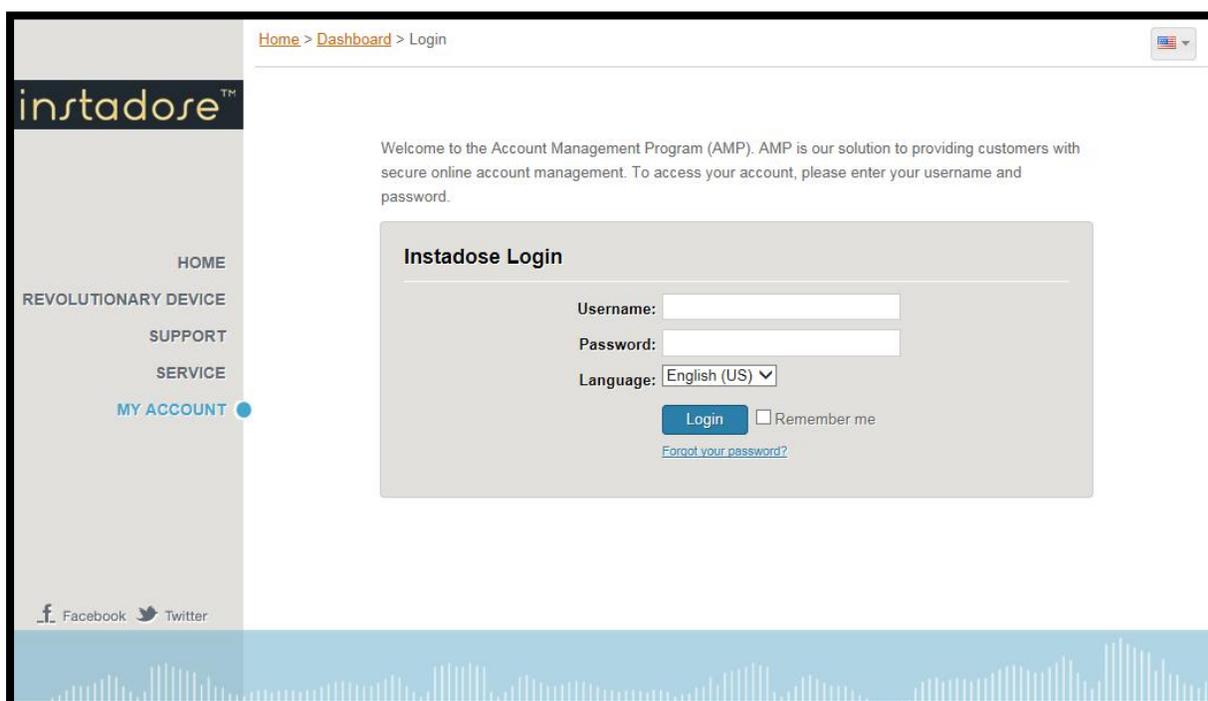# How to Utilize Instadose Website for Radiology Monitoring

Hello All,

Here is a detailed step-by-step guide for using the Instadose website. This website allows users to read their devices and view their account/profile.

To begin:

1. Access the login page for Instadose.
   a. https://www.instadose.com/Login.aspx

   b. https://www.instadose.com/Default.aspx

2. Enter the username and password provided for your account
   a. sampleperson   Password1

   b. Press Login button

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3. In this step you must change your password.
    a. Requirements:
        i. 1 uppercase letter
        ii. 1 lowercase letter
        iii. 1 number
        iv. 6-20 characters

    b. Username must remain the same
    c. Enter the provided password (Radiology1) in the current password selection
    d. Next create a new password of your choice as long as it meets the given requirements
    e. Change the security question to one of your choice and enter an answer. Once all fields have been entered click save

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4. Once you have successfully changed your password the following screen should appear

