

RADON - User Guide

Abstract

This document provides all the detail steps to access RADON Annual reporting application.

Step1:

Radon application is accessible through Gate Way portal. User needs to login in to Gate Way portal to access the Radon application.

Use the below Gate way URL and click on “**Sign in with Access Indiana**” link with your existing log in information.

If you do not have a current log in with Access Indiana, you will need to register by clicking on the top blue tab **>> Register to Access Indiana** and following the prompted steps.

Gate Way URL: <https://gateway.isdh.in.gov/Gateway/SignIn.aspx>

INDIANA DEPARTMENT OF HEALTH
STATE HEALTH GATEWAY

Login Help

IMPORTANT NOTICE:
To continue using the Gateway you must register for an Access Indiana account.
To register for your account, click the **Register with Access Indiana** button in the menu on the right. [Click here](#) for instructions on logging into the IDOH Gateway with Access Indiana.
For Access Indiana assistance, please call 1-866-960-3023 8:00 AM – 9:00 PM, M – F, 9:00 AM – 1:00 PM Sat.
Thank you for your cooperation,
IDOH

The Indiana Department of Health – State Health Gateway is a health portal dedicated to providing information and services to health care professionals, labs, local health departments, and Health Information Exchanges (HIE) in Indiana.

Secure Account Sign In

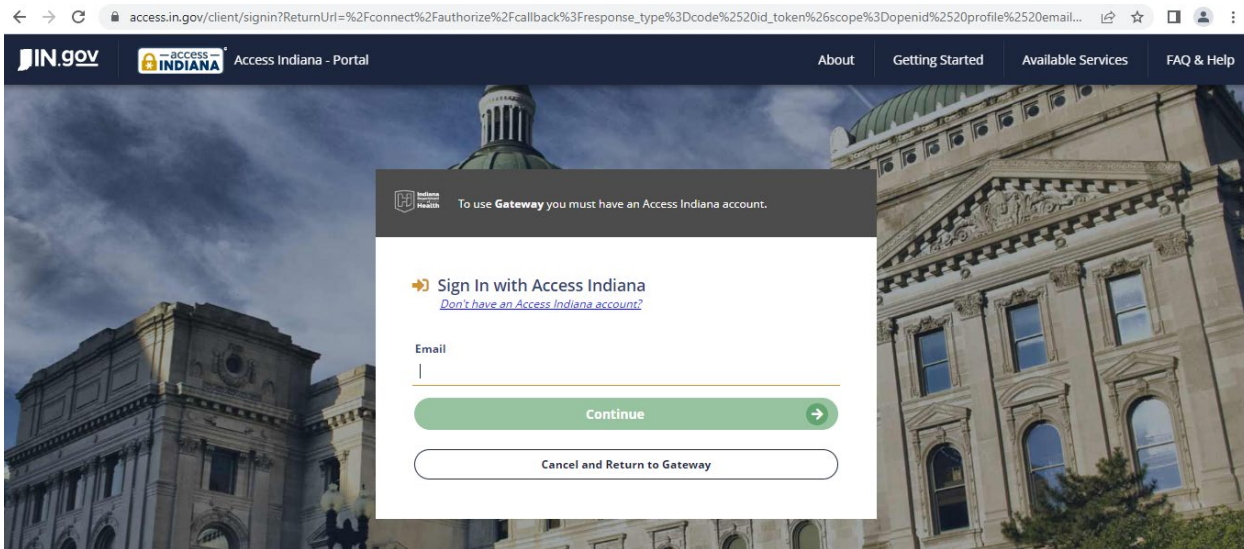
Step 1 - New User Register with Access Indiana.
>> Register to Access Indiana

Step 2 - Request for Gateway or New Application Access :
>> Request Access

Step 3 - Registered users with Gateway and Access Indiana :
>> Sign in with Access Indiana

Step2:

