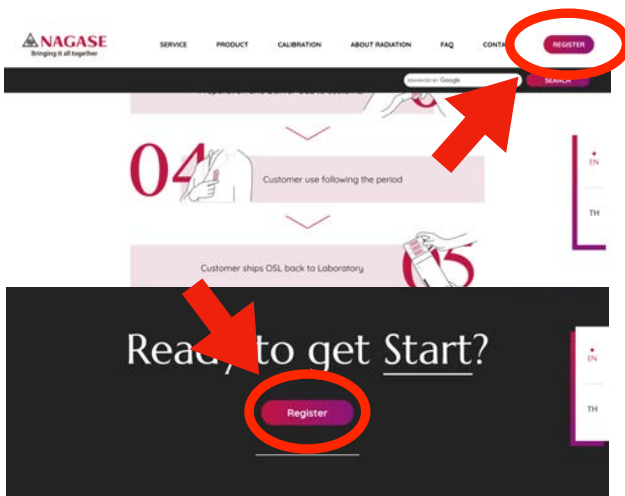


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【Application Form】

<http://landauer.nagase.co.th/>

To use the NAGASE THAILAND's Personal Radiation Monitoring Services, please register using the registration-application form.

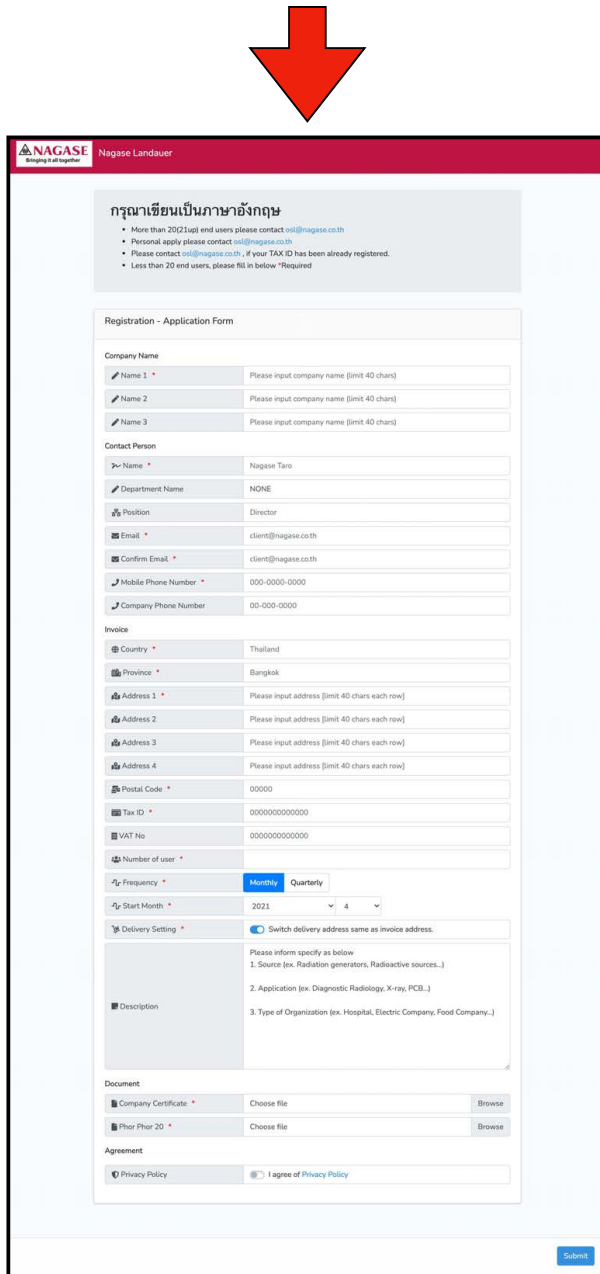
To access the registration form, click on the "Register" button at the top right or bottom of the page you are currently viewing on the NAGASE Landauer website.

The whole registration form's appearance is shown in the figure at the below left of this page.

For the customers who fits one of the conditions of followings, please contact OSL Laboratory of the NAGASE THAILAND directly.

- Customers with more than 20 users
- Customers using the service as individuals, not corporations
- Customers who received the message "Already registered" on entering TAX ID.
 - ※There is a possibility that another department has already registered.

Contact of OSL Laboratory ;
 Tel 02-825-7000 #5132
 E-mail osl@nagase.co.th



【How to fill in the Application form①】

Registration - Application Form

①

Company Name

Name 1 * Please input company name (limit 40 chars)

Name 2 Please input company name (limit 40 chars)

Name 3 Please input company name (limit 40 chars)

②

Contact Person

Name * Nagase Taro

Department Name NONE

Position Director

Email * client@nagase.co.th

Confirm Email * client@nagase.co.th

Mobile Phone Number * 000-0000-0000

Company Phone Number 00-000-0000

③

Invoice

Country * Thailand

Province * Bangkok

Address 1 * Please input address (limit 40 chars each row)

Address 2 Please input address (limit 40 chars each row)

Address 3 Please input address (limit 40 chars each row)

Address 4 Please input address (limit 40 chars each row)

Postal Code * 00000

Tax ID * 00000000000000

VAT No 00000000000000

Number of user *

Frequency * Monthly Quarterly

Start Month * 2021 4

Delivery Setting * Switch delivery address same as invoice address.

Please inform specify as below

1. Source (ex. Radiation generators, Radioactive sources...)

2. Application (ex. Diagnostic Radiology, X-ray, PCB...)

3. Type of Organization (ex. Hospital, Electric Company, Food Company...)

Description

All forms must be filled out in English. Red (*) indicates required information. Please be sure to fill out the form completely.

· In case there are omission of information, an error message will be displayed on the timing you have clicked "Submit" button.

① "Company Name" field, please enter the exact name of your company as registered. 40 characters are allowed per line; more than 40 characters, please enter in the second and third lines (Name 2, 3).