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5. To be able to read your device you must download the software. Click the link labeled "Download Software" and follow the instructions

   a. Download based on your computer type:
      i. <u>Download</u> - Windows XP, Vista, 7 instadose reader software
      ii. <u>Download</u> - Mac OS X 10.4 and higher
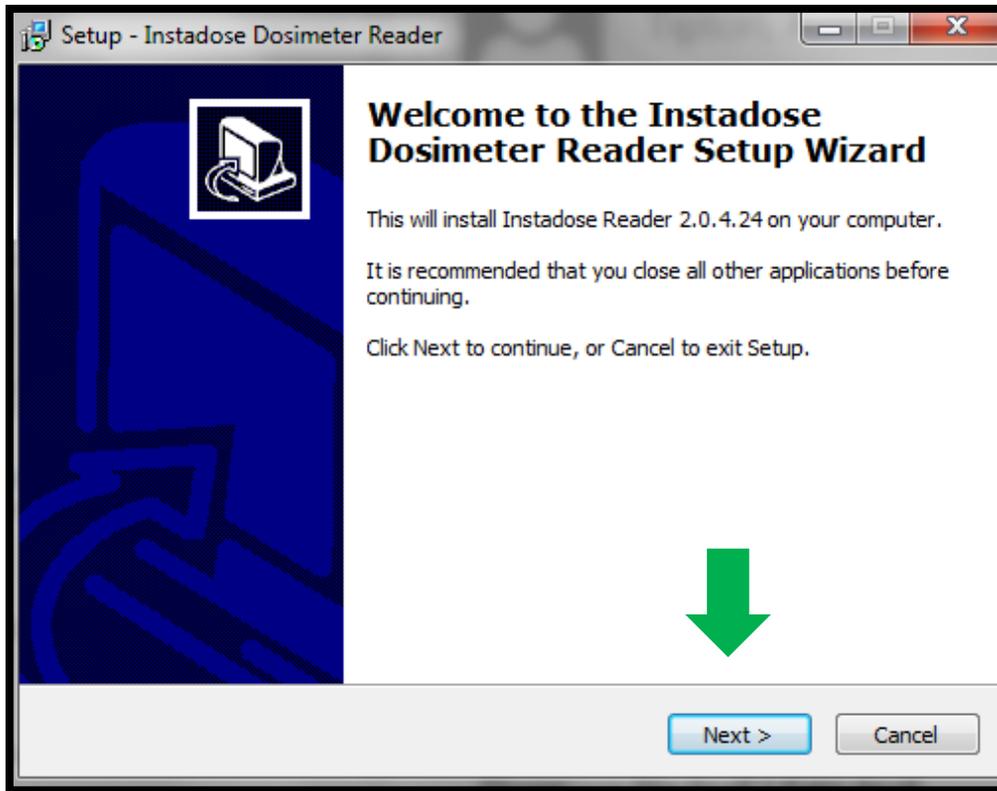   b.

