

# NAGASE Landauer Service Website Registration - Application Manual Last updated 2021.04.26

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



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Nagase Landauer		
<ul> <li>Personal apply please containing</li> </ul>	s please contact osl@nagase.co.th t osl@nagase.co.th oth , if your TAX ID has been already registered.	
Registration - Application For	n	
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)	
Contact Person		
≁ Name *	Nagase Taro	
P Department Name	NONE	
a Position	Director	
🕿 Email 🔸	client@nagase.co.th	
🖾 Confirm Email *	client@riagase.co.th	
J Mobile Phone Number *	000-0000-0000	
J Company Phone Number	00-000-0000	
Invoice		
Country *	Thailand	
Province *	Bangkok	
Address 1 *	Please input address [limit 40 chars each row	4
<b>gឱø</b> Address 2	Please input address [timit 40 chars each row	d
gg Address 3	Please input address [timit 40 chars each row	4
Address 4	Ptease input address [Limit 40 chars each row	/]
Postal Code *	00000	
Tax ID 🔹	000000000000	
E VAT No	000000000000	
at Number of user *		
Ar Frequency *	Monthly Quarterly	
Pr Start Month *	2021 ~ 4 ~	
'g Delivery Setting *	<ul> <li>Switch delivery address same as invoice</li> </ul>	e address.
Description	Please inform specify as below 1. Source (ex. Radiation generators, Radioacti 2. Application (ex. Diagnostic Radiology, X-ra 3. Type of Organization (ex. Hospital, Electric	ny, PCB)
Document		
Company Certificate	Choose file	Browse
Phor Phor 20 *	Choose file	Browse
Agreement		
Privacy Policy	I agree of Privacy Policy	

X R.A.

H

# [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

From the next page, we will inform you of the notes for each section of the registration form.

HAR SIX BAS



# [How to fill in the Application form]]

2	Company Name	
L	Name 1 *	Please input company name (limit 40 chars)
	Name 2	Please input company name (limit 40 chars)
L	Name 3	Please input company name (limit 40 chars)
ᅡ	Contact Person	
L	≁ Name *	Nagase Taro
	/ Department Name	NONE
	For Position	Director
	😹 Email 📍	client@nagase.co.th
	🕿 Confirm Email 📍	client@nagase.co.th
L	J Mobile Phone Number *	000-0000-0000
	J Company Phone Number	00-000-0000
Ē	Invoice	
	Country *	Thailand
	M Province *	Bangkok
	Address 1 *	Please input address [limit 40 chars each row]
L	🚱 Address 2	Please input address [limit 40 chars each row]
	월 Address 3	Please input address [limit 40 chars each row]
L	Address 4	Please input address [limit 40 chars each row]
Ľ	🚰 Postal Code 📍	00000
L	Tax ID 🔹	00000000000
	UAT No	00000000000
L	🛎 Number of user 📍	
L	ூ Frequency *	Monthly Quarterly
	Jr Start Month • 3'	2021 ~ 4 ~
	₩ Delivery Setting *	Switch delivery address same as invoice address.
		Please inform specify as below
		1. Source ex. Radiation generators, Radioactive sources)
L	-	2. Application (ex. Diagnostic Radiology, X-ray, PCB)
L	Description	3. Type of Organization (ex. Hospital, Electric Company, Food Company]
-		
¥ (	Delivery Setting *	Switch delivery address same as invoice address
		Enter

els Gas Hat with class for the time class

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.

- "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.

Although the Charles of the Charles



## [How to fill in the Application form2]



- ④ The answers to the questions in the "Description" field are optional, but we would appreciate your cooperation for our better serving you in the near future.
- (5) Field for you to attach the Company register and Phor Phor 20 documents data. You can attach up to 2MB of JPEG, PNG, or PDF files.

Click "Browse" or "Choose file", and the screen shown in (5') will appear, from which you can attach the corresponding file from your computer.

• The appearance may vary depending on the computer environment you are using.

- (6) Click on the words "Privacy Policy" to open the Privacy Policy page. If you agree to the terms and conditions, please click the switch. Please note that you will not be able to push "Submit" button, unless the switch is turned on.
- When you have finished filling out the form, please check over again and click the "Submit" button. If you have not filled in the required fields, or if you have filled in the fields incorrectly, an error message (7') will appear at the top of the page, and the error details will appear below the relevant section.

• Please be noted that you will need to attach the ⑤'s documents again, when the error message (7') has appeared.

⑧ If there are no problems, the screen will move to the confirmation page (7").



