Australian Government
Australian Radiation Protection and Nuclear Safety Agency

arpansa

ANRDR Employer Portal User Guide

Version 2.3

Hardcopies of this document are uncontrolled. Please refer to the ANRDR website for the latest version.

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1. Introduction

The ANRDR employer 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.

With access to the ANRDR employer portal, employers can:

- Submit data on behalf of their reporting group
- View and download their upload history
- View and update worksite details including:
    - Contact details
    - Dose assessment methodologies
    - Dosimetry service provider
    - Protection factors
- View and download employee registration certificates
- View and download ANRDR registration numbers for employees
- View publications uploaded by the ANRDR team
- View notifications and notifications history
- Make an enquiry
- Provide feedback to the ANRDR team

2. Registration

ANRDR administrators can be contacted via email: anrdr@arpansa.gov.au, or by phone: 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: https://anrdr.arpansa.gov.au/login
3. Click the **Register** button.

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's 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.

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. Repeat 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 all of your worksites, 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.

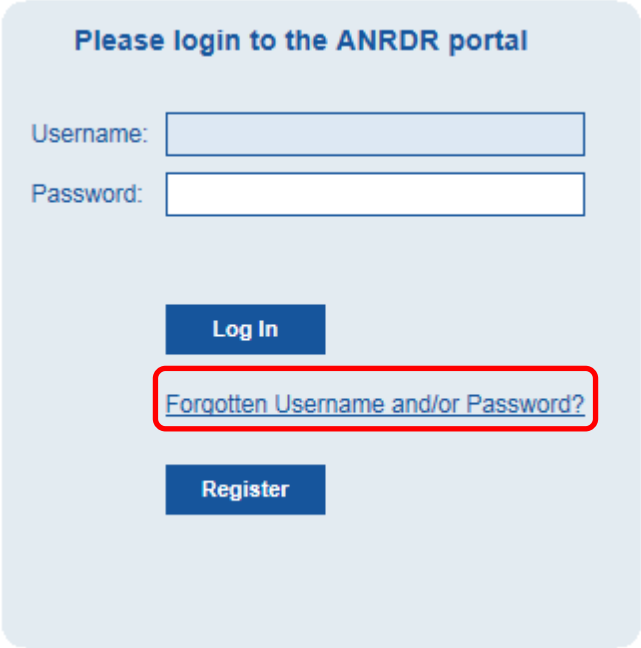
3. Logging In

1. Navigate to the ANRDR portal via the following link: https://anrdr.arpansa.gov.au/login.
2. Enter your username and password and click the **Log In** button to log in to 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:
   https://anrdr.arpansa.gov.au/login
2. Click on the **Forgotten Username and/or Password link**.
3. Enter your registered email address when prompted and click **Submit**.
4. An email will be sent to you with your username and a link to change your password.



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 **Choose file** button, and then locate the file(s) you want to submit. The selected file(s) will appear as shown below.

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.