How to Utilize Instadose Website for Radiology Monitoring
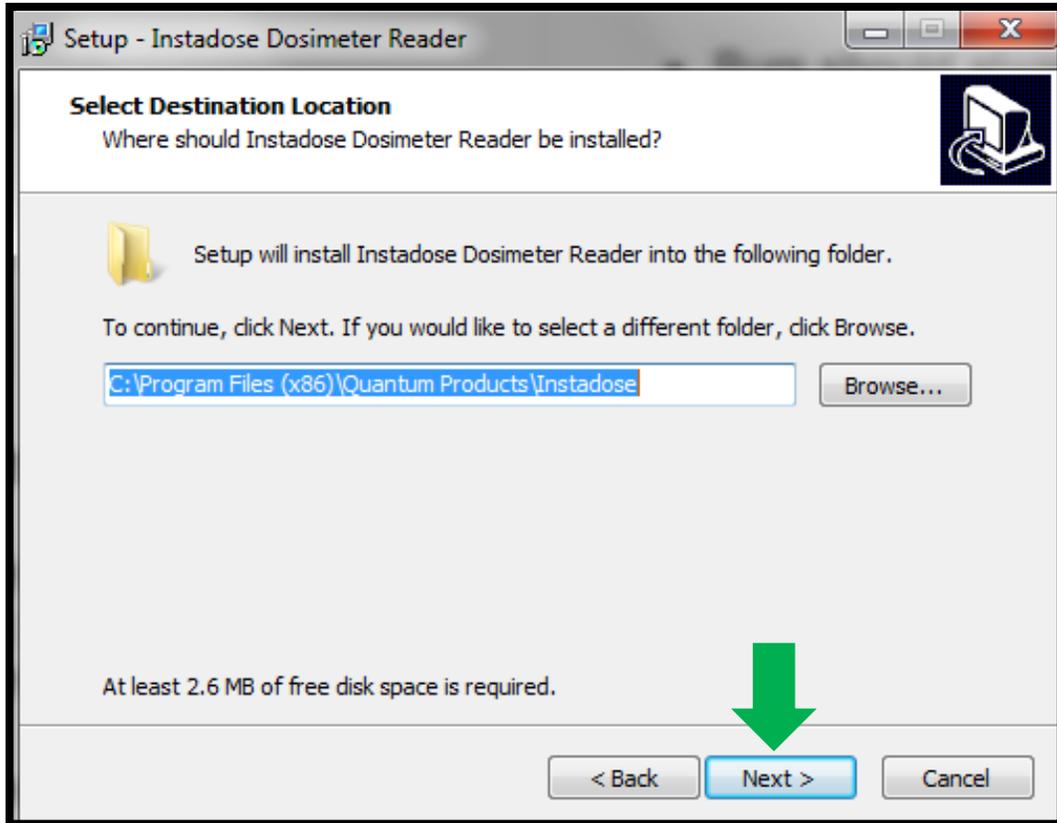
c. Click on run to begin the setup
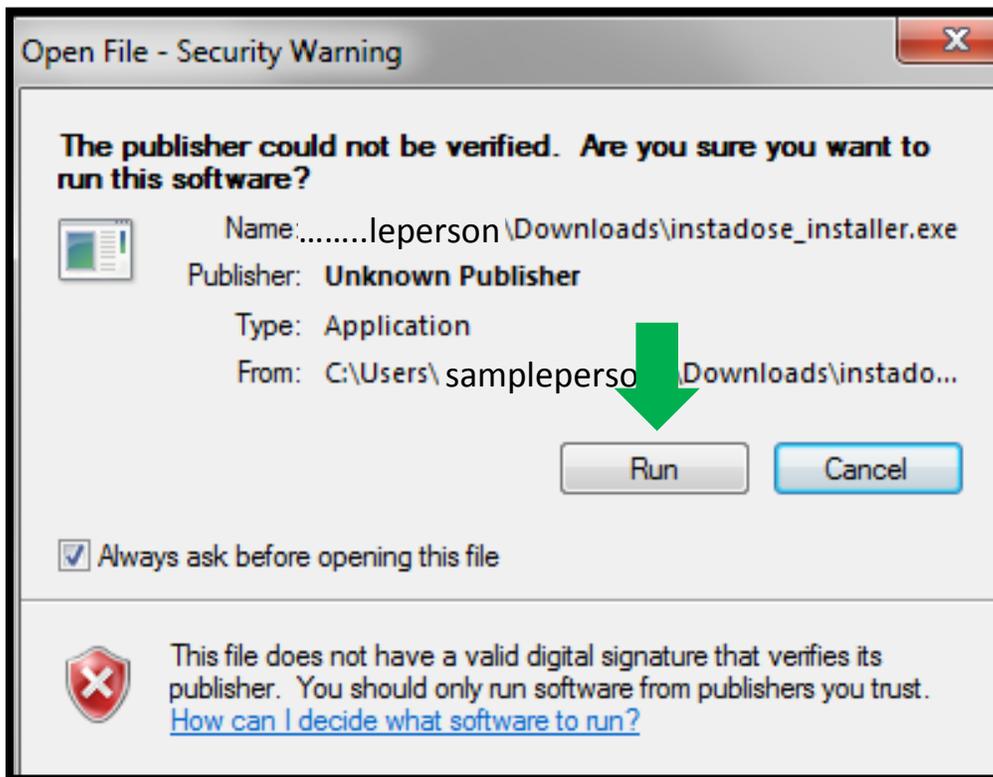