## ["Register Account" Mail]

	Register Account ≥	Xarvi A			5	registration <sup>·</sup>	form, you will receive
?	info@landauer.nagase.co.th To 自分 ¥				23:08 (0 分前) 🏠 🔸 🗄	an email with	n the subject "Register
	☆ 英語 • > 日本語 • メ	ッセージを翻訳			次の言語で無効にする: 英語 ×	Account" to	the email address you
						have provide	ed us.
						-	receive this email, please
		Registered your acco	ount.			-	am folder, and if not there
		Dear Taro Nagase					contact to OSL Laboratory
		Thank you for joining ou Please confirm the belo					
		Company Name				At the botto	m of this email, you ca
		Name 1: Nagase (Thailand) Name 2:	Co. Ltd.				unt of your payment
		Name 3:					d from "Number of
		Contact Person				• •	
		Name: Taro Nagase Department Name: OSL La	vatory				requency", and the
		Position: Manager Email: osl@nagase.co.th Mobile Phone Number: 02-	825-7000			bank accour	it of us (B).
		Company Phone Number:					
		Invoice			τ.	Service Fee	9
		Country: Thailand Province: Bangkok				Monthly: 2,0	00 THB / User / Year
		Address 1: 952 Ramaland B Address 2: Suriwongse, Bar				Quarterly: 1,	000 THB / User / Yea
		Address 3: Address 4:					
		Postal Code: 10500 Tax ID: 0123456789101 VAT No: 0123456789101				Account Inf	ō
		Number of user: 19 Frequency: quarterly				Bangkok Bar	-
				horn, Bangrak, Bangkok 10500		Surawongse	
		Description: Please inform : 1. Source (ex. Radiation gen	specify as below erators, Radioactive sources	.)		-	ount: 147-309148-4
		2. Application (ex. Diagnosti	c Radiology, X-ray, PCB)			Current Acc	ount. 147-309140-4
		3. Type of Organization (ex. I	Hospital, Electric Company, Fo	ood Company)			
						-	ng the payment, pleas
		TEST TEST TEST for Manua	I Making Test Test Test Test				ayment slip to the OSL
		Service Fee	9,000 THB/year (quarterly : 15	R & Learney		Laboratory (	osl@nagase.co.th) by
		Service	Price	Times / Year		email and let	: us know you have
		Monthly	2,000 THB -	12 Times / Year		finished the	process.
		Quarterly	1,000 THB -	4 Times / Year			
		the second s	yment and send the payment s				
		BANGI	KOK BANK PUBLIC COMPAN SURAWONGSE BRANCH URRENT ACCOUNT: 147-309				
					Service Fee		
		Best regards.			Δ _	9,000 THB/year (quarterly : 19 L	Jsers)
			Terms   Privacy © Natase All Rights Reserve	ıd.	Service	Price	Times / Year
					Monthly	2,000 THB -	12 Times / Year
	<ul> <li>▲ 返信</li> <li>◆ 転送</li> </ul>				E. Segmentation		
					Quarterly	1,000 THB -	4 Times / Year
					Please make the pa	yment and send the payment sli	p to osl@nagase.co.th
					BANG	KOK BANK PUBLIC COMPANY	LIMITED
					с	SURAWONGSE BRANCH URRENT ACCOUNT: 147-30914	18-4



## ["Approved your account" Mail]

	Approved your accoun	Client X testmail X	6	ß
•	<b>info@education-hack.com</b> To 自分 ▼	2月7日(日) 16:14   📩	*	:
	文A 英語 ▼	セージを翻訳 次の言語で無効に	する: 英	吾 ×
		Ringing it all together		
		Approved your account.		
		Dear		
		Thank you for join our service.		
		We approved your account.		
		Please confirm the below information.		
	/	Login URL: Login ID		
		Login Password: z7jYi2j1		
		Best regards.		
		Terms   Privacy		
		© Nagase All Rights Reserved.		
			)	
	Login URL:			
	Login ID		-	
	Login Passwo	rd: z7jYi2j1		

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 "xxxxxxxx" 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

A NAGASE NAGASE (THAILAN	D) CO., LTD.
a.	Administrator Login
	E-Mail Address tard@nagase.coth D. Password C.
	Cogin Forget 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.
- $\cdot$  We recommend to copy&paste (not typing by hand) the password from email or memo.

Reinging it all together	SE (THAILAND) CO., LTD.	🚑 🚔 Sirichai Theirrattanakul 👻
Menu Top	Dashboard Dashboard	
Dose report Management	You are logged in! You are logged in!	
Shipping Dosimeter		
User Management		
System Management		
Company/Organization		
	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.