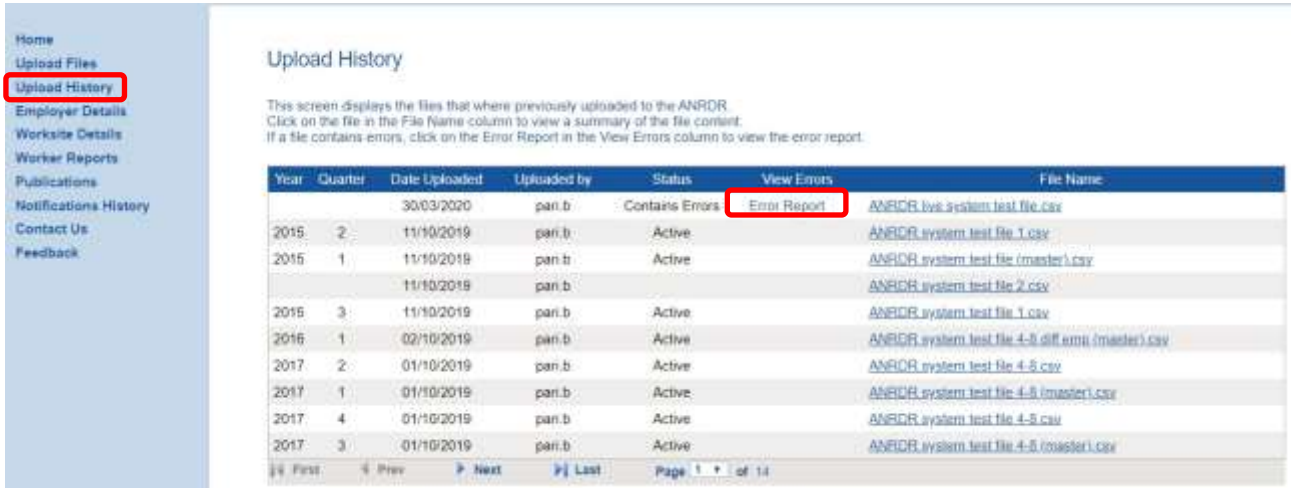
If errors are identified during the submission process, an error report will be automatically generated and can be viewed in the **Upload History** section. You will need to rectify the errors before resubmitting the affected file(s). If you require assistance during this process, you can contact the 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

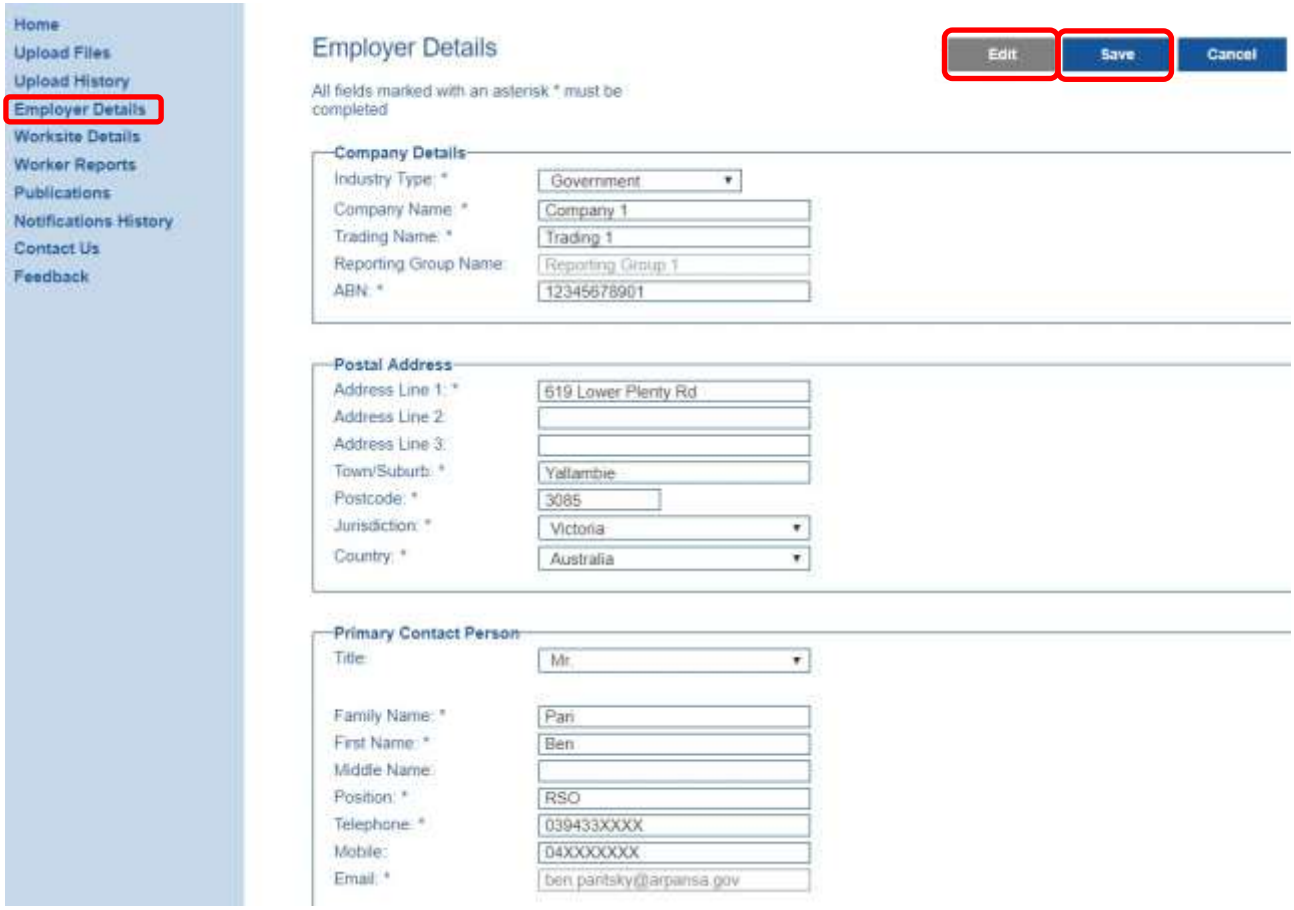
If errors are identified during the file submission process, an error report can be viewed in the **Upload History** section.