How to Utilize Instadose Website for Radiology Monitoring
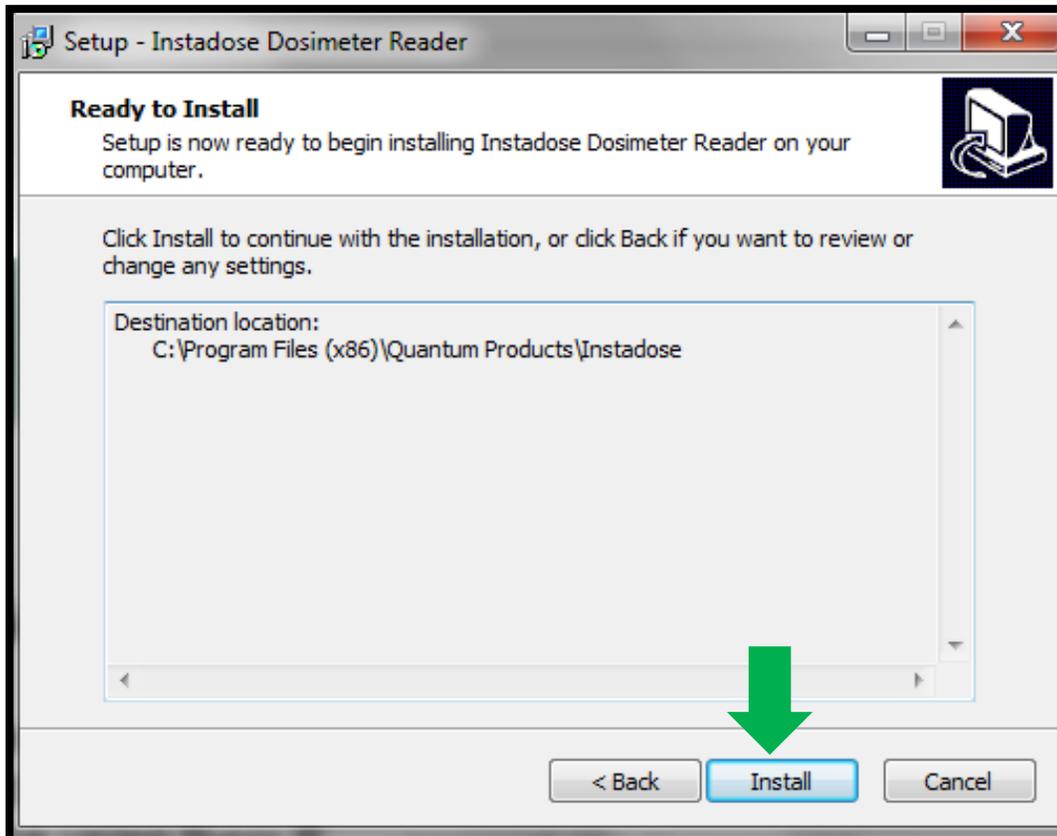
d. Click next to enter the setup wizard

