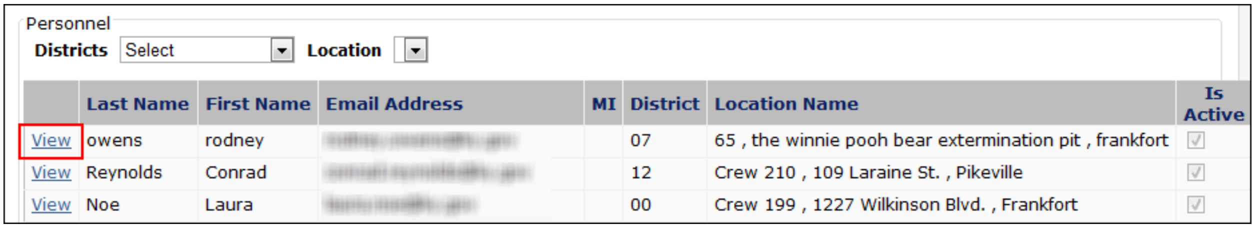
III. Viewing Individual Personnel Information

Role: RSO, DRSO, SE, Personnel

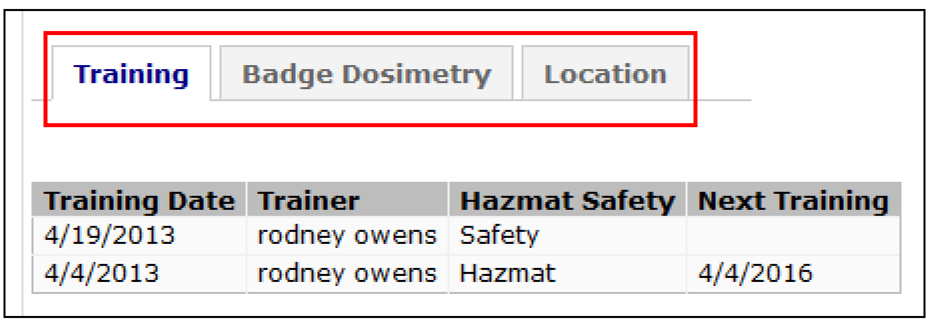
1. Access the application
2. Mouse over "Personnel" in the navigation menu and click **Personnel**



3. This page displays all personnel that your role in the applications allows to be viewed; you may also have the ability to filter by district or location, with the appropriate application role
4. Click the **View** hyperlink next to the person whose personnel information you wish to modify



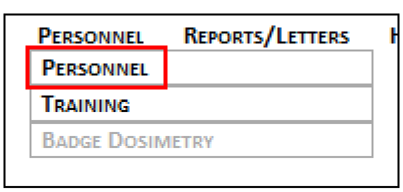
5. Detailed information for the employee displays
6. Optionally, to view training information for the employee, click the **Training** tab
7. Optionally, to view badge dosimetry information for the employee, click the **Badge Dosimetry** tab
8. Optionally, to view location information for the employee, click the **Location** tab



IV. Editing Individual Personnel Information

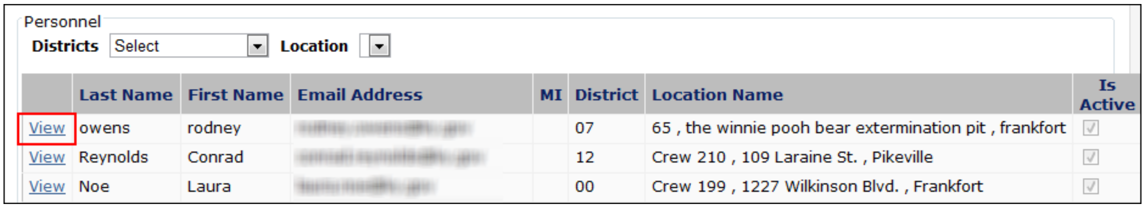
Role: RSO, DRSO, SE, Personnel

1. [Access the application]
2. Mouse over “Personnel” in the navigation menu and click **Personnel**

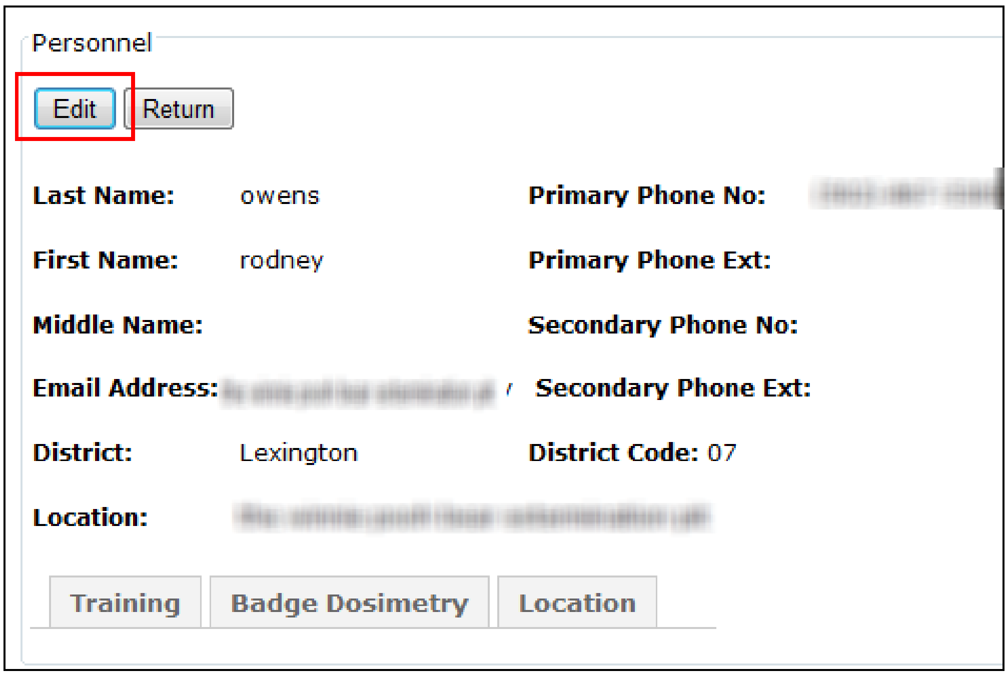


3. This page displays all personnel that your role in the applications allows to be viewed; you may also have the ability to filter by district or location, with the appropriate application role