② Please fill in the Contact Person's information. For "Department Name" field, please fill in only if you are to use the Service for two or more departments in your company, or "NONE" if you want to use it for only one department.

③ INVOICE information. Please enter your registered address, tax ID, and VAT No(if you have).

- "Address" field can only enter 40 characters per line. Please use the second and third (Address 2, 3) for more than 40 characters.

- "Number of Users" field, please enter the number of users for the service. Please be noted that the number cannot be more than 20.

- "Frequency" field, please select Monthly or Quarterly, and also select the starting month.

(3') If your Dosimeter delivery address is different from your INVOICE address, click on the Delivery Setting switch and fill in the "Delivery Address" field. There is no 40-character limit here.

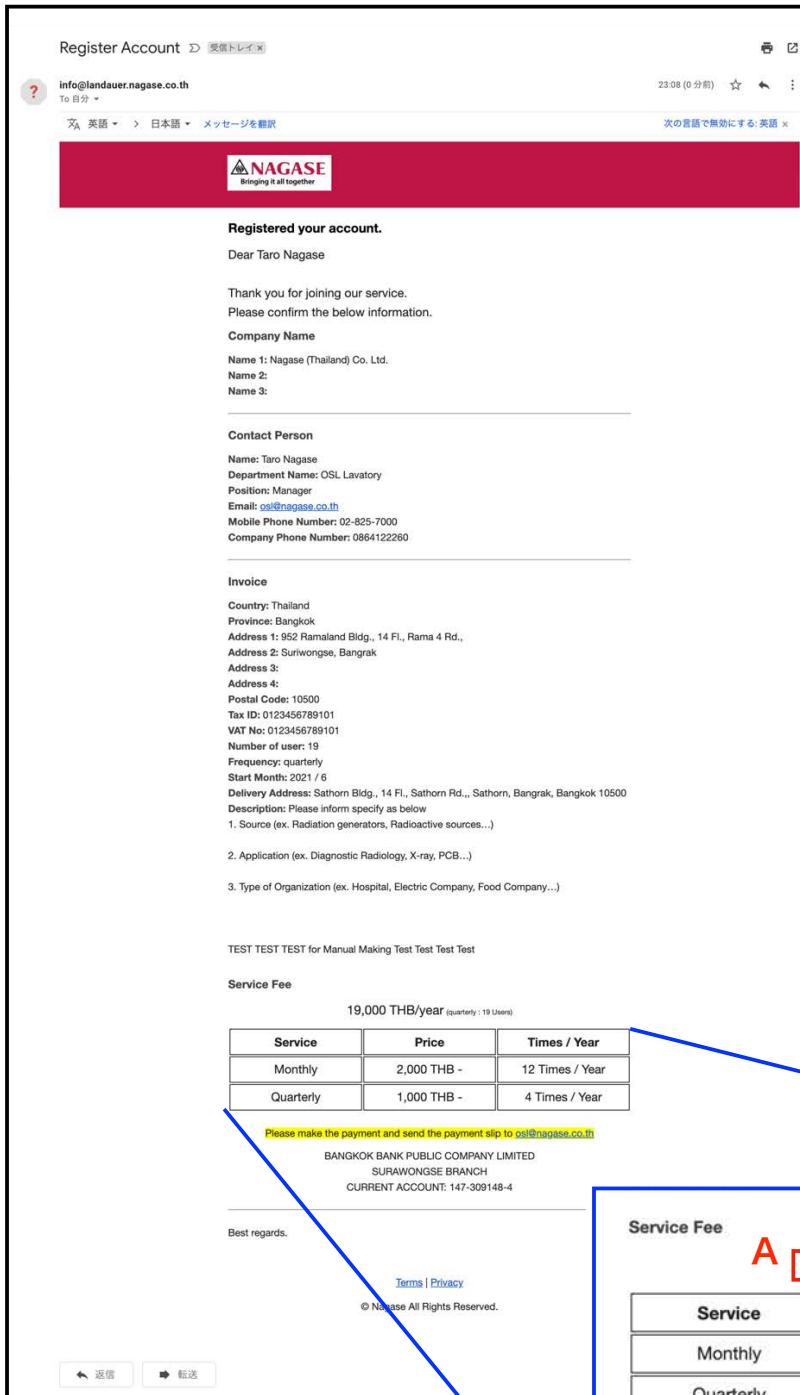
3'

Delivery Setting * Switch delivery address same as invoice address.

Delivery Address Enter ...



【"Register Account" Mail】



Once you have completed the registration form, you will receive an email with the subject "Register Account" to the email address you have provided us.

- If you do not receive this email, please check your spam folder, and if not there either, please contact to OSL Laboratory.

At the bottom of this email, you can see the amount of your payment (A) calculated from "Number of User" and "Frequency", and the bank account of us (B).

Service Fee

Monthly: 2,000 THB / User / Year
 Quarterly: 1,000 THB / User / Year

Account Info

Bangkok Bank PCL
 Surawongse Branch
 Current Account: 147-309148-4

On completing the payment, please send your payment slip to the OSL Laboratory (osl@nagase.co.th) by email and let us know you have finished the process.

A 19,000 THB/year (quarterly: 19 Users)