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e. There is no need to change the location on this step. Click Next >
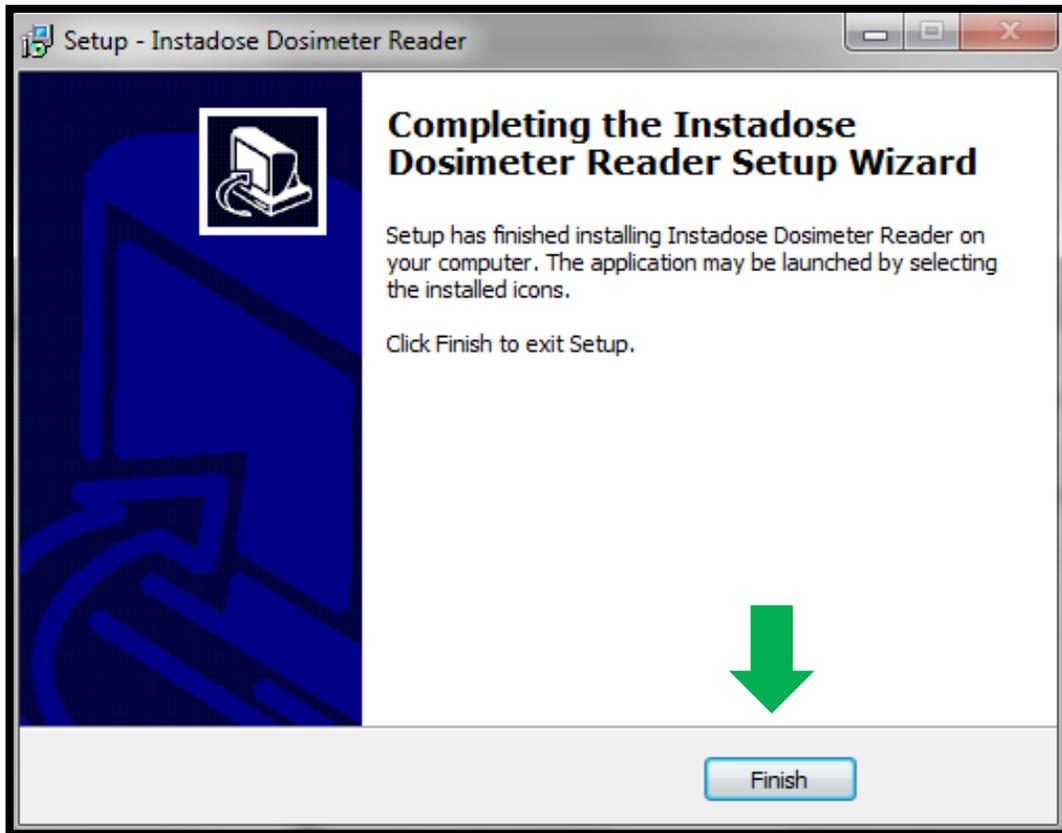