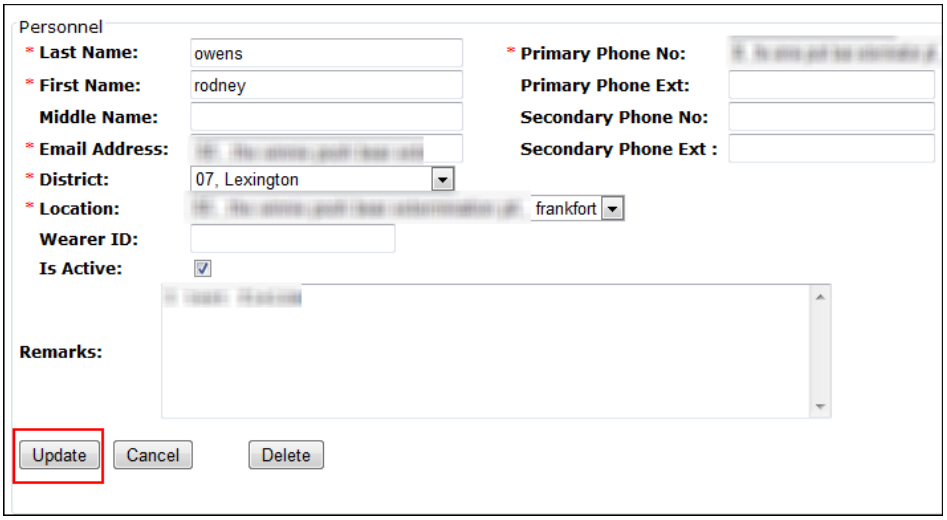
4. Click the **View** hyperlink next to the person whose personnel information you wish to modify



5. Click the **Edit** button



6. Modify the fields as necessary and click the **Update** button



7. The **Record Updated Successfully** message displays and you are returned to the read-only personnel information page

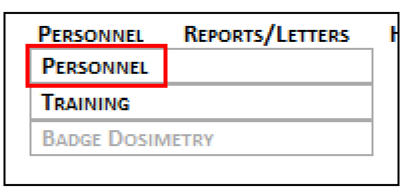
V. Deleting Personnel

Role: RSO

Note, if you just want to **inactivate** an employee, you can edit the employee's personnel information as described above and uncheck the **Is Active** checkbox before updating.

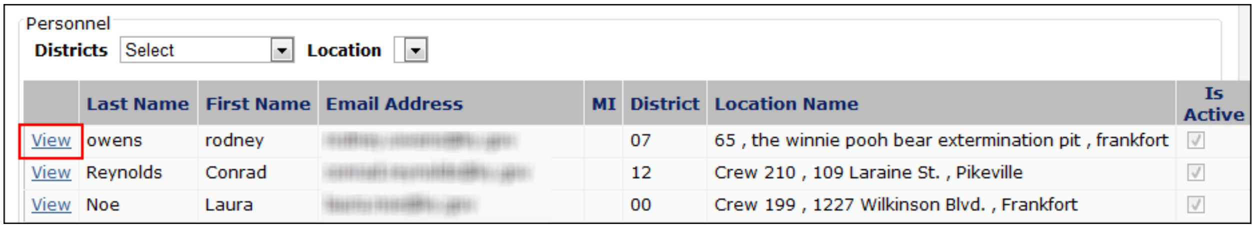
Note, you are unable to **delete** a personnel record that has associated records in NGI, such as Training Records, Dosimetry results, etc.

1. Access the application
2. Mouse over "Personnel" in the navigation menu and click **Personnel**

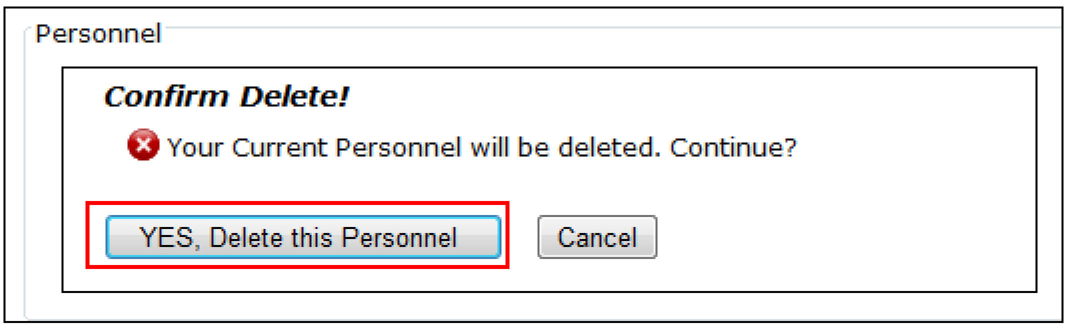


3. This page displays all personnel that your role in the applications allows to be viewed; you may also have the ability to filter by district or location, with the appropriate application role

4. Click the **View** hyperlink next to the person whose personnel information you wish to modify



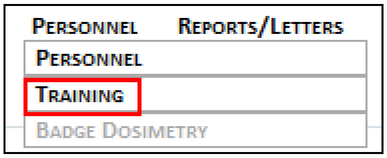
5. Click the **Edit** button
6. Click the **Delete** button
7. Click the **Yes, Delete This Person** button on the "Confirm Delete!" page
8. The confirmation message is displayed and you are returned to the Personnel page



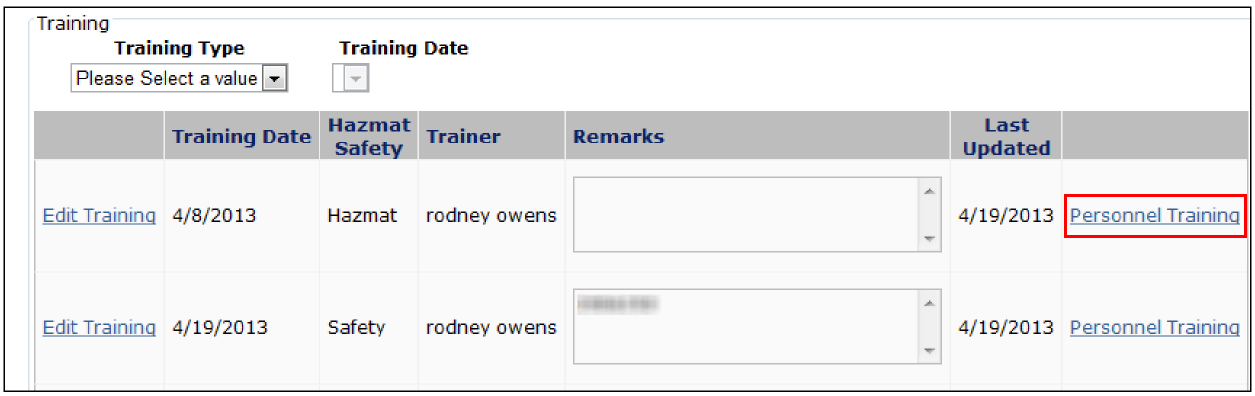
VI. Viewing Training Records

Role: RSO, DRSO

1. [Access the application]
2. Mouse over “Personnel” in the navigation menu and click **Training**



3. The application displays the training records viewable to your application role (e.g., For a District RSO, this will be all training sessions for their district)
4. Optionally, you can sort by training type and/or training date to narrow results
5. Click the **Personnel Training** link for the employee whose training you wish to view

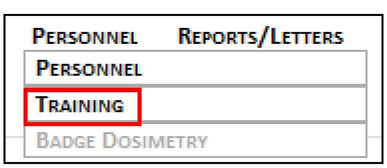


6. The training record displays, including the type of training conducted, the training date, the trainer, any remarks entered, and all personnel who were in attendance.

