



Australian Government
**Australian Radiation Protection
and Nuclear Safety Agency**



ANRDR Employer Portal User Guide

Version 2.01

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1. Introduction

The ANRDR portal is a secure website developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) for the submission of dose records of occupationally exposed workers into the Australian National Radiation Dose Register (ANRDR) by registered organisations.

What can you do in the ANRDR Employer Portal?

A person with access to the ANRDR employer portal can:

- Submit data on behalf of your reporting group
- View the upload history
- View and update your employer and worksite details including contact details
- View publications uploaded by the ANRDR team
- View notifications and notifications history
- Make an enquiry
- Provide feedback to the ANRDR team.

2. The Registration Process

The ANRDR administrators can be contacted via email: anrdr@arpansa.gov.au or free call **1800 022 333**

1. Before registering, please contact the ANRDR team to discuss your organisation's registration requirements.
2. Navigate to the ANRDR portal via the following link: <http://anrdr.arpansa.gov.au/>
3. Click the **Register** button.



Please login to the ANRDR portal

Username:

Password:

Log In

[Forgotten Username and/or Password?](#)

Register

4. Check the **Existing Employers** drop down list to see if your employer is already registered with the ANRDR.
 - a. **If your employer is already registered**, select the employer name from the list. This will prepopulate some of the fields and link your workgroup and worksite(s) to this employer. When entering a reporting group name, check the drop down list to ensure that this name is unique and not already registered for your employer.
Or
 - b. **If your employer is not registered**, leave the 'Existing Employer Name' field blank and enter your employer details on this page.

Register - Reporting Group Details

Please complete all fields marked with an asterisk*

Save and Continue

Before you begin registering, please check to see if your employer details are already registered in the drop-down menu below

Existing Employers:

Industry Type: *:

Employer Name: *:

Trading Name *:

Please ensure your reporting group is unique and not already registered in the drop-down menu below

Existing Reporting Groups:

Reporting Group Name: *

ABN: *

5. Complete all fields marked with an asterisk (*), then click the **Save and Continue** button at the top of the page. This will navigate you to the worksite details page.
6. Enter your worksite details on this page. Complete all fields marked with an asterisk (*).
 - a. **If you are registering more than one worksite**, select **Yes** at the bottom of the page to register another worksite, then click the **Save and Continue** button at the top of the page. This will navigate you to the next page where you can register an additional worksite. Continue this step to register as many worksites as required for your reporting group.

or

 - b. **If you are registering only one worksite**, select **No** to registering additional worksites at the bottom of the page.

A **Reporting Group** is defined as a workgroup that is registered under an employer and is responsible for monitoring, assessing, recording and reporting the radiological doses for one or more worksites to the ANRDR. Workers in the ANRDR are identified by reporting group and not the employer, as there may be multiple reporting groups under one employer.

7. Once you have registered the last worksite, ensure that you select **No** to registering another worksite at the bottom of the page, then click the **Save and Continue** button at the top of the page. This will take you to the summary page.
8. On the summary page, you will have the ability to review and edit the employer details, and edit, delete or add worksites. Once you are satisfied that the employer and worksite details are correct, click the **Submit** button.
9. The ANRDR administrator will review your registration. Once approved, the primary and alternate contacts will be sent an email with their username and a link to confirm their account. Click on this link to navigate to the password setup page. Once your password has been set up, you will have access to the ANRDR portal.

3. Logging In

1. Navigate to the ANRDR portal via the following link: <http://anrdr.arpansa.gov.au/>.
2. Enter your username and password, and click the **Log In** button to log into the secure ANRDR portal.

4. Forgotten Username and/or Password

You will be automatically prompted to change your password every 90 days, in accordance with the Commonwealth Government's security requirements.

1. If you require a password change within that period, or if you have forgotten your username and/or password, navigate to the ANRDR portal via the following link: <http://anrdr.arpansa.gov.au/>
2. Click on the **Forgotten Username and/or Password** link.
3. Enter your registered email when prompted and click **Submit**.
4. An email will be sent to you with your username and a link to change your password.



Please login to the ANRDR portal

Username:

Password:

Log In

[Forgotten Username and/or Password?](#)

Register

5. Uploading/Submitting Files

1. Once you have logged into the ANRDR portal, click the **Upload Files** button on the navigation panel.
2. Click on the Browse button, and then locate the file(s) you want to submit.

Home
Upload Files
Upload History
Possible People Matches
Employer Details
Worksite Details
Publications
Notifications History
Contact Us
Feedback

Upload Files

Please use this page to upload any files you would like to submit to the ANRDR system. Please ensure the file you are already uploading is in a [CSV](#) file format.

Select a file to upload: **Browse...**

Files Selected for Uploading

Click the Submit button to upload these file(s) to the ANRDR system. The files that contains errors will need to be removed from the list before you can proceed.

File Name	File Status	File Size	Remove
▶ ARPANSA_ANRDR_Y2015_Q1.csv	Ready	8.12 KB	Remove

Submit File(s)

If you are uploading the [Worker Dose File](#) please ensure the file is in a [CSV](#) file format.
If you are uploading multiple files please 'Browse' for each file and add them to the list individually before clicking on the 'Submit File(s)' button.
If you are uploading multiple files a maximum of 10 files can be uploaded.