ANAGASE Bringing it all together	E NAGASE (THAILANDI CO. LTD.		🖉 🍋 Sinchai Theimstianakud -
Menu Top Dose report Management	Deshtoard	Dashboard You are logged inf	
<ul> <li>Dose report data</li> <li>Shipping Dosimeter</li> </ul>	You are logged inf	The are logged in	
User Management			
System Management	)		

Anagase Bringing & al together	E INAGASE (THARANG) CO., LTD.			👰 👷 Soichei Theirrettaria	
ise report Management	Edit Client				
Dose report data	Company Information		twoice		
Shipping Dosimeter	Account ID 00020	5	@ Country *	Thalard	
er Management	Name 1 * NAGASE (THAILAND) CO. LTD.		Province *	Bangkok	
User List	Name 2 Please input company name (jimt 40 chard)		& Address 1 *	No 952, Ramaland Building, 14Th Floor,	
Import User	Name 3 Please input company name (limit 40 chan)		de Address 2	Rama IV Road, Kweeng Suriyawongse,	
tem Management	Contact Person		& Address 3	Khet Bangrak,	
Company/Organization	Service * Sirichai Theimattanakul		Address 4	Please input address [limit 40 chars each row]	
	💑 Position Technical Manager		Postal Code *	10900	
	Email * sinchai@nagase.co.th	6	Tax ID *	0105532029937	
	Mobile Phone Number * 081-845-7470	U	VAT No	0105532029937	
	Company Phone Number 00-000-0000		Dipartment Name * FMO		
	Document	ı 8	All Number of user * 8		
	Upload Document	9	B Delivery Settin	g * Switch delivery address same as invoice address.	
	*The files you have uploaded	L.	Description	Plase inform specify as below 1. Source (e. Radiation generators, Radiasetive sources] 2. Application (e. Diagnostic Radinsiog, X-rin, FCB) 3. Type of Organization (er. Hospital, Electric Company, Food Company]	
	Constant at 2021-02-1	6 12 30 18 U	ipdated at: 2021-0	9-31 17-48-10	
	lack				

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
- 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.
- 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 User(1))

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

ANAGASE Biographic dispersion	E NAGASE (THAILAND) CO. LTD.		🕼 🎨 Sinchai Theimettanakai -
Menu Top	Dashboard	Dashboard	1
Dose report Management	You are logged inf	You are logged inf	
Shipping Dosimeter			
User Management			
User List			
System Management			
Company/Organization			



ANAGASE Binging & all logistics			
Menu Top			Home / User /
Dose report Management	Edit User		
Dose report data			
🛼 Shipping Dosimeter	User Type		6
User Management	IE Part ID It will be numbered automatically	C Type * 📀 Part 🔿	Control (12)
👗 User List	User Information		
-D Import User	3 Name *	🛓 Status * temporary reg	
	S Email * 09090909@ragase.co.th	o Sex 🔷 Male 🔿	Female (14)
System Management	Pressword	🚆 Bethday	(15)
Company/Organization	Password     Password	Please fill in the Christian era, not th	e Buddhist calerida/
	Other		
(	Lesignation	* Radiation * Gamma	(16)
(	Start Working Year 2021	O Wearing Position	(17)
(	Image: Start Working Year         2021         w           Appropriemery *         Counterly 1         w           Transmission         Transmission         w	Badge Type     Whole	
Č	0 T Start	Le Protective equipment Yes	(18)
· (	T End	1 Pregnant 🔅 Yes 🥥 N	
05 Calendar		Le EDE Factor 🖉 N S	· 20
or 🗸 2021 🗸 🗲			
o Tu We Th Fr Sa	User Groups (Department)	- Mei	mo
30 31 <b>1 2 3</b>			
6 7 8 9 10 13 14 15 16 17	Important notice		
20 21 22 23 24	L Department.		
5 27 28 29 30 1			
4 5 6 7 8	*This field will be used when a customer's acc	count	
	is registered with multiple departments.		<b>—</b>
Cancel Apply	Back		(21)



C Far

- 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
- This is the password input field. Click (5) "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.
- $\overline{7}$ Please enter the job title (position).
- 8 Please select the Start working year.
- (9) Please select 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"
- 10 Please select the service start date from the calendar.

\*Choose the first day of the starting month

- 1 Please select the service end date from the calendar.
  - \*Choose the last day of the month
- 12 Please select "Part".
- ③ Please select "active".
- (4) Please select the gender.
- (5) Please select the birthday from the calendar.
- <sup>(6)</sup> Please select the type of the Raditation you need.
- 1 Please select from BKG / Chest / Apron / Thyroid /Other.
- 18 Please select whether you have protective equipment or not.
- Please select whether pregnant or not. (19) \*Men, please choose "No"
- Please select EDE Factor. 20

x Par

- 2 Please check all the information again and click "Submit".
- ② 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).