VII. Adding a New Training Record

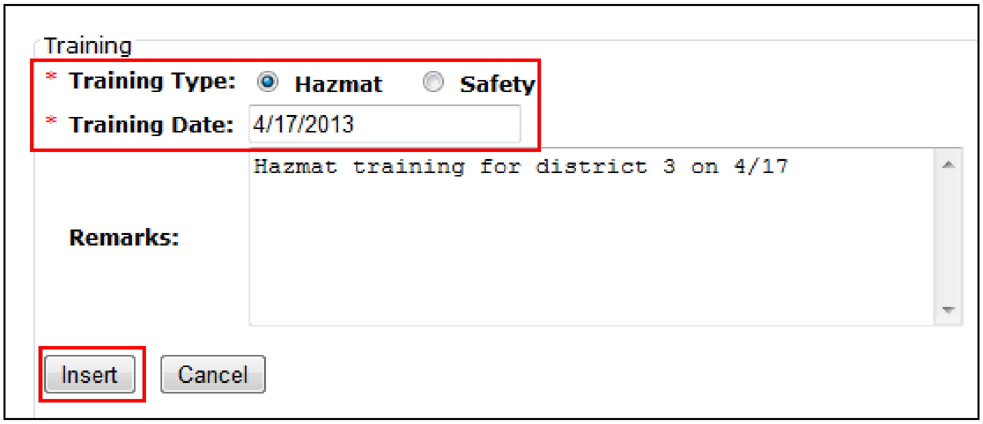
Role: RSO, DRSO

1. [Access the application]
2. Mouse over “Personnel” in the navigation menu and click **Training**



3. The application displays the training records viewable to your application role (e.g., For a District RSO, this will be all training sessions for their district)

4. Click the **Add New Training** button near the bottom of the page
5. Click the training type; hazmat or safety
6. Enter the training date
7. Optionally, enter remarks
8. Click the **Insert** button

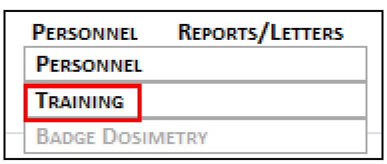


9. The **Addition Successful** message displays and you are now able to Add Personnel To A Training Record

VIII. Adding Personnel To A Training Record

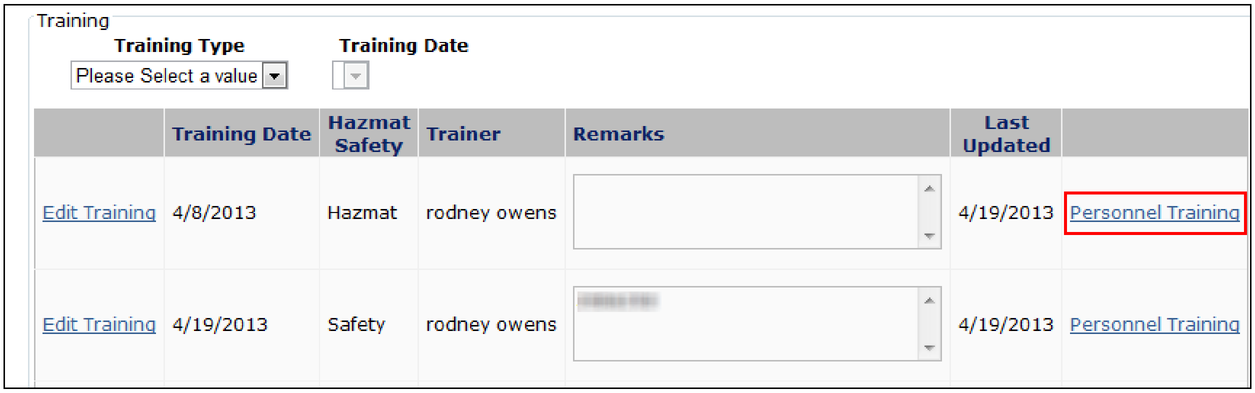
Role: RSO, DRSO

1. Access the application
2. Mouse over "Personnel" in the navigation menu and click **Training**

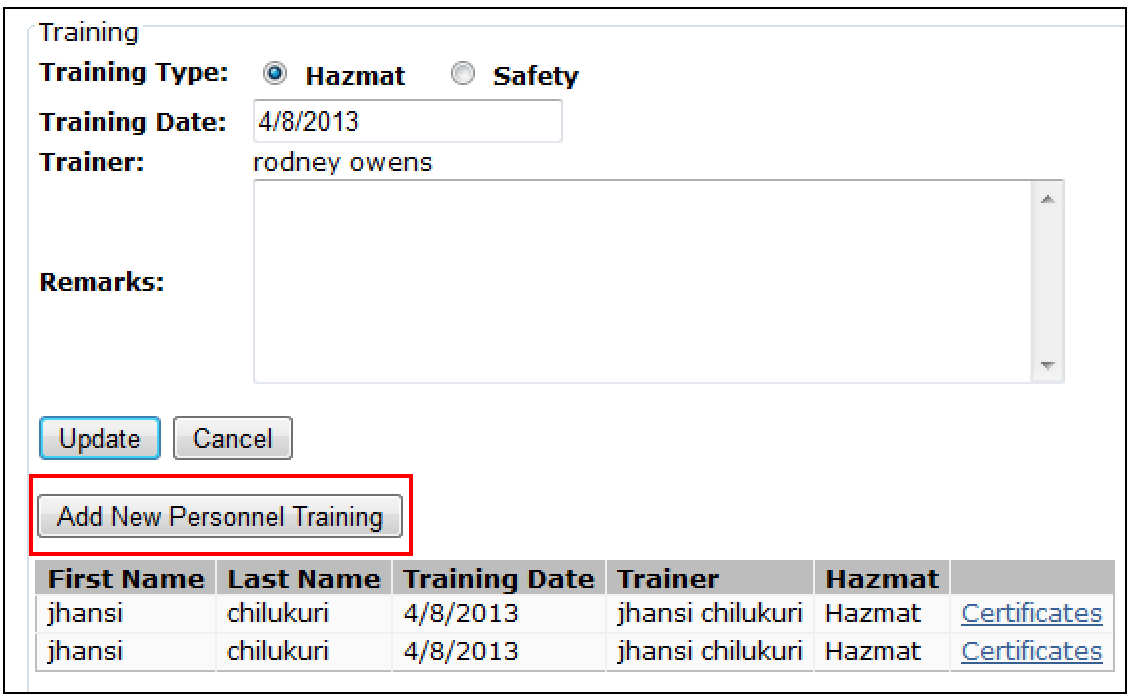


3. The application displays the training records viewable to your application role (e.g., For a District RSO, this will be all training sessions for their district)
4. Optionally, you can sort by training type and/or training date to narrow results