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 successful upload notification will appear and the error report will disappear.



7. Employer details

The **Employer Details** menu item stores your organisation's registration and contact information. You can update your organisation's contact details in this menu item by selecting the **Edit** button, changing the required details and then selecting **Save**.



8. Worksite details

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

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

To view the details of an existing 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:

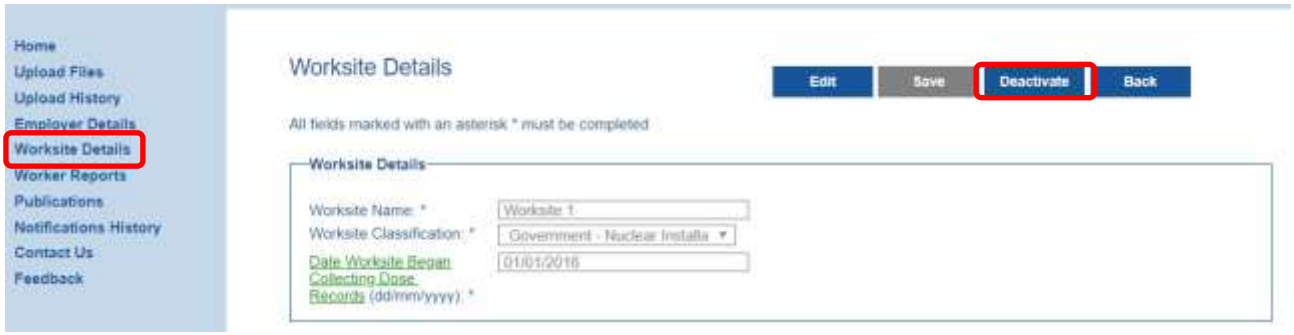
4. On the worksite details page, click on the Worksite Name or Number to view the details of the worksite you wish to update.

5. Click on the **Edit** button and update the relevant details. Click the **Save** button to save the changes.

8.2. Deactivating a worksite

To deactivate a registered worksite in the ANRDR:

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 required.



8.2.1. 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 on the home page of the ANRDR portal.