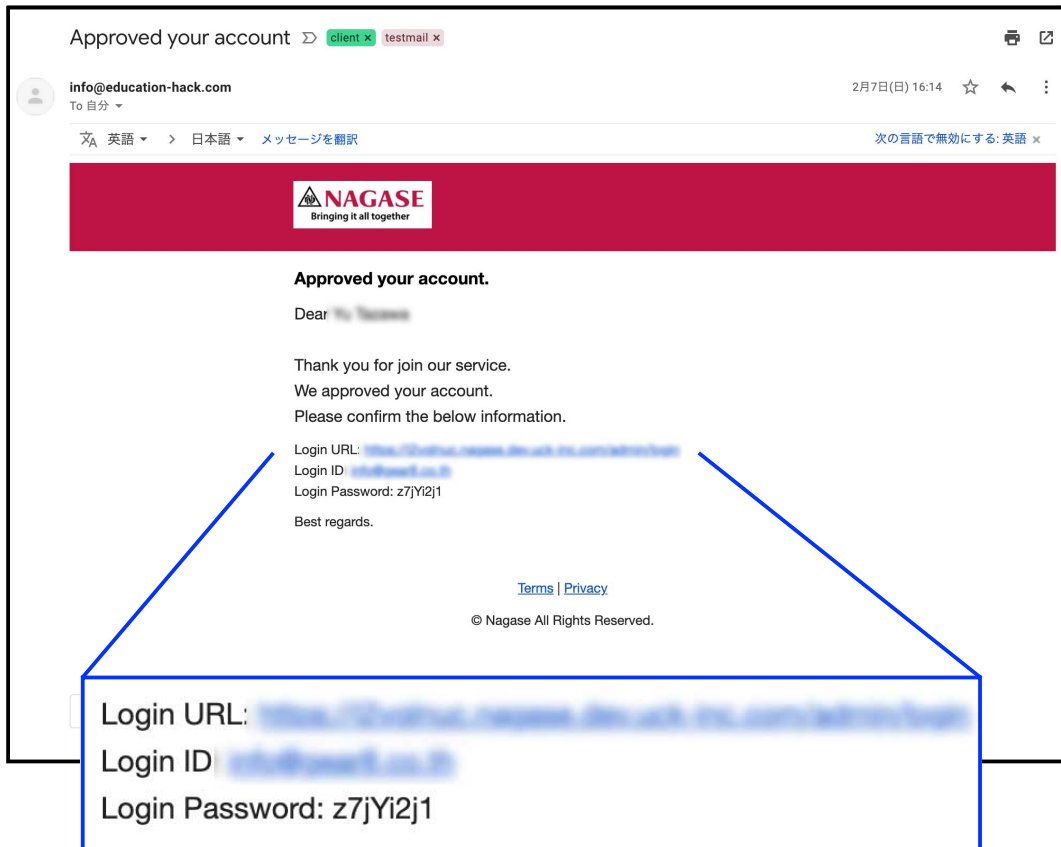
Service	Price	Times / Year
Monthly	2,000 THB -	12 Times / Year
Quarterly	1,000 THB -	4 Times / Year

Please make the payment and send the payment slip to osl@nagase.co.th

B BANGKOK BANK PUBLIC COMPANY LIMITED
 SURAWONGSE BRANCH
 CURRENT ACCOUNT: 147-309148-4



【"Approved your account" Mail】



After the payment has completed, and we check and confirm the process, we will send an email with the subject "Approved your account" to your email.

· If you do not receive this email, please check your spam folder, and if not there either, please contact us to OSL Laboratory email.

This email contains the Login URL, Login ID (it's your email address), and Login Password, which you can use to log in to the service website.

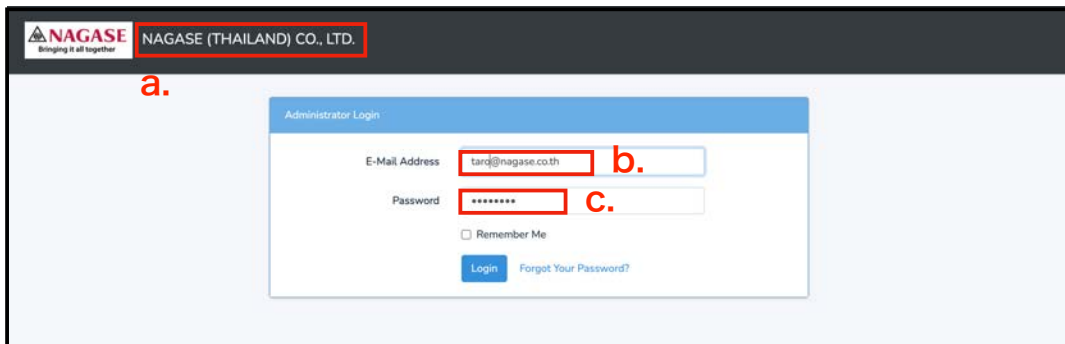
The Login URL is in the form of "https://xxxxxxx.landauer.nagase.co.th/admin/login", which is not a common login screen, but a unique URL with the red "xxxxxxx" letters different for each customer. Bookmark it in your browser, save this email, or take a note of it not to lose this information.

In case you forgot, please contact to us to OSL Laboratory email.