3. You may submit up to 10 files at once, **however the files must be selected and added to the list individually**. Once the required files have been selected for uploading, click the **Submit File(s)** button. The system will process the file(s) to ensure their integrity and structure complies with the ANRDR requirements, as specified in the Data Transfer Specifications document (a copy can be downloaded from the ANRDR [website](#)).

If errors are identified during the submission process, an error report will be automatically generated and can be viewed in the **Upload History** section. You will need to rectify the errors before resubmitting the affected file(s). If you require assistance during this process you can contact the ANRDR by email anrdr@arpansa.gov.au or by calling 1800 022 333.

The **navigation panel** is a list of menu items on the left hand side of the screen that is used to navigate the ANRDR portal.

6. Error Reports

If errors are identified during the file submission process, an error report can be viewed in the **Upload History** section.

1. Click the **Upload History** button on the navigation panel. This screen provides a summary of the files that have been submitted for your reporting group and worksite(s).
2. Files with errors will be marked with a red **X**.
3. To view an error report, click on the **View Error Report** button in the **View Errors** column of the table. You may choose to export the error report in Excel or as a PDF.
4. Once the errors have been identified, they will need to be rectified in the original CSV file before resubmitting. When no errors are identified in the submission file(s), a notification will appear and the error report will disappear.

- Home
- Upload Files
- Upload History**
- Possible People Matches
- Employer Details
- Worksite Details
- Publications
- Notifications History
- Contact Us
- Feedback

Upload History

This screen lets you see what files were uploaded to the system
Click on a File Name column to read the file content.
If file contains errors click on Error Report column to read the error report

File Name	Date Uploaded	Uploaded by	Status	View Errors
✘ ARPANSA_ANRDR_Y2015_Q1.csv	06/04/2016	pari.b	Contains Errors	Error Report
✔ DL-0005_2014_Q1_6mSv.csv	18/02/2016	pari.b	Completed	
✔ DL-0005_2014_Q4_5mSv.csv	18/02/2016	pari.b	Resubmitted	
✔ DL-0005_2014_Q3_7mSv.csv	18/02/2016	pari.b	Resubmitted	
✔ DL-0005_2014_Q2_4mSv.csv	18/02/2016	pari.b	Resubmitted	
✔ DL-0005_2013_Q4_3mSv.csv	18/02/2016	pari.b	Completed	
✔ DL-0005_2013_Q3_12mSv.csv	18/02/2016	pari.b	Completed	
✔ DL-0005_2013_Q2_10mSv.csv	18/02/2016	pari.b	Completed	
✔ DL-0005_2013_Q1_8mSv.csv	18/02/2016	pari.b	Completed	
✔ DL-0005_2012_Q4_12mSv.csv	18/02/2016	pari.b	Completed	

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7. Worksite details

This section provides instructions on how to edit and deactivate existing worksites, and how to add new worksites to a reporting group.

7.1. Adding a new worksite or editing details of an existing worksite

Take the following actions to update the details of an existing worksite or to add a new worksite.

1. Click the **Worksite Details** tab in the navigation menu on the left hand side.

To add a new worksite:

2. On the worksite details page, click the **Add Worksite** button.
3. Complete the worksite details and click **Save** to register the new worksite or click **Back** to return to the previous screen without saving.

To edit an existing worksite:

4. On the worksite details page, click on the Worksite Name or Number to view the details of the worksite you wish to update.
5. Click on the **Edit** button and update the relevant details. Click the **Save** button to save the changes.

The screenshot shows the 'Worksite Details' page. On the left is a navigation menu with 'Worksite Details' highlighted. The main content area has a blue header 'Worksite Details' and a blue button 'Add Worksite'. Below the header, there is text: 'Click on a Worksite Number or Name to view or edit the worksite.' and 'Commencement Date refers to the date when record-keeping of workers' radiation dose records began at the worksite.' Below this is a table with the following data:

Number	Worksite Name	Classification	Commencement Date
1	Worksite 1	Government - Scientific Research	01/01/2016
2	Worksite 2	Government - Scientific Research	01/01/2016
3	Worksite 3	Government - Other Source Licence Holders	01/02/2016

7.2. Deactivating a worksite

To deactivate a registered worksite on the ANRDR database, take the following steps:

1. Click on the **Worksite Details** button in the left navigation menu of the portal (as per the previous screenshot).
2. Click on the Worksite name or number you wish to deactivate.
3. Click the **Deactivate** button.
4. Provide the reason for deactivating the worksite, and then click the **Deactivate this worksite** button.
5. You will receive a popup notification indicating that the request for deactivating a worksite has been sent to the ANRDR administration team.
6. The ANRDR administrators must approve the worksite deactivation and may contact you to obtain additional information if insufficient information was provided.