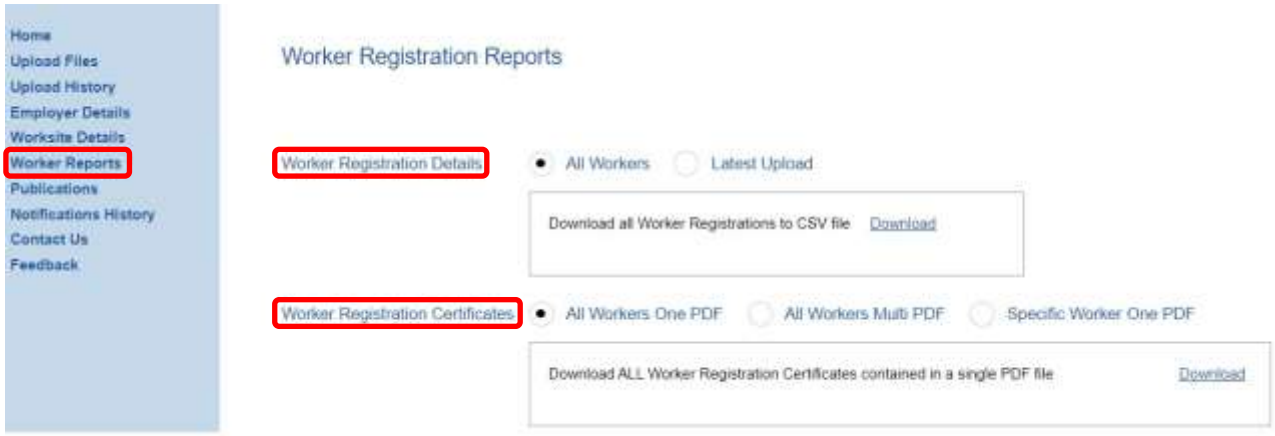
8.2.2. Rejection of worksite deactivation request

If, after review, the ANRDR administrators deem a request for a worksite deactivation as inappropriate, 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.

9. Worker reports

The **Worker Reports** option allows you to download Worker Registration Details for your Worksites and Worker Registration Certificates.



The Worker Registration Report provides CSV files for either all workers that have been registered with your reporting group or just the workers that were uploaded in your last submission. These reports provide the following information for each employee.

Personal Information	Administration Information	Dose Information
Surname	ANRDR number	First dose report date
First name	Other identifier (i.e. payroll number)	Last dose report date
Other name	Worker classification	Number of readings (provided by current employer)
Sex	Date registered in ANRDR	Five-year dose (all employers)

Worker Registration Certificates are documents that belong to the worker and **should** be provided to existing and new employees to inform them of their registration in the ANRDR. The certificate provides them with their registration details (name, date of birth, sex and ANRDR number). It also contains information on how they can obtain a dose history report. It is expected that employers would provide employees with worker registration certificates on start and/or ending their employment contract with the organisation. This will allow workers to have their dose records from different employers consolidated using the ANRDR number as their unique identifier.