【Login Page】

<https://xxxxxxx.landauer.nagase.co.th/admin/login>



Administrator Login

E-Mail Address: **b.**

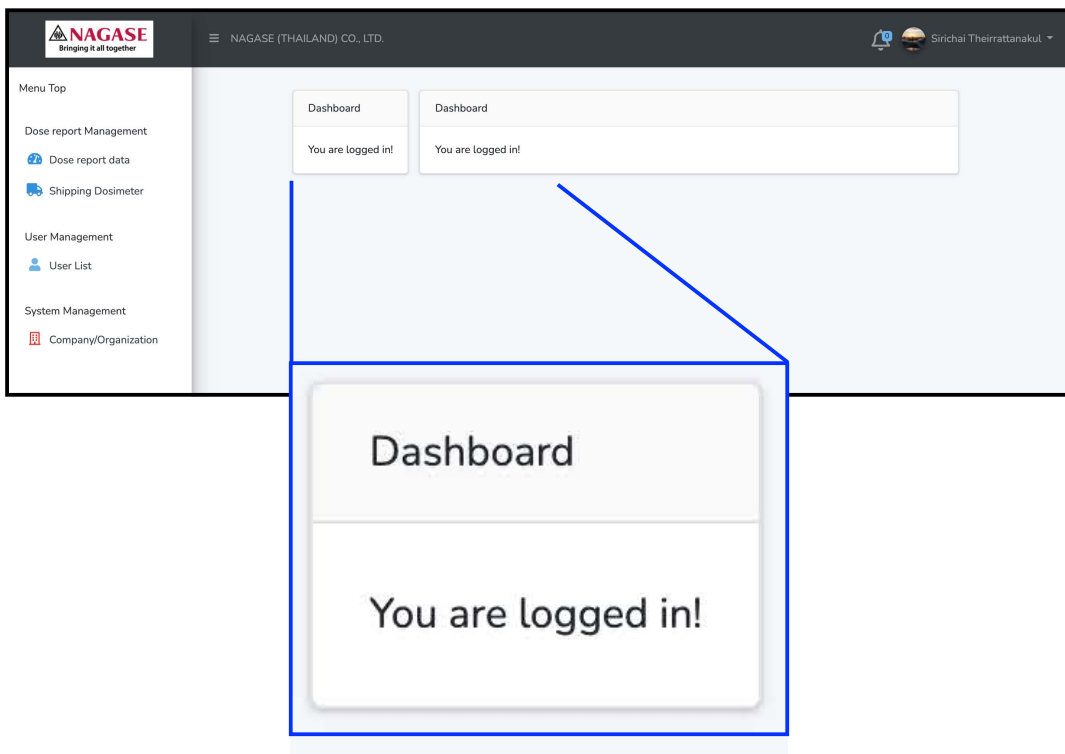
Password: **c.**

Remember Me

[Forgot Your Password?](#)

Click the Login URL in the email, and you will move to the screen above.

- Please make sure that your company's name is written in (a.).
- In (b.), please enter the e-mail address you have registered.
- In (c.), please enter the password written in the email.
- We recommend to copy&paste (not typing by hand) the password from email or memo.



Menu Top

- Dose report Management
 - Dose report data
 - Shipping Dosimeter
- User Management
 - User List
- System Management
 - Company/Organization

Dashboard

You are logged in!

Dashboard

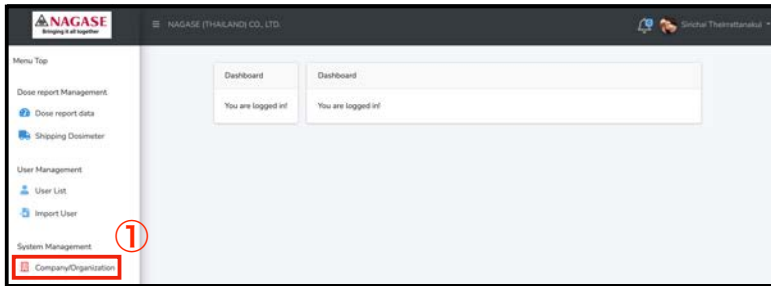
You are logged in!

If the login is successful, you will see this screen.



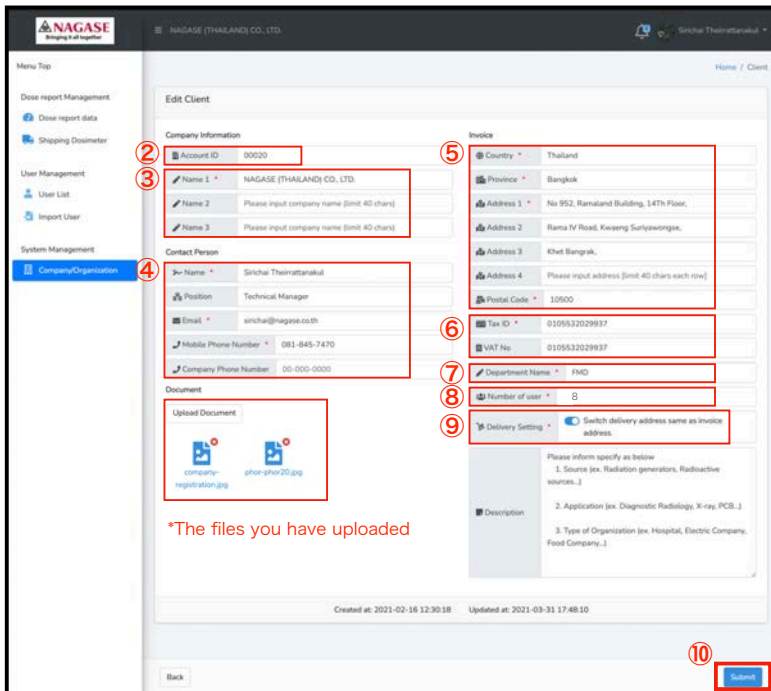
【View and edit Account information】

How to check and edit your registered account information.



- ① Click on "Company/Organization" in the menu on the left.

[Account management screen items]



- ② Account ID
**Cannot edit this item*
- ③ Name of your registered company or organization
- ④ Contact information of your contact person
- ⑤ Address for the INVOICE
- ⑥ TAX ID and VAT NO.
- ⑦ Department name

**This field will be filled in only when you have more than one department in your account*

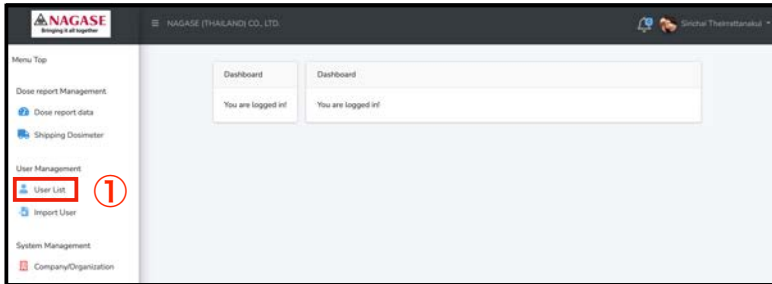
- ⑧ Number of Users
- ⑨ This field will be filled in only when you have written the delivery address different from the INVOICE address.
- ⑩ If you have edited any of the information in ③~⑨, please click "Submit" to confirm.