ANAGASE ENAGASE (THAILAND) CO. LTD.			🚑 🐞 Sinchai Theimettanaka	
Menu Top	Dashboard	Dashboard		
Dose report Management	You are logged int	You are logged inf		
Real Shipping Dosimeter				
User Management				
a Import User				
Sustain Management				



dix Ras

- 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.
- 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 Thais, Passport number for non-Thais.
- 8. Please enter "1" (one).
- 9. Please enter M (for Male), F (for Female).
- 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.
- 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

 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.

- 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.

A NAGASE	≡ NAGAS	ie (Thalandi Cò. I	מדו.				4	😲 🏀 Seen	ei Theirrettane
пи Тор		Dashboard		Dashboard					
ose report Management		You are logg	ped int	You are logged inf					
Shipping Dosimeter									
ser Management.									
User List									
Import User									
stem Management									
Shipping Dosimeter	0	00020,00,02004	No.5	zoincarsegerarsgevanparton				Quarterite.	acove
ser Management	•	00020_00_00001	Control No 1	AoBf71YdmRWqeO59@example.com				Monthly	active
User List Import User	•	00020,00,10002	Control No 2	1oNKK/98vcGoDUmB@example.com				Monthly	active
		00020_00_10003	Control No.3	wxpT1AN9uF065Gkc@example.com				Monthly	active
ntem Management									
	•	00020_00_10004	Group A	Nf4ZE23N3uOnz7Jut@example.com				Monthly	active
	0	00020_00_10004	No.1 Group A	Nf42E23N3uOnz7Ju@example.com				Monthly Monthly	active active
	-	00020,00,10005	No.1 Group A No.2					Monthly	active
	-		No.1 Group A No.2		· · 3		5		
iystem Management	Showing	00020,00,10005	No.1 Group A No.2		a 2 3	Export POF Discurrent	-	Monthly	active Next

### [app Form for sign]

	No. of Street Street	Goder 10 NuPerpet N	Bett your w	and a state	Department	Pairies .	-	Regive of a many instrument (only for laboratory)
NAGASE (THAILAND) CO.,LTD.	tin Carl				PMD .		840	
No.91), Annuard Big Free 145, Nove WHI, Subserger, Serger, Respire	100 Cont 100				140		840	L. Contervering representative default decommend
Series, 42 405 Mill Mill Treat any represented	ADD DOT MAL				140		845	2 commenter registra en andersted Tes No
TERSONAL DOSE MONITORING APPLICATION FORM	stated Kirney & No. 3			-	PMD .		Phase 6	3. The laboratory has a copublity and resources to must the requirement State No.
	10005 Siroup-A No.2				Pado		Parts	
Organization Nation: INALIAIS (THAN, AMERICO., US)	HIDE Group A No.3				PMO		Pranto	4. The appropriate method or procedure are selected to meet the requirement. U Yas U No
Department FAD	HEEP Strong & No. 1				PMD .		Parts	Person is charge: Date:
No 952, Renatand Building, 1473 Floor, Rama N Road, Reserve for	KIND Group & Hou J				PHO		Parts	
Address: Bergrid, Berglick Thaland 10500	10000 Series & No. 3				PMO		Plants	Record for the deviation from laboratory proposal/customer request.
Shipping Address:	6010 Group C Ro. 3				190		Parts	
	HELL Group C No.3				PMD .		Parts	
Té fec	IIII I Firmp Cito.3				PMO		Parts	
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	HELE Group Etter.1				PMD .		Pratto	
Mobile 181.645.7471 + mail: 171/stproports.01	HEEP Kinap 6 No. 2				140		Prants	Term of services
	mith Group I No.3				PMD		Prants	1. In case of damaged or lost, was should bey malacement damaged or lost distinctor that is 1,000 baltidoxineter. Provider will
Indiction Information	KEELE Earlang P No. 1				PMD .		Pranto	<ol> <li>In case of damaged or tool, you should bey replacement damaged or tool documents that as 1,000 hald-document. Provider well scenario and/org documents until you replace damaged or lost documents.</li> </ol>
Radiation promotors	10522 Errog F No.2	2			140		Parts	2. Please look at recommendation for application and parment.
ings of reduction:								Signature
								Potter
The swellood of text request (if why):								
The method of test request (if any )								
Na registrational for definitional of antidensity of gas the states or provided of stars ( 🔤 N	F-005-661							100400
	F-005-001 Res: E3, tour No. 54 49:167-001							100.00 National Parts

### [PDPA Document]



T. F.

- 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.

(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.



# [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]

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### [app Form for sign]

#### Page 1 (A)

- 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.
- 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.

#### 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.
- I 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.

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#### (B) Dose Report.pdf

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 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 (  $\downarrow$  ), and then click "Dose Report" to download the "Dose Report.pdf" for the user selected in blue.

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