5. Click the **Personnel Training** link for the employee whose training you wish to view

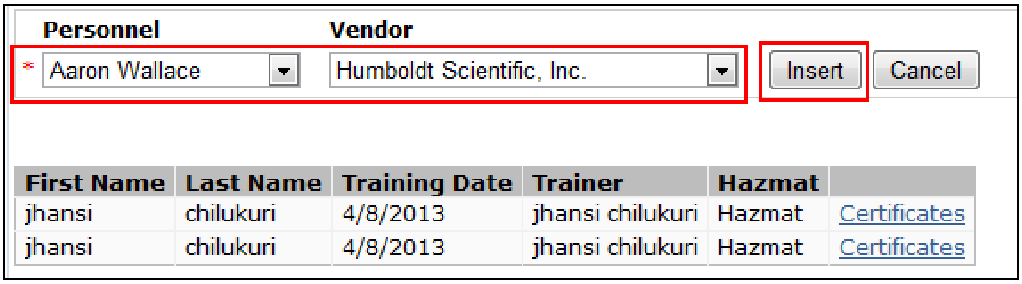


6. The training record displays, including the type of training conducted, the training date, the trainer, any remarks entered, and all personnel who were in attendance
7. Click the **Add New Personnel Training** button



8. Click the name of the employee in the **Personnel** drop-down menu
9. Click the name of the vendor in the **Vendor** drop-down menu

10. Click the **Insert** button

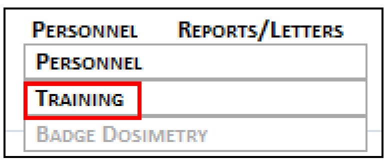


11. The **Record Inserted Successfully** message displays, you are returned to the previous page, and the employee appears in the training record

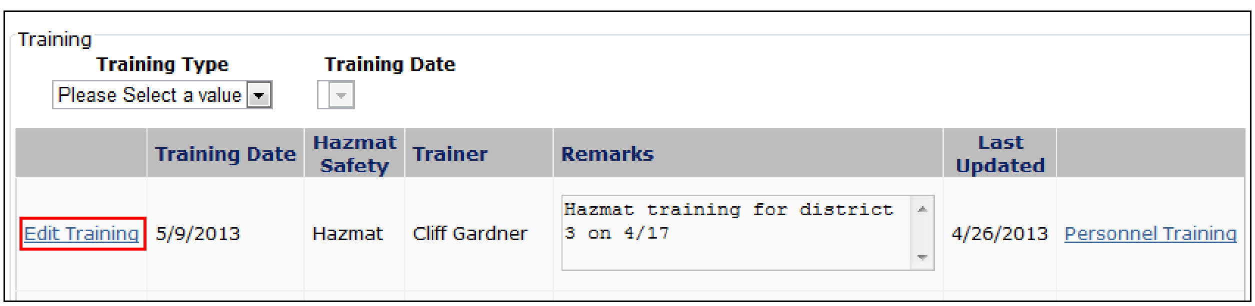
IX. Editing An Existing Training Record

Role: RSO, DRSO

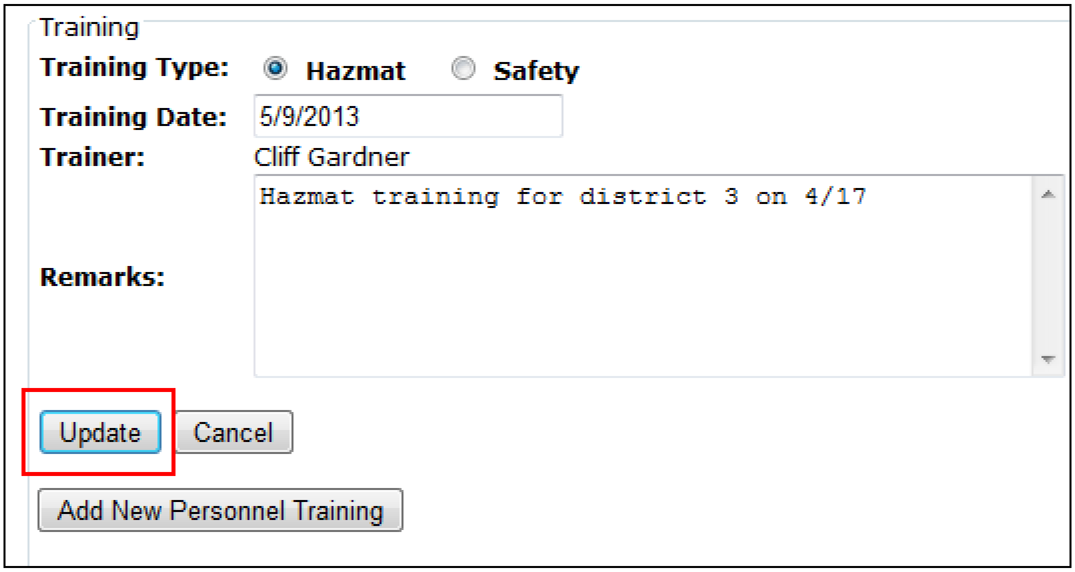
10. [Access the application]
11. Mouse over "Personnel" in the navigation menu and click **Training**



12. The application displays the training records viewable to your application role (e.g., For a District RSO, this will be all training sessions for their district)
13. Click the **Edit Training** hyperlink next to the training record you wish to modify