**When you click "Submit", email will be sent to your registered email address*



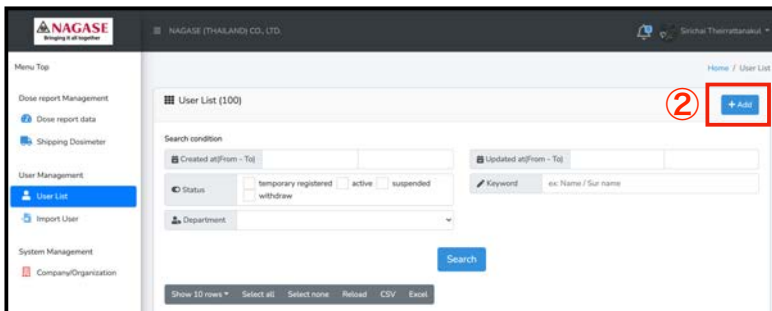
【How to Add User①】

This is the way to enter user information one by one. See the next page for how to enter using CSV.

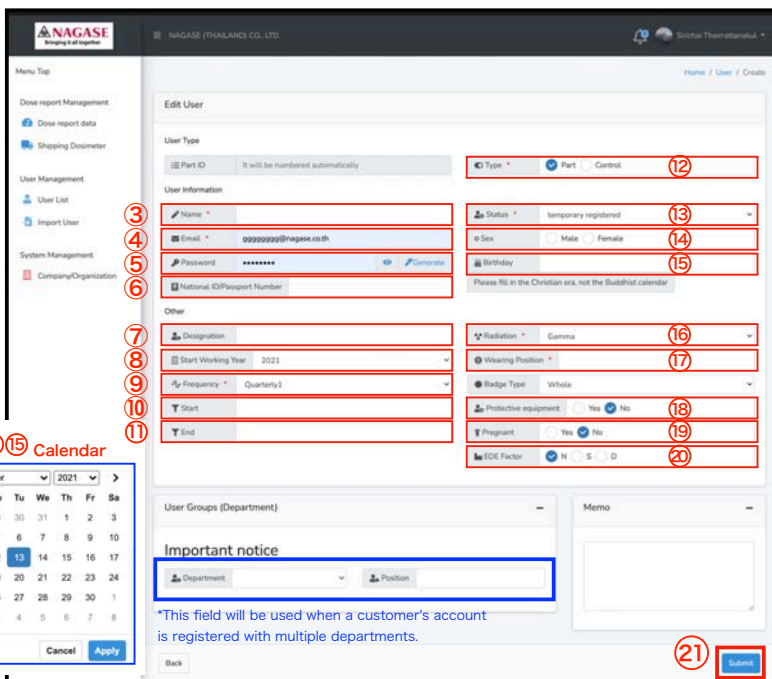


- ① Click on "User List" in the menu on the left.
- ② Click on the "+Add" button in the upper right corner to proceed to the user registration screen.

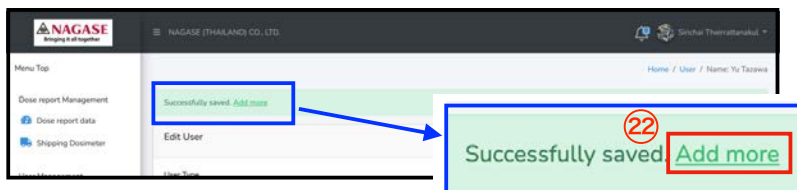
[User registration screen input items]



- ③ Please enter user's full name.
- ④ Please enter user's email address.
"Email will be used in the near future when the user login function is implemented. It is not used at this moment. If the user does not have an email address, please enter a dummy address"
- ⑤ This is the password input field. Click "Generate" to generate it automatically.
"Password will be used in the near future when the user login function is implemented. It is not used at this moment"
- ⑥ Please enter National ID for Thais, Passport number for non-Thais.
- ⑦ Please enter the job title (position).
- ⑧ Please select the Start working year.
- ⑨ Please select the "Frequency".



- ⑩ Please select the service start date from the calendar.
"Choose the first day of the starting month"
- ⑪ Please select the service end date from the calendar.
"Choose the last day of the month"
- ⑫ Please select "Part".
- ⑬ Please select "active".
- ⑭ Please select the gender.
- ⑮ Please select the birthday from the calendar.
- ⑯ Please select the type of the Raditation you need.
- ⑰ Please select from BKG / Chest / Apron / Thyroid /Other.
- ⑱ Please select whether you have protective equipment or not.
- ⑲ Please select whether pregnant or not.
"Men, please choose "No"
- ⑳ Please select EDE Factor.

