# Revision History

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date</th>
<th>Revision Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>April 26, 2013</td>
<td>Initial creation</td>
<td>Cliff Gardner, KYTC OIT</td>
</tr>
<tr>
<td>1.1</td>
<td>July 08, 2013</td>
<td>Modify screenshots</td>
<td>Lisa Harper, KYTC OIT</td>
</tr>
<tr>
<td>1.2</td>
<td>July 29, 2013</td>
<td>Update Leak Tests, Screenshots, Permissions</td>
<td>Lisa Harper, KYTC OIT</td>
</tr>
<tr>
<td>1.3</td>
<td>August 11, 2013</td>
<td>Add additional information</td>
<td>Lisa Harper, KYTC OIT</td>
</tr>
<tr>
<td>1.4</td>
<td>August 28, 2013</td>
<td>Add additional information</td>
<td>Lisa Harper, KYTC OIT</td>
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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
SYSTEM SUMMARY

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:

<table>
<thead>
<tr>
<th>Role</th>
<th>High Level Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Safety Officer (RSO)</td>
<td>Administrator&lt;br&gt;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</td>
</tr>
<tr>
<td>District Radiation Safety Officer (DRSO)</td>
<td>Administrator for Assigned District&lt;br&gt;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</td>
</tr>
<tr>
<td>Section Engineer (SE)</td>
<td>Limited&lt;br&gt;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</td>
</tr>
<tr>
<td>Personnel</td>
<td>Restricted&lt;br&gt;Ability to view all gauges, personnel, and reports at their location. Read-only role.</td>
</tr>
</tbody>
</table>
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

![Watch Dog User dropdown 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**

![Maintain Users page]
3. The ITA WatchDog application displays
4. Click the **Users** hyperlink next to the “NGI” application

![ITA WatchDog](image)

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

![NGI - NGI (Nuclear Gauge Program)](image)

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

![Delete this Record!?](image)

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

![User ID: firstname.lastname](image)

- District RSO
- Personnel
- RSO
- Section Engineer

**Last Updated On 4/23/2013 8:43:17 AM By cliff gardner**

---

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**

![Navigation Menu](image)

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

![Personnel Table](image)

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

![Image of Personnel update interface]

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**

![Image of Personnel navigation menu]

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

![Watch Dog User drop-down menu](image)

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

![Navigation Menu](image1.png)

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

![Add Edit HelpInfo](image2.png)

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**

![Maintain Help Info](image)

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

![Edit hyperlink](image)

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

![Update button](image)

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

![Image](image1.png)

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

![Image](image2.png)

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

![Image](image3.png)

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

![Type Table Navigation](image)

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

![Edit Hyperlink](image)

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

![Update Hyperlink](image)

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

![Image of navigation menu and type tables]

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

![Image of badge status type table]

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

![Image of confirm delete dialog]

5. The **Type Table Name 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

```
Home  Admin  Inspections  Gauge  Personnel  Reports/Letters
Maintain Users
Maintain Help Info
Maintain Email
Maintain Type Tables
Maintain Assets  Locations/Facility
Vendors
```

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

```
Location
- District: 63. Bowling Green
- Location Name: New Storage Location
- Street: 2994 Testing Street
- City: Bowling Green
- State: KY
- Zip: 40403
- Storage Description: Test description
- Crew Number: 0202209
- IsActive: 
```

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**

![Locations/Facilities menu](image)

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

![Delete hyperlink](image)

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

![Confirm Delete!](image)

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  

![Gauge table]

5. Click the **Edit** button

![Edit form]

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

![Gauge Table]

5. Click the **Edit** button

![Edit Form]
6. Click the **Delete** button

7. Click the **Yes, Delete This Gauge** button on the “Confirm Delete!” page
IV. **UPDATING GAUGE STATUS (RETIRED, 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

![Gauge List](image)

5. Click the **Edit** button

![Gauge Details](image)
6. Click the **Add New Gauge Status** button

![Add New Gauge Status](image)

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Gauge No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Delete</td>
<td>2/26/2013 In Service 20944</td>
</tr>
<tr>
<td>Edit</td>
<td>Delete</td>
<td>5/12/2011 Out for Service 20944</td>
</tr>
</tbody>
</table>

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

![Status and Status Date](image)

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

![Gauge Drop-Down Menu](image)

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**

![Leak Tests Menu](image)

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

![Confirm Delete](image)

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**

![Image of Gauge Number drop-down menu]

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

![Table of daily logs with fields such as Date, Operator, Contract Id, Check Out Time, Check In Time, Remarks, Contract Description, and Good Working Order]

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

![Table for adding a new daily log with fields such as Date, Operator, Contract Id, Check Out Time, Check In Time, and additional options]

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.

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.

![Personnel List](image)

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.

![Training Table](image)

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**.

![Navigation Menu](image)

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.

![Personnel Table]

5. Click the **Edit** button.

![Edit Button]

- Last Name: owens
- First Name: rodney
- Primary Phone No:
- Secondary Phone No:
- District: Lexington
- District Code: 07
- Location:

  ![Training, Badge Dosimetry, Location Buttons]
6. Modify the fields as necessary and click the **Update** button

![Personnel Update Screen](image.png)

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**

![Navigation Menu](image.png)

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

![Add New Training Button](image)

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**

![Navigation Menu](image)

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

![Image of Personnel and Vendor form]

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**

![Image of Personnel, Reports/Letters, and 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

![Image of Training record with Edit Training hyperlink]

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)
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 vendor 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
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

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 Number**

3. Click a **Gauge Number** from the drop-down menu and 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

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

   ![Gauge Location Report]

   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

   ![Save Options]

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**

   ![Navigation Menu]

   3. Select the **Inspection Year**
   4. Select a **District** or **District/Location**
5. Click the **Open Report** button

![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

![Save Options]

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

![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**

![Navigation Menu]

![Inspections Section]
3. Click a **Gauge Number** from the drop-down menu and 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

   ![Bill of Lading Report](image)

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

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**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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I view my Dosimetry results?</td>
<td>Click the Personnel link under the Personnel menu. Select the View link next to your name, and then select the Dosimetry tab. You can also select the Badge Dosimetry link under the Reports/Letters menu, and run the report.</td>
</tr>
</tbody>
</table>