14. Make the necessary changes and click the **Update** button

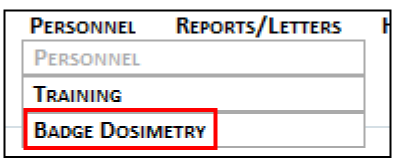


15. The **Record Updated Successfully** message displays and you are returned to the previous page

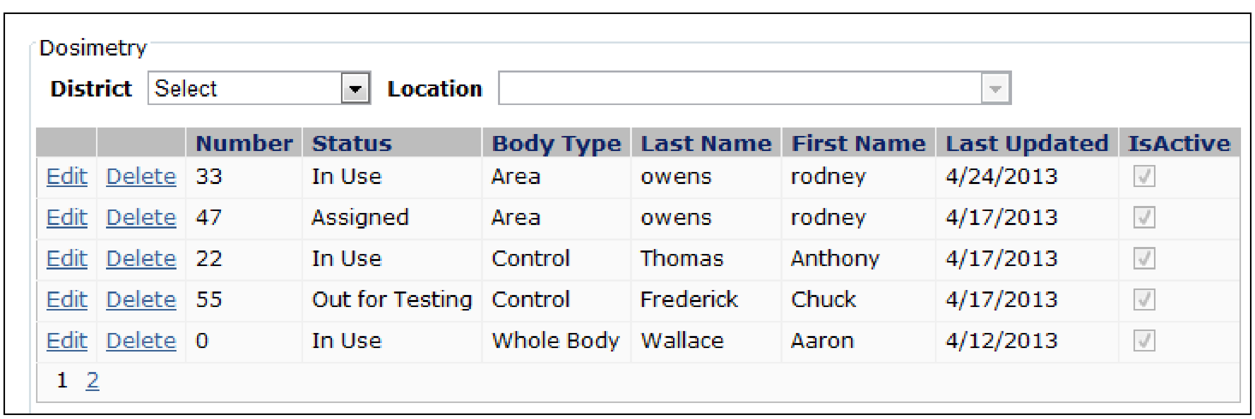
X. Viewing Badge Dosimetry Information

Role: RSO, DRSO

1. [Access the application]
2. Mouse over "Personnel" in the navigation menu and click **Badge Dosimetry**



3. The page displays high level information for badges with the option to filter by district and location (depending on your role in the application)



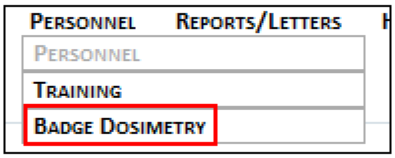
		Number	Status	Body Type	Last Name	First Name	Last Updated	IsActive
Edit	Delete	33	In Use	Area	owens	rodney	4/24/2013	
Edit	Delete	47	Assigned	Area	owens	rodney	4/17/2013	
Edit	Delete	22	In Use	Control	Thomas	Anthony	4/17/2013	
Edit	Delete	55	Out for Testing	Control	Frederick	Chuck	4/17/2013	
Edit	Delete	0	In Use	Whole Body	Wallace	Aaron	4/12/2013	

1 2

XI. ADDING A NEW BADGE

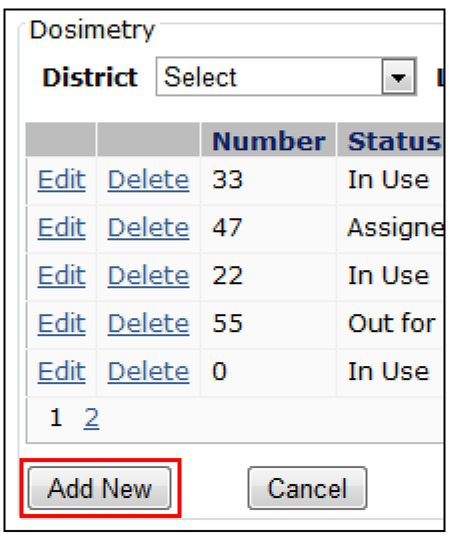
Role: RSO, DRSO

1. Access the application
2. Mouse over “Personnel” in the navigation menu and click **Badge Dosimetry**

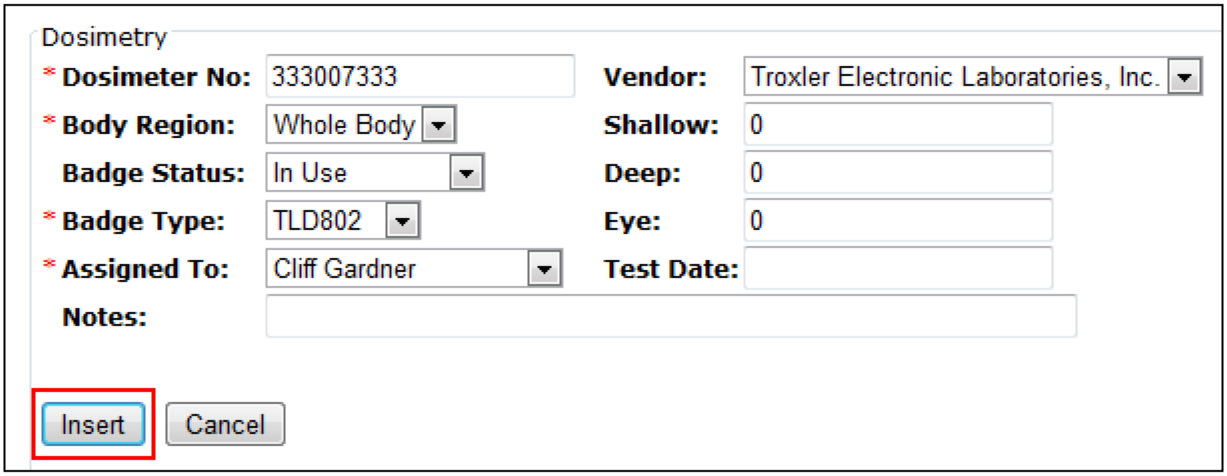


3. The page displays high level information for badges with the option to filter by district and location (depending on your role in the application)

4. Click the **Add New** button near the bottom of the page



5. Enter the **Dosimeter No**
6. Optionally, modify the **Body Region**, **Badge Status**, **Badge Type**, and **Assigned To** if the default values are incorrect
7. Optionally, select the vender and enter additional information and notes
8. Click the **Insert** button



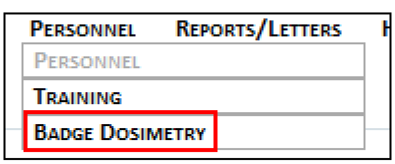
9. The **Addition Successful** message displays, you are returned to the previous page, and the new dosimeter is listed

XII. Editing Badge Dosimetry Information

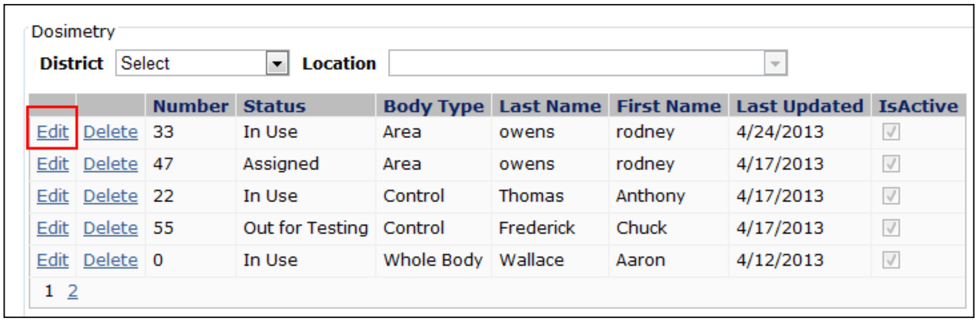
Role: RSO, DRSO

Note: You have the option to inactivate a badge using the steps below. Just uncheck the **Is Active** checkbox when modifying the information before you click Update.