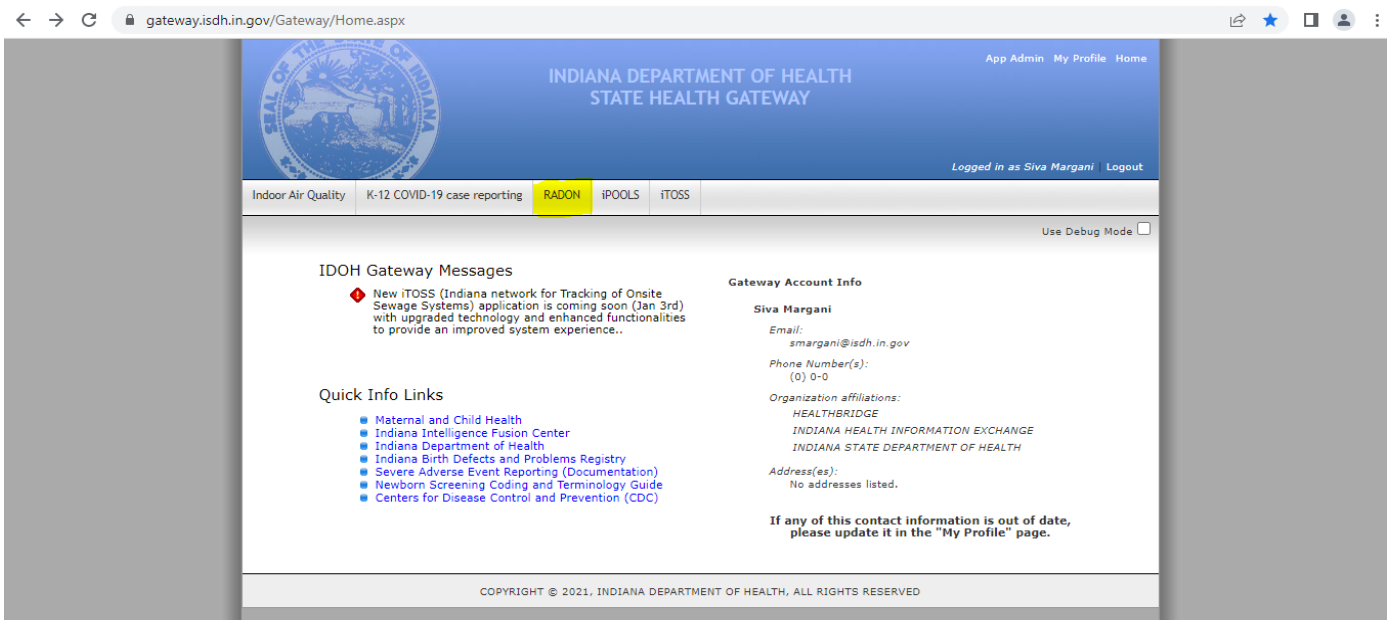
Enter your ISDH email in the below screen



Step3:

After successfully login to gateway portal following screen will display.

Click on “RADON” tab to go into Radon application



Step4:

Following Radon application home page will display once user click on “RADON” tab on Gate Way Home page

The screenshot shows the Radon Reporting application dashboard for user Siva Margani. The page title is "Siva Margani - Reports Summary". At the top, there is a navigation bar with "User Reports" and "Admin Reports" tabs. The main content area includes a "Download Radon Report Template" link, "Search Records" and "Upload Excel" buttons, and a note section with instructions. Below the note is a table showing report upload data.

Report Upload Date	Upload By	Total Records Count	Measurement Records Count	Mitigation Records Count	Laboratory Records Count
06/15/2022	smargani	Uploaded : 3 Record(s)	1	1	1
06/15/2022	smargani	Uploaded : 3 Record(s)	1	1	1
06/14/2022	smargani	Uploaded : 3 Record(s)	1	1	1

Step5:

Radon application has two major modules:

- (1) User Reports (Tab)
- (2) Admin Reports. (Tab)

User Reports module will display by default once the user login.

Admin Reports module is accessible only to application admins, for normal users this tab will be disabled.

Module 1 – User Reports:

Step6:

Below screen shows the User Report Home page:

User can download the Radon report template from this page, by clicking on the “**Download Radon Report Template**”.

User can search reports and upload new reports from the User reports home page.

User Reports page displays only the reports uploaded by login user.