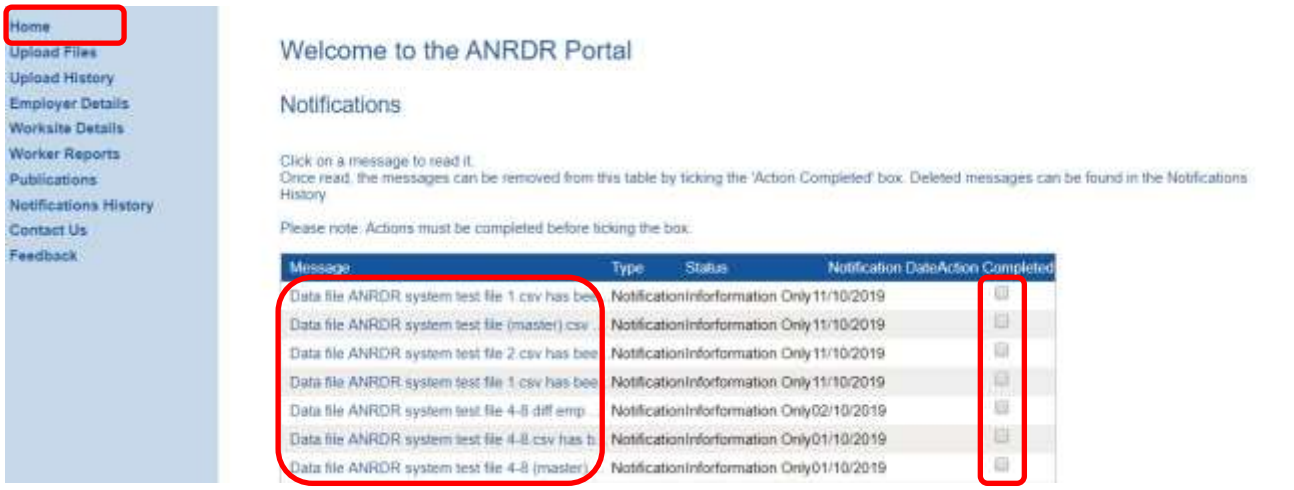
10. Publications

The publications function of the ANRDR application is not currently used and users are encouraged to go to the ANRDR publications page to view all current publications.

11. Notifications

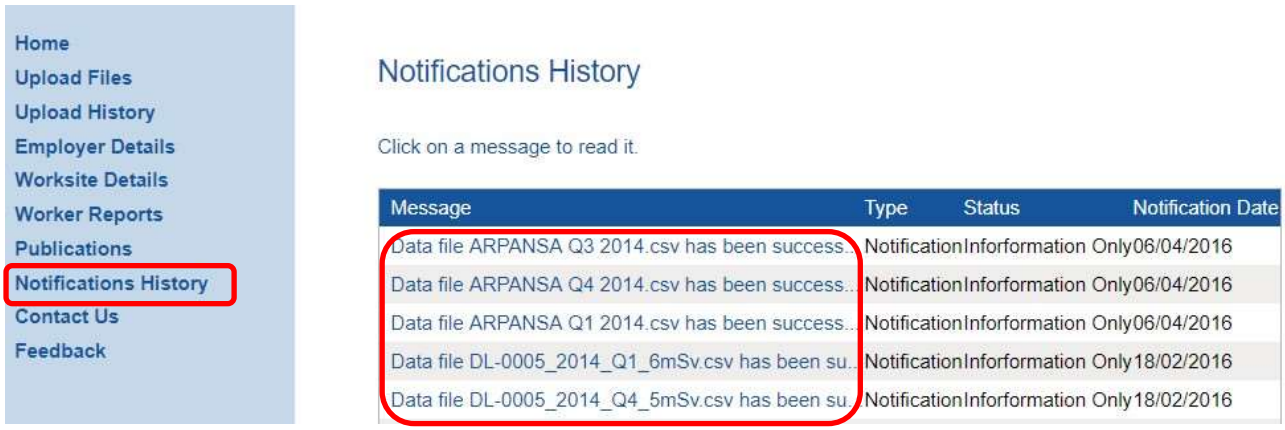
A list of notifications appears on the home page. Each notification consists of a message, the type, status, notification date and an 'Action Completed' check box. A notification can be either an announcement or an action item. To read a notification, click on the message in the **Message** column.

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.