1. Access the application
2. Mouse over "Personnel" in the navigation menu and click **Badge Dosimetry**



3. The page displays high level information for badges with the option to filter by district and location (depending on your role in the application)
4. Click the **Edit** hyperlink next to the badge number you wish to modify



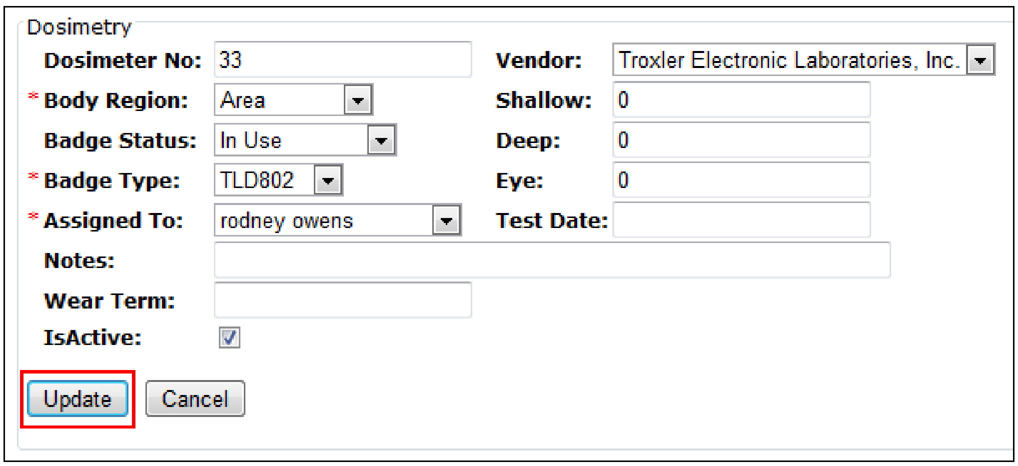
Dosimetry

District Select Location

		Number	Status	Body Type	Last Name	First Name	Last Updated	IsActive
Edit	Delete	33	In Use	Area	owens	rodney	4/24/2013	☑
Edit	Delete	47	Assigned	Area	owens	rodney	4/17/2013	☑
Edit	Delete	22	In Use	Control	Thomas	Anthony	4/17/2013	☑
Edit	Delete	55	Out for Testing	Control	Frederick	Chuck	4/17/2013	☑
Edit	Delete	0	In Use	Whole Body	Wallace	Aaron	4/12/2013	☑

1 2

5. Make the necessary changes to the information
6. Click the **Update** button



7. The **Record Updated Successfully** message displays

Reports/Letters

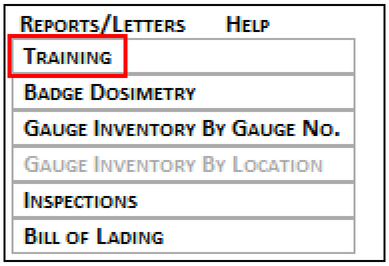
Note: Not all reports will be available, or even visible, to all application roles. Your role will dictate the reports you can view and access.

I. Training Report

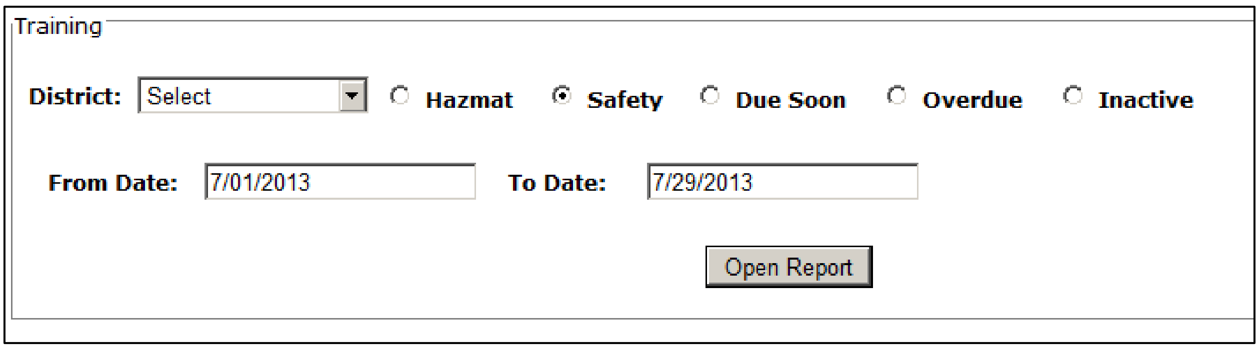
Role: RSO, DRSO, SE, Personnel

The training reports allows you to view information about training that will be due soon (upcoming) and training that is overdue (late) as well as filtering by the type of training. Note: the Due Soon training report will only display personnel with training due within 3 months of the current date.

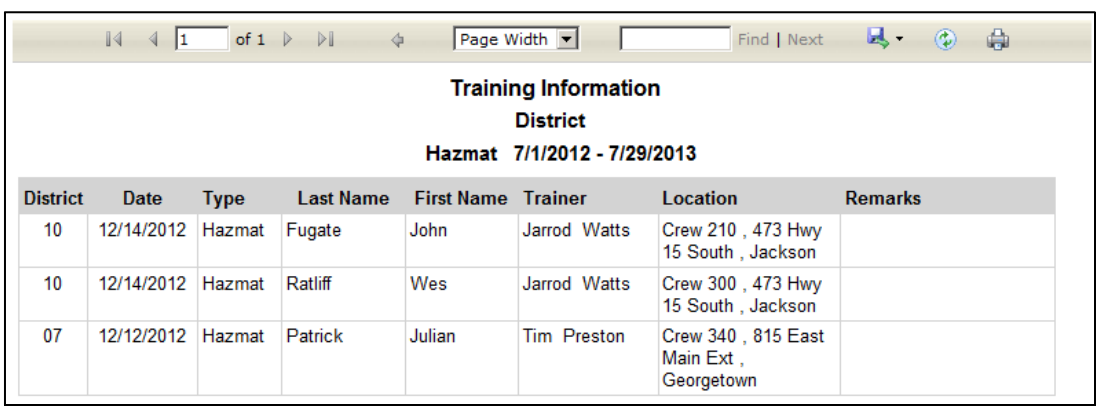
1. [Access the application]
2. Mouse over "Reports/Letters" in the navigation menu and click **Training**