Example: Below screen shows list of all the reports uploaded by login user (Siva Margani). Each row in table indicates one uploaded report data.

gateway.isdh.in.gov/Radon/ReportDashboard?Length=0

RADON REPORTING

Siva Margani Logout GateWay Home

User Reports Admin Reports Help

Siva Margani - Reports Summary

[Download Radon Report Template](#) [Search Records](#) [Upload Excel](#)

Note: Use Downloaded Radon Report Excel template to record your annual radon data. Save the file on your computer and fill it out throughout the year.

Annual reporting requirements will be fulfilled by uploading the completed template into this database. Paper submissions and email submissions will not be accepted. A few basic instructions:

- Do not alter any of the data in Row 1.
- Several columns contain dropdown menus. In those columns, you must select one of the available dropdown options. Freehand entries will not be accepted by the template.
- You may enter all of your annual data on one form and upload it at the end of the year, or you may upload your data throughout the year. Please ensure you don't upload the same data multiple times.

Show entries Search:

Report Upload Date	Upload By	Total Records Count	Measurement Records Count	Mitigation Records Count	Laboratory Records Count
06/15/2022	smargani	Uploaded : 3 Record(s)	1	1	1
06/15/2022	smargani	Uploaded : 3 Record(s)	1	1	1
06/14/2022	smargani	Uploaded : 3 Record(s)	1	1	1

Step7:

User can check each single uploaded report details by clicking on “**Total records Count**” links. (Above screen shows this links

Below is the report details screen:

[← Back to Report Summary](#)

Report Uploaded on : 06/15/2022

Show entries Search:

Result Type	Year Performed	License Number	Test Results	Prof.First Name	Prof.Last Name	County	Address	Actions
Measurement Result	2021	RTP00408	1.9	Steve	Klima	MIAMI	501 E. Plymouth	Details
Mitigation Performed	2021	RTM00408	2	Steve	Klima	MIAMI	501 E. Plymouth	Details
Laboratory Reporting (FOR LABS ONLY)	2021	RL00408	Field Blank	Steve	Klima	MIAMI	501 E. Plymouth	Details

Showing 1 to 3 of 3 entries
[Previous](#)
[1](#)
[Next](#)

Step8:

Report Search page:

User can search the uploaded reports in this page.

Following are the search criteria fields:

- License Number
- County
- Street Address
- Year Performed from, Year Performed To
- Result Type
- Test Results.

Search Results Page:

[← Back to Report Summary](#)

Radon Report Search

SEARCH CRITERIA

License Number:

County:

Street Address:

Year Performed: From To

Result Type:

Test Result (pCi/L):

Search Results

Show 10 entries Search:

Result Type	Year Performed	Licence Number	Test Result	Prof.First Name	Prof.Last Name	County	Address
Measurement Result	2021	RTP00408	1.9	Steve	Klima	MIAMI	501 E. Plymouth
Measurement Result	2021	RTP00408	1.9	Steve	Klima	MIAMI	501 E. Plymouth
Measurement Result	2021	RTP00408	1.9	Steve	Klima	MIAMI	501 E. Plymouth

Showing 1 to 3 of 3 entries

User can export the search results by clicking on **“Export Report”** button on above search results page.

Step9:

Report Upload page:

User can Upload reports from Report Upload page.

At Present application will accept only Excel documents.

Choose the excel file and click on Upload **“Report button”** to upload a Radon report.

The screenshot shows a web browser window with the URL `gateway.isdh.in.gov/Radon/ReportUpload`. The page header includes the Indiana State Seal and the text "RADON REPORTING". The user is logged in as "Siva Margani" and has options for "Logout" and "GateWay Home". A navigation bar shows "User Reports" (selected) and "Admin Reports". A "Help" icon is visible in the top right. A "Back to Report Summary" button is located in the upper right area of the main content. The main content area is titled "Radon Report-Upload" and contains a "Download Radon Report Template" link with a download icon. Below this is an "Upload" section with a "Choose File" button and the text "No file chosen". An "Upload Report" button is positioned at the bottom of the upload section.

Module 2 – Admin Reports:

Admin Reports Module has the same functionality as User Reports Module accept the following changes.

- Admin can see reports uploaded by all users.
- Admin the search rereports for multiple counties by selecting multiple counties from the counties drop down list on search reports page