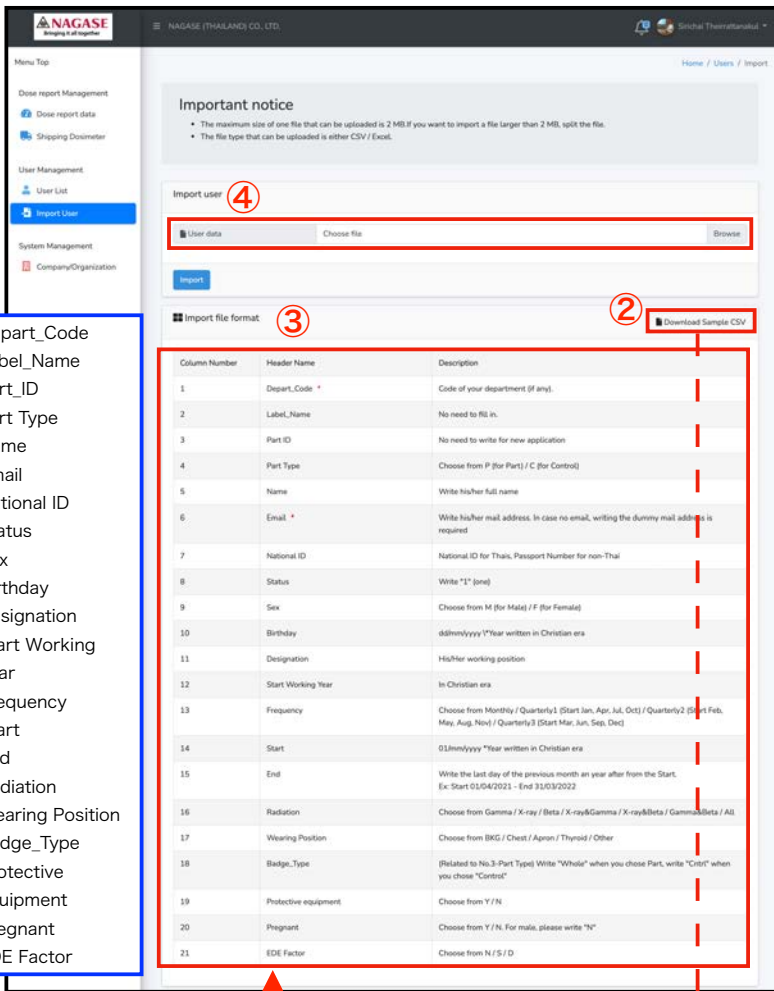
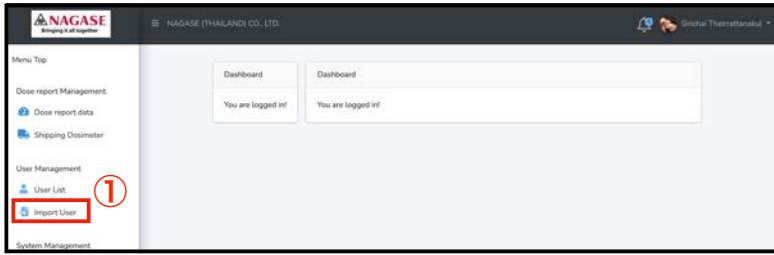


- ㉑ Please check all the information again and click "Submit".
- ㉒ A message will appear at the top of the screen when the registration is complete. If you want to add more users, click "Add more".



【How to Add User②】

This is a way of entering user information in bulk using CSV (Excel).

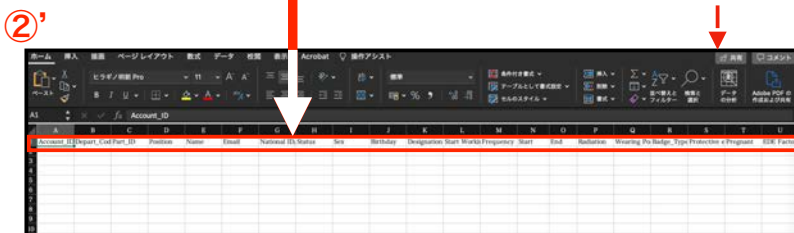


1. Depart_Code
2. Label_Name
3. Part_ID
4. Part Type
5. Name
6. Email
7. National ID
8. Status
9. Sex
10. Birthday
11. Designation
12. Start Working Year
13. Frequency
14. Start
15. End
16. Radiation
17. Wearing Position
18. Badge_Type
19. Protective equipment
20. Pregnant
21. EDE Factor

- ① Click on "Import User" in the menu on the left.
- ② Click "Download Sample CSV" to download the user registration CSV file. You can enter and edit it in Excel.
**②' is the screenshot opening the CSV in Excel*
- ③ The list of input items for the user registration CSV. Please refer to this for your input.
- ④ Please select the CSV file you have already entered in step ③ from "Choose file / Browse" and upload it.

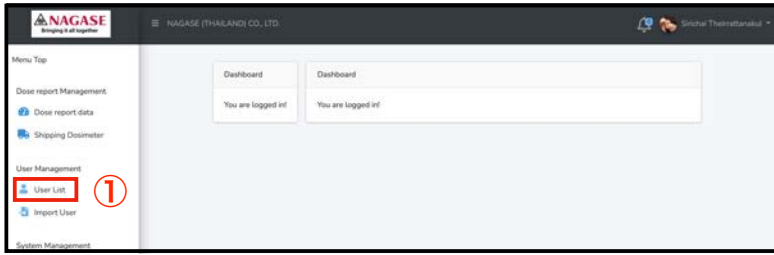
【User registration CSV input items】

1. If your account is for only one department, no need to enter this column.
2. No need to enter this column.
3. No need to enter this column.
4. Please enter "P".
5. Please enter user's full name.
6. Please enter user's email address.
**Please check the note ④ on page 10*
7. Please enter National ID for Thai, Passport number for non-Thai.
8. Please enter "1" (one).
9. Please enter M (for Male), F (for Female).
10. Please enter in form of dd/mm/yyyy.
**Please enter in Christian Era*
11. Please enter the job title (position).
12. Please select the Start working year in Christian Era.
13. Please enter the "Frequency".
If the start month is Jan, Apr, Jul, Oct = "Quarterly1, if start month is Feb, May, Aug, Nov = "Quarterly2", if start month is Mar, Jun, Sep, Dec = "Quarterly3"
14. Please enter the service start date in form of 1/mm/yyyy.
**The service starts on 1st of every month*
15. Please enter the service end date in form of dd/mm/yyyy.
**Please enter the last day of the previous month one year after the service start date.*
16. Please select from Gamma / X-ray / Beta / X-ray & Gamma / X-ray & Beta / Gamma & Beta / All
17. Please select from BKG / Chest / Apron / Thyroid / Other.
18. Please enter "Whole".
19. Please select from Y / N
20. Please select from Y / N
**Men, please select "N"*
21. Please select from N / S / D

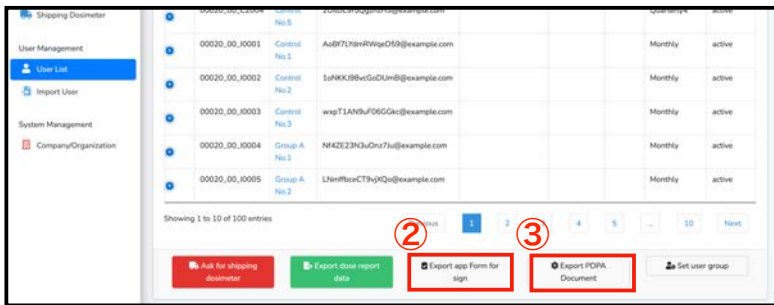


【Download app Form for sign and PDPA Document】

Once you have registered user info, please download the form, sign it, and send it to us via email.