3. Choose the report criterion: Hazmat, Safety, Due Soon, Overdue, or Inactive
4. Optionally, choose a District to narrow the results by District
5. Enter a From and a To date to narrow the results by date



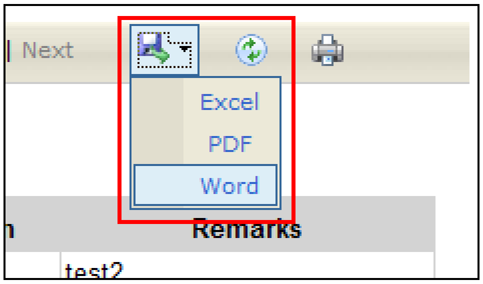
6. Click the **Open Report** button
   a. The report will open in a new window—if the report does not display, turn off any pop-up blocker your browser and/or toolbars you are using
7. The report displays



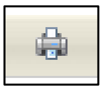
Training Information
District
Hazmat 7/1/2012 - 7/29/2013

District	Date	Type	Last Name	First Name	Trainer	Location	Remarks
10	12/14/2012	Hazmat	Fugate	John	Jarrod Watts	Crew 210 , 473 Hwy 15 South , Jackson	
10	12/14/2012	Hazmat	Ratliff	Wes	Jarrod Watts	Crew 300 , 473 Hwy 15 South , Jackson	
07	12/12/2012	Hazmat	Patrick	Julian	Tim Preston	Crew 340 , 815 East Main Ext , Georgetown	

8. Optionally, you can click the **Save** icon (diskette) and choose to export the report to Microsoft Excel, Microsoft Word, or to an Adobe PDF file



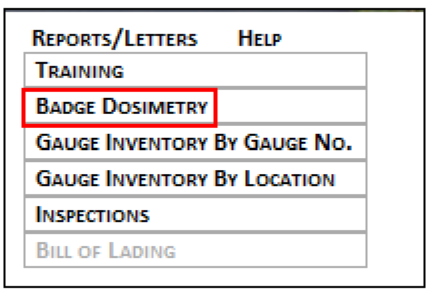
9. Optionally, you can print the report by clicking the **Printer** icon



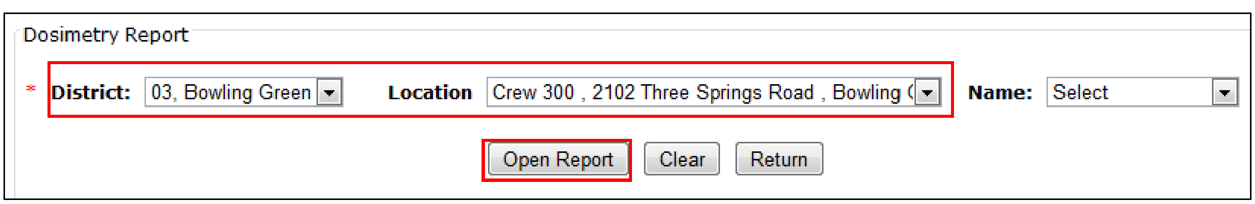
II. Badge Dosimetry Report

Role: RSO, DRSO, SE, Personnel

1. [Access the application]
2. Mouse over “Reports/Letters” in the navigation menu and click **Badge Dosimetry**

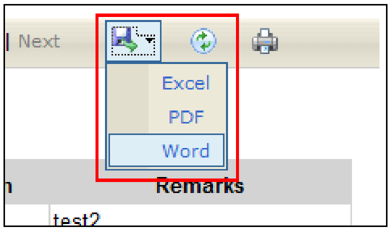


3. Select the **District** and the **Location**
4. Optionally, select a **Name**
5. Click the **Open Report** button

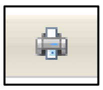


   a. The report will open in a new window—if the report does not display, turn off any pop-up blocker your browser and/or toolbars are using

6. The report displays
7. Optionally, you can click the **Save** icon (diskette) and choose to export the report to Microsoft Excel, Microsoft Word, or to an Adobe PDF file



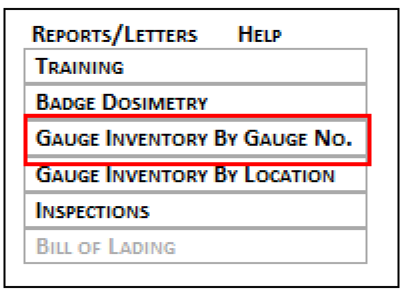
8. Optionally, you can print the report by clicking the **Printer** icon



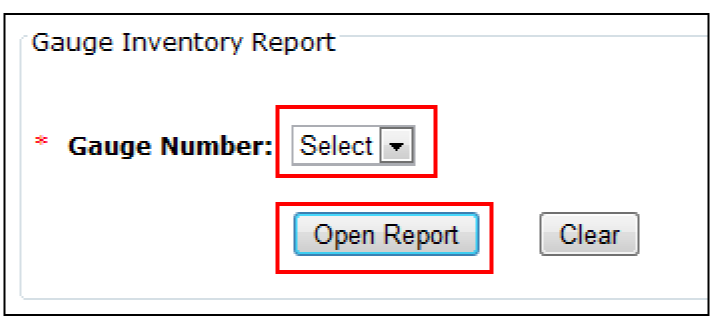
III. Gauge Inventory By Gauge Number Report

Role: RSO, DRSO, SE, Personnel

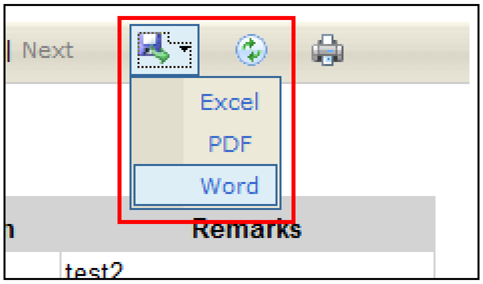
1. [Access the application]
2. Mouse over "Reports/Letters" in the navigation menu and click **Gauge Inventory By Gauge No.**



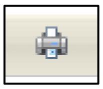
3. Click a **Gauge Number** from the drop-down menu and click the **Open Report** button3
   a. The report will open in a new window—if the report does not display, turn off any pop-up blocker your browser and/or toolbars are using