f. Next click install

g. To finish setup, click Finish

6. After you have downloaded the software, return to the My Account Tab

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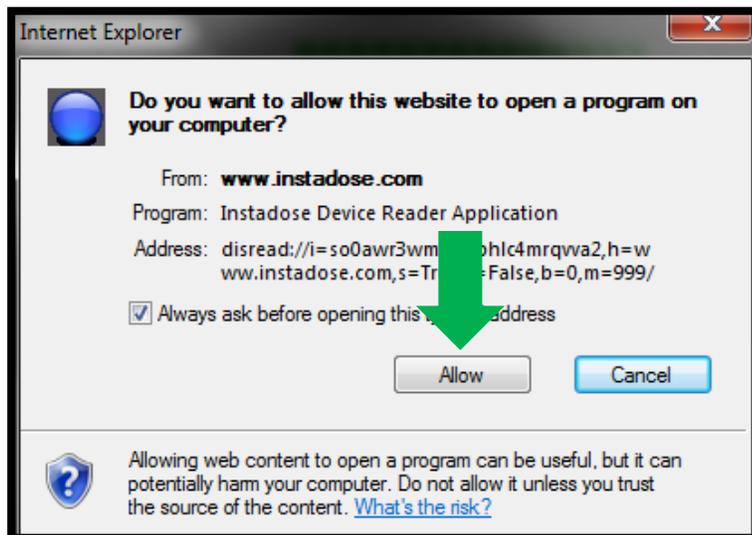
7. **TO READ YOUR DEVICE**
   a. Insert the device into the USB drive of your computer
   b. Click Read Device button
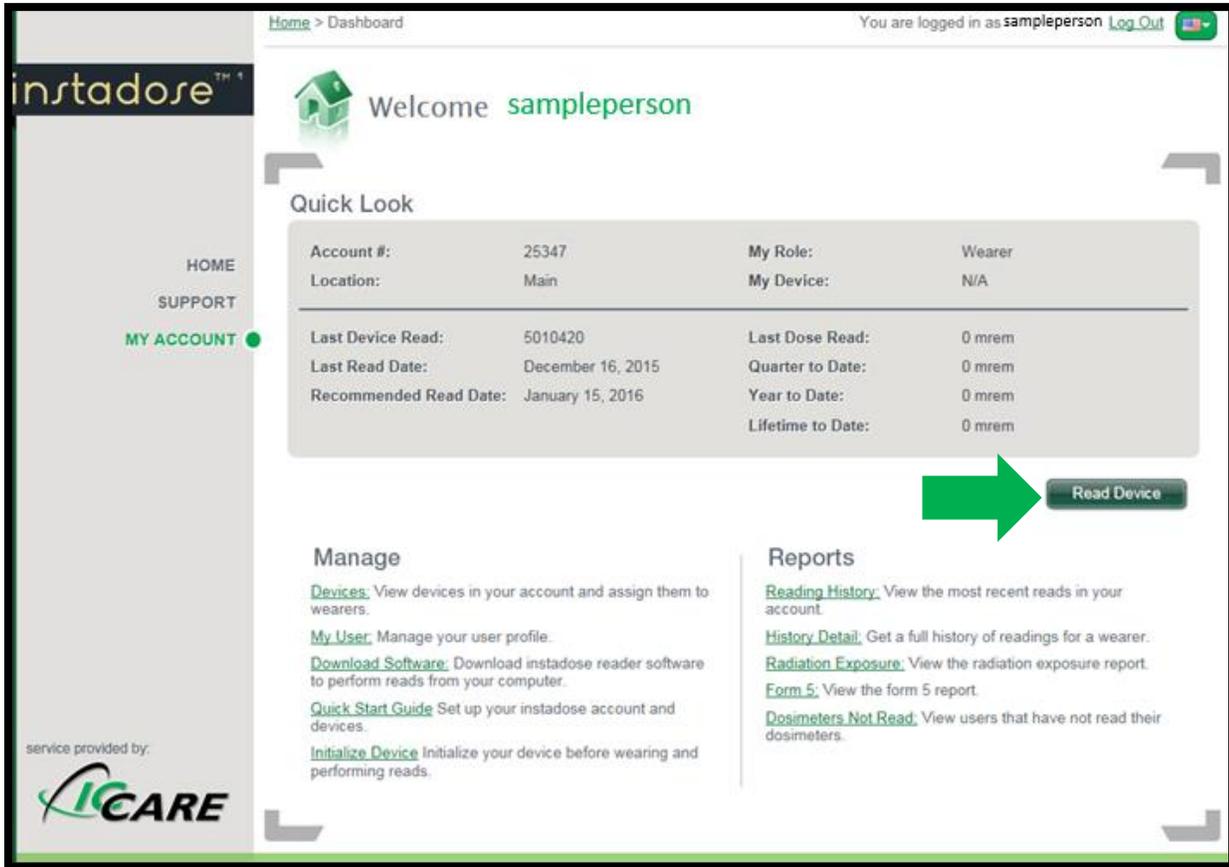
   c. Click on the allow button

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    d.   The details will be provided after the device has been fully read

8. Once you have successfully read your device, you can log out of the account and simply remove the device from the USB port of your computer. Return the device to the designated badge board unless device is in use.

<p style="color:red; text-align:center; font-weight:bold;">***Badge must remain on the badge board unless in use by wearer***</p>