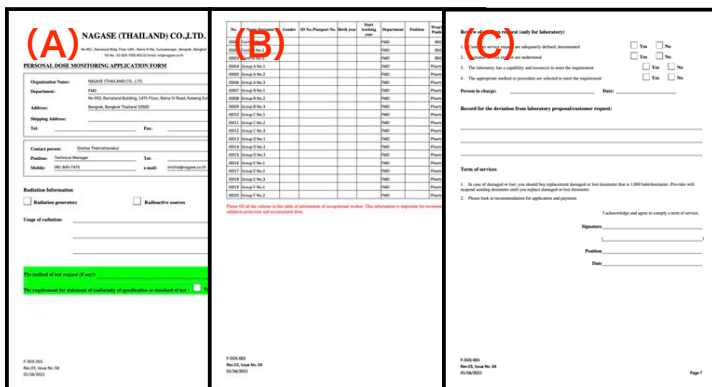
- ① Click on "User List" in the menu on the left.
- ② Click and download "app Form for sign" at the bottom of the screen.
- ③ Click and download the "PDPA Document" next to it as well.



【app Form for sign】

- The first page (A) contains your account registration information.
- The second page (B) will be the user information you have entered.
- *This information will be provided automatically when you have finished registering your user information
- On the third page (C), there will be a short questionnaire and a signature section.

【app Form for sign】



No.	Organization Name	Department	Position	First Name	Last Name	Mobile	Email	Account Type	Status	
00020_00_0001	Control	No.1							Monthly	active
00020_00_0002	Control	No.2							Monthly	active
00020_00_0003	Control	No.3							Monthly	active
00020_00_0004	Group A	No.1							Monthly	active
00020_00_0005	Group A	No.2							Monthly	active

(The details are explained in the next page.)

【PDPA Document】

This is a consent form for the provision of personal information in accordance with the Personal Data Protection Act.

Please have all registered users sign the form. After all the users have signed the form, please scan it and send it along with the app Form above by email to us.

【PDPA Document】




【Details of app Form for sign】

The followings are the details on how to check and fill out the app Form for sign.

【app Form for sign】

(A)

NAGASE (THAILAND) CO.,LTD.
 No.912, Anandawong, Floor 5th, Rama 9 Rd, Suktasongro Bangkok, Bangkok
 Tel No. 02-625-7000 #5132 Email: osl@nagase.co.th

PERSONAL DOSE MONITORING APPLICATION FORM

① **Organization Name:** NAGASE (THAILAND) CO., LTD.
Department: F&E
 No 912, Anandawong Building, 5/F, Rama 9 Road, Klong Suktasongro, Khai
 Bangkok, Bangkok Thailand 10260
Address: _____
Shipping Address: _____
 Tel: _____ Fax: _____
Contact person: Satchai Theerathanasakul
Position: Technical Manager **Tel:** _____
Mobile: 081-845-7470 **e-mail:** osl@nagase.co.th

Radiation Information

Radiation generators ② Radioactive sources

Usage of radiation

③ _____

The method of test request (if any) ④

The requirement for statement of conformity of test method or standard of test ⑤
 Yes No

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(B)

No.	Name	Gender	Code	OS No./Plant No.	Birth year	Work starting year	Department	Position	Working Type	Type of radiation
0001	Samart No.1						IND		REG	
0002	Samart No.2						IND		REG	
0003	Samart No.3						IND		REG	
0004	Samart No.4						IND		Phonation	
0005	Samart No.5						IND		Phonation	
0006	Samart No.6						IND		Phonation	
0007	Samart No.7						IND		Phonation	
0008	Samart No.8						IND		Phonation	
0009	Samart No.9						IND		Phonation	
0010	Samart No.10						IND		Phonation	
0011	Samart No.11						IND		Phonation	
0012	Samart No.12						IND		Phonation	
0013	Samart No.13						IND		Phonation	
0014	Samart No.14						IND		Phonation	
0015	Samart No.15						IND		Phonation	
0016	Samart No.16						IND		Phonation	
0017	Samart No.17						IND		Phonation	
0018	Samart No.18						IND		Phonation	
0019	Samart No.19						IND		Phonation	
0020	Samart No.20						IND		Phonation	

⑥

Fill in all the entries in the table of information of registered worker. The information is required for the implementation of radiation protection and occupational dose.

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【app Form for sign】

Page 1 (A)

- ① Please make sure that the account registration information in the section is correct.
- ② Please check the "Radiation generators" or "Radioactive sources" checkbox.
- ③ Please indicate the usage of radiation.
- ④ If you have any special requests regarding the test method, please fill in this section .
- ⑤ Please check the box whether you require for statement of conformity of specification or standard of test or not.

Page 2 (B)

- ⑥ This page is the user information you have entered. Please make sure there are no errors or omissions.

(C)

view of services request (only for laboratory)

Customer service request are adequately fulfilled, discontinued Yes No

Customer service request are not satisfied Yes No

The laboratory has a capability and resources to meet the requirement Yes No

The appropriate method or procedure are selected to meet the requirement Yes No

Items in charge: _____ Date: _____

Record for the deviation from laboratory proposal/customer request:

⑧ _____

Terms of services ⑨

In case of damaged or lost, you should buy replacement damaged or lost detector that is 1,000 individualism. Provider will repair working detector and you replace damaged or lost detector.

Please look at recommendations the application and payment.

I acknowledge and agree to comply a term of service

Signature: _____

 Position: _____
 Date: _____

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Page 3 (C)

- ⑦ This is a simple questionnaire. Please check the appropriate boxes and sign the form.
- ⑧ If you have any other special requests, please write it in this section.
- ⑨ Please read the Terms of Service and sign if you are satisfied.