4. The report displays
5. Optionally, you can click the **Save** icon (diskette) and choose to export the report to Microsoft Excel, Microsoft Word, or to an Adobe PDF file



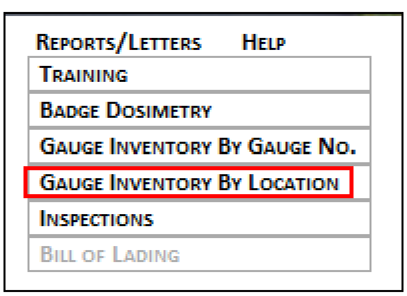
6. Optionally, you can print the report by clicking the **Printer** icon



IV. Gauge Inventory By Location Report

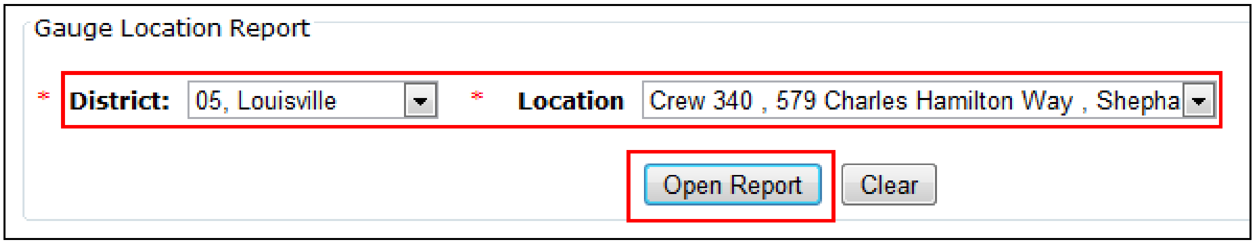
Role: RSO, DRSO, SE, Personnel

1. Access the application
2. Mouse over "Reports/Letters" in the navigation menu and click **Gauge Inventory By Location**

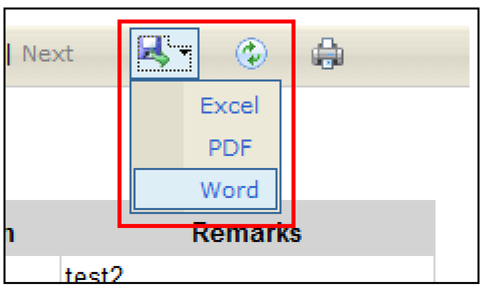


3. Select the **District** and the **Location**

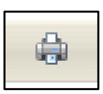
4. Click the **Open Report** button



   a. The report will open in a new window—if the report does not display, turn off any pop-up blocker your browser and/or toolbars are using
5. The report displays
6. Optionally, you can click the **Save** icon (diskette) and choose to export the report to Microsoft Excel, Microsoft Word, or to an Adobe PDF file



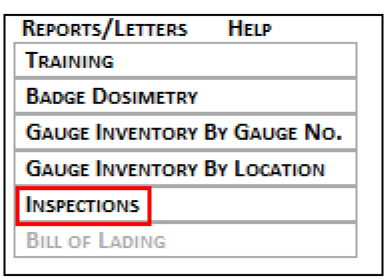
7. Optionally, you can print the report by clicking the **Printer** icon



V. Inspections Report

Role: RSO, DRSO

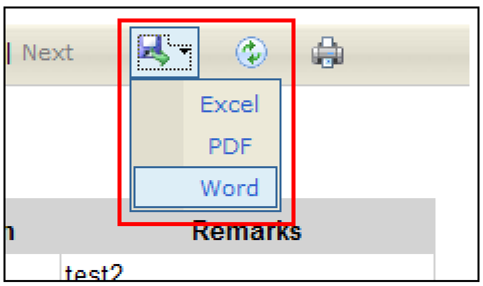
1. [Access the application]
2. Mouse over “Reports/Letters” in the navigation menu and click **Inspections**



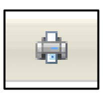
3. Select the **Inspection Year**
4. Select a **District** or **District/Location**

5. Click the **Open Report** button

   a. The report will open in a new window—if the report does not display, turn off any pop-up blocker your browser and/or toolbars are using
6. The report displays
7. Optionally, you can click the **Save** icon (diskette) and choose to export the report to Microsoft Excel, Microsoft Word, or to an Adobe PDF file



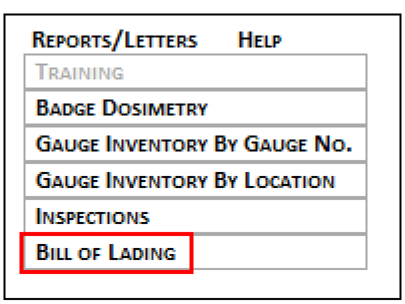
8. Optionally, you can print the report by clicking the **Printer** icon



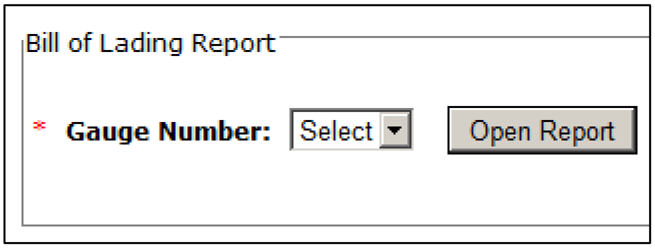
VI. Bill Of Lading Report

Role: RSO, DRSO, SE

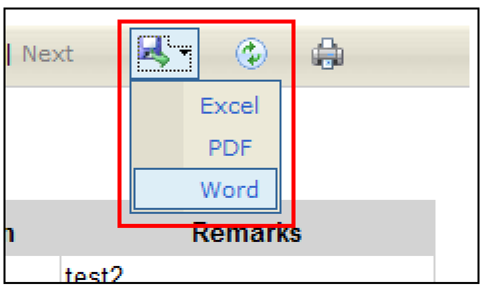
1. [Access the application]
2. Mouse over "Reports/Letters" in the navigation menu and click **Inspections**



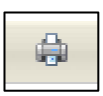
3. Click a **Gauge Number** from the drop-down menu and click the **Open Report** button3
    a. The report will open in a new window—if the report does not display, turn off any pop-up blocker your browser and/or toolbars are using



4. The report displays
5. Optionally, you can click the **Save** icon (diskette) and choose to export the report to Microsoft Excel, Microsoft Word, or to an Adobe PDF file



6. Optionally, you can print the report by clicking the **Printer** icon



Help

I. Viewing Help Information

Role: RSO, DRSO, SE, Personnel

1. Access the application
2. Click the **Help** item in the navigation menu

3. The page displays help information added by the administrator in an Q&A-like format