11.1. Notification history

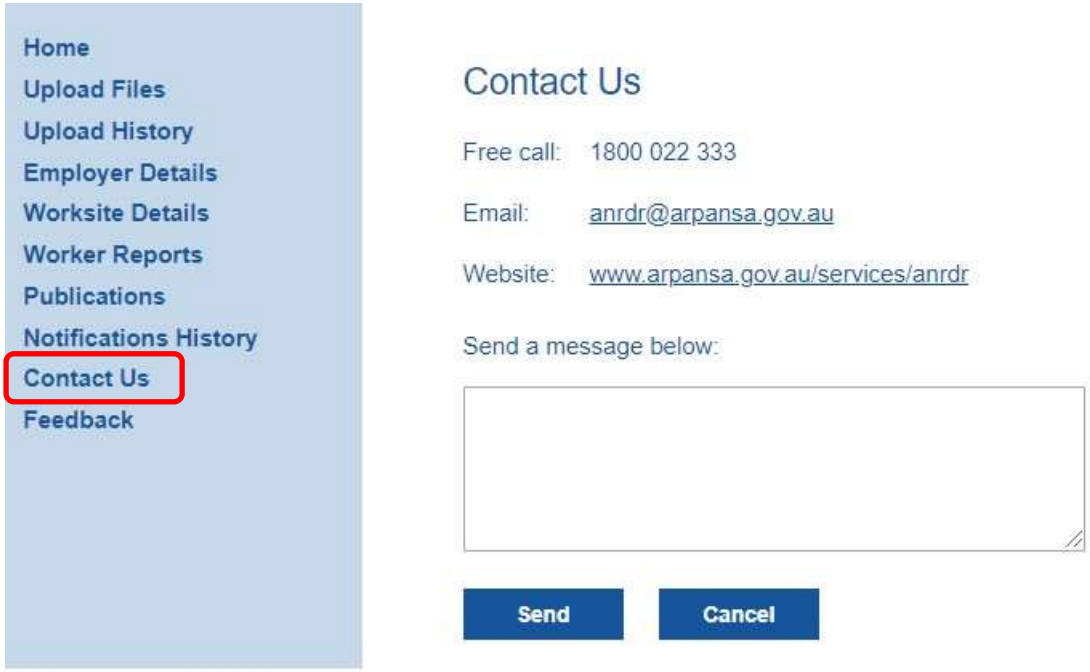
To view notifications that have been removed from the home page, click the **Notifications History** button on the navigation menu. All previously actioned notifications will appear on this screen. Each notification can be viewed by clicking on the message.



12. Contact the ANRDR

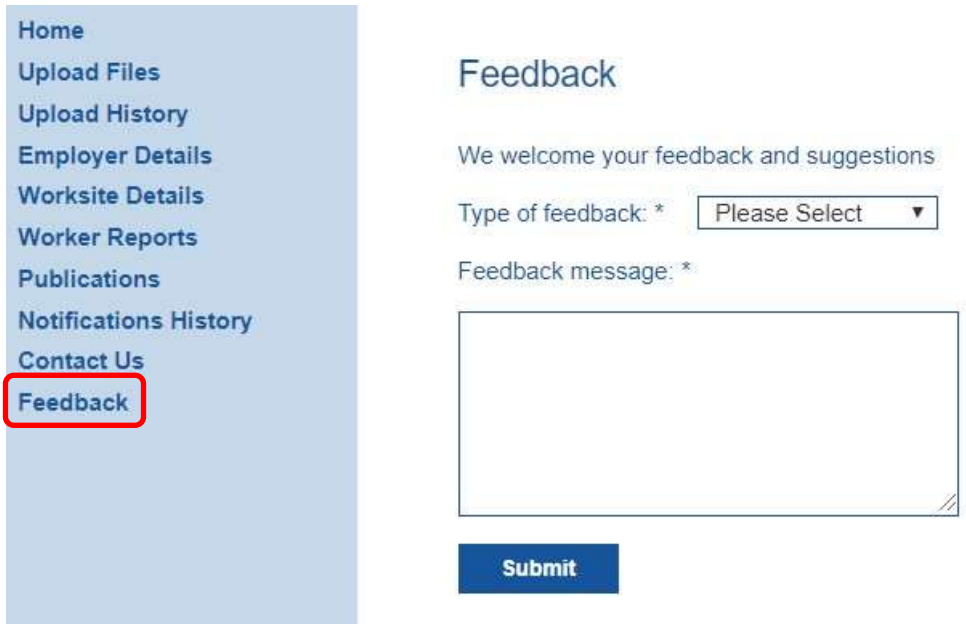
The ANRDR administrators can be contacted via email: anrdr@arpansa.gov.au or free call **1800 022 333**

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.



13. 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.



14. Revision history

Version	Author	Description of changes	Release date
2.01	BP	Updated to the new ARPANSA branding.	28/01/2019
2.1	VS	Added uncontrolled version warning on the first page	27/05/2019
2.2	CL	Added sections related to employer interface project update	20/4/2020
2.3	TE	Formatted TOC. Minor wording changes throughout.	30/06/2023