When you have completed all the forms, please scan all the pages and email to us along with the signed PDPA Document.

OSL Laboratory ;

E-mail osl@nagase.co.th

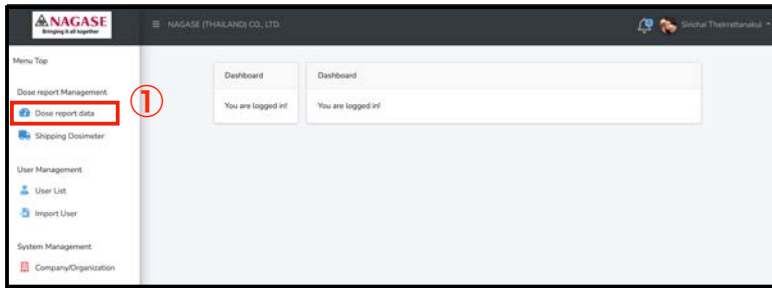
You can also contact us by phone.

Tel 02-825-7000 #5132



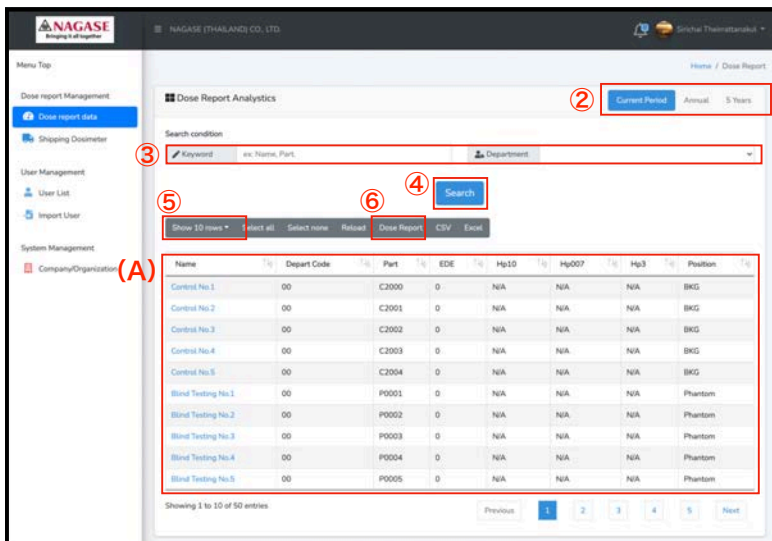
【How to check the Dose Report】

This is how to check the user's Dose Report and how to download the PDF.



- ① Click on "Dose report data" in the left menu and move on to the "Dose Report Analytics" screen.

【Dose Report Analytics】



- ② You can view the Dose Report for Current Period, Annual, and 5 Years on the screen. Click on each item to toggle the values in the User Info field (A).
- ③ You can search and sort by "keyword" or "department name (when registering more than one)".
- ④ After entering a keyword or selecting a department name, click "Search" to see the User Info field (A) switch.
- ⑤ You can change the maximum number of users at User Info field (A) to be displayed by selecting "Show 10, 20, 50, 100 rows, or all".

*The only users that can be downloaded in Dose Report.pdf is the one shown in (A).

- ⑥ Click on "Dose Report" to download the Dose Report.pdf (B), which covers the Current Period, Annual, and 5 Years for the user listed in the User Info field (A).

*Click or Shift+click or Control+click to select any user (↓), and then click "Dose Report" to download the "Dose Report.pdf" for the user selected in blue.

(B) Dose Report.pdf

Account ID	Department ID	Process Number	Report Date	Reading Date	Narrative Date
0000	00				

Part ID	Name	ESD	H ₂ O	H ₂ O ₂	H ₂ O ₂	H ₂ O ₂	H ₂ O ₂	H ₂ O ₂	H ₂ O ₂	Inception Date	How many times	etc.	
C2000	Control No.1	Control	0	Full	Full	Full	0	0	0	0	0	2020-10-01	2
C2001	Control No.2	Control	0	Full	Full	Full	0	0	0	0	0	2020-10-01	2
C2002	Control No.3	Control	0	Full	Full	Full	0	0	0	0	0	2020-10-01	2
C2003	Control No.4	Control	0	Full	Full	Full	0	0	0	0	0	2020-10-01	2
C2004	Control No.5	Control	0	Full	Full	Full	0	0	0	0	0	2020-10-01	2
P0001	Blind Testing No.1	White	0	Full	Full	Full	2	2	2	2	2	2	2
P0002	Blind Testing No.2	White	0	Full	Full	Full	2.5	2.5	2.5	2.5	2.5	2.5	2.5
P0003	Blind Testing No.3	White	0	Full	Full	Full	2.5	2.5	2.5	2.5	2.5	2.5	2.5
P0004	Blind Testing No.4	White	0	Full	Full	Full	2	2	2	2	2	2	2
P0005	Blind Testing No.5	White	0	Full	Full	Full	2	2	2	2	2	2	2
P0006	Blind Testing No.6	White	0	Full	Full	Full	0.5	0.5	0.5	0.5	0.5	0.5	0.5
P0007	Blind Testing No.7	White	0	Full	Full	Full	0.5	0.5	0.5	0.5	0.5	0.5	0.5
P0008	Blind Testing No.8	White	0	Full	Full	Full	0.5	0.5	0.5	0.5	0.5	0.5	0.5
P0009	Blind Testing No.9	White	0	Full	Full	Full	0.5	0.5	0.5	0.5	0.5	0.5	0.5

Name	Depart Code	Part	EDE	HqLD	HqD07	Hq3	Position
Control No.1	00	C2000	0	N/A	N/A	N/A	BKG
Control No.2	00	C2001	0	N/A	N/A	N/A	BKG
Control No.3	00	C2002	0	N/A	N/A	N/A	BKG
Control No.4	00	C2003	0	N/A	N/A	N/A	BKG
Control No.5	00	C2004	0	N/A	N/A	N/A	BKG