Worksite Details

All fields marked with an asterisk * must be completed

Worksite Details

Worksite Name: *	<input type="text" value="Worksite 1"/>
Worksite Classification: *	<input type="text" value="Government - Scientific Rese"/>
Date Worksite Began	<input type="text" value="01/01/1987"/>
Collecting Dose Records (dd/mm/yyyy): *	

7.2.1. Approval of worksite deactivation request

If the ANRDR administrators are satisfied with the information provided (i.e. that it is a genuine request), the worksite deactivation will be approved. An automated email will be sent and a notification of approval will appear in the **Notifications** section of the Home screen.

7.2.2. Rejection of worksite deactivation request

If, after review, the ANRDR administrators have deemed a request for a worksite deactivation as inappropriate or fraudulent, the request may be **rejected**.

If a request for deactivation of a worksite is rejected, a message will appear in the **Notifications** section in the portal explaining why the request was rejected. The ANRDR administrators may contact you to seek additional information if necessary.

8. Publications

To access publications that are uploaded to the ANRDR portal, take the following steps:

1. If a new publication of interest has been uploaded to the portal, a notification will appear in the **Notifications** section on the Home screen.
2. To view the publication, click the **Publications** button on the navigation menu on the left hand side.
3. Click on the publication you wish to view to download the file.

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Publications

Publications that are available for download

Publication Name	Date	Description	Download
ANRDR In Review Issue 2.pdf	07/04/2016		PDF (2.54 MB)

9. Notifications

A list of notifications appears on the Home page. Each notification consists of a message, the type, status, notification date and an 'Action Completed' check box. A notification can be either an announcement or an action item. To read a notification, click on the message in the **Message** column.

Once a notification has been viewed and actioned (if applicable), tick the **Action Completed** check box for the relevant notification. This will remove the notification from the Home page. Older notifications that have been completed can be found in the **Notifications History** page.

The screenshot shows the Home page of the ANRDR Portal. On the left is a navigation menu with 'Home' highlighted. The main content area is titled 'Welcome to the ANRDR Portal' and 'Notifications'. Below the title, there is a table of notifications. The first row of the table is highlighted with a red box, and the 'Action Completed' checkbox in the last column of that row is also highlighted with a red box.

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Welcome to the ANRDR Portal

Notifications

Click on a message to read it.
Once read, the messages can be removed from this table by ticking the 'Action Completed' box. Deleted messages can be found in the Notifications History.

Please note: Actions must be completed before ticking the box.

Message	Type	Status	Notification Date	Action Completed
The new publication has been posted	Notification	Information Only	07/04/2016	<input type="checkbox"/>
Data file ARPANSA Q4 2014.csv has been success...	Notification	Information Only	07/04/2016	<input type="checkbox"/>
Data file ARPANSA Q3 2014.csv has been success...	Notification	Information Only	07/04/2016	<input type="checkbox"/>

9.1. Notification History

To view notifications that have been removed from the Home page, click the **Notifications History** button on the navigation menu. All previously actioned notifications will appear on this screen. Each notification can be viewed by clicking on the message.

The screenshot shows the Notifications History page. On the left, the navigation menu has 'Notifications History' highlighted. The main content area is titled 'Notifications History' and contains a table of notifications. The first row of the table is highlighted with a red box.

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Notifications History

Click on a message to read it.

Message	Type	Status	Notification Date
Data file ARPANSA Q1 2014.csv has been success...	Notification	Information Only	07/04/2016
Data file ARPANSA Q4 2014.csv has been success...	Notification	Information Only	06/04/2016
Data file ARPANSA Q3 2014.csv has been success...	Notification	Information Only	06/04/2016
Data file ARPANSA Q1 2014.csv has been success...	Notification	Information Only	06/04/2016
Uploading of file DAT1 validation.csv has fail...	Notification	View Error Report	05/04/2016

10. Contact the ANRDR

The ANRDR administrators can be contacted via email: anrdr@arpansa.gov.au or free call **1800 022 333**

If you have any questions or require further assistance, you can contact the ANRDR team directly or use the web form on the Contact Us page in the ANRDR portal.

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Contact Us

Free call: 1800 022 333

Email: anrdr@arpansa.gov.au

Website: www.arpansa.gov.au/services/anrdr

Send a message below:

Send **Cancel**

11. Feedback

ARPANSA is always looking for ways to improve the ANRDR and the service we provide, and we encourage users to provide feedback. If you would like to leave feedback for the ANRDR, use the Feedback function located in the navigation panel.

The image shows a screenshot of the ARPANSA portal's feedback form. On the left is a navigation panel with the following items: Home, Upload Files, Upload History, Possible People Matches, Employer Details, Worksite Details, Publications, Notifications History, Contact Us, and Feedback. The 'Feedback' item is highlighted with a red rectangular border. To the right of the navigation panel is the 'Feedback' form. The form has a title 'Feedback' and a welcome message: 'We welcome your feedback and suggestions'. Below this is a label 'Type of feedback: *' followed by a dropdown menu with 'Please Select' and a downward arrow. Below that is a label 'Feedback message: *' followed by a large text input area with a vertical scrollbar on the right side. At the bottom of the form is a blue 'Submit' button.

12. Revision history

Version	Author	Description of changes	Release date
2.01	BP	Updated some of the wording and updated to the new ARPANSA branding.	