

Adding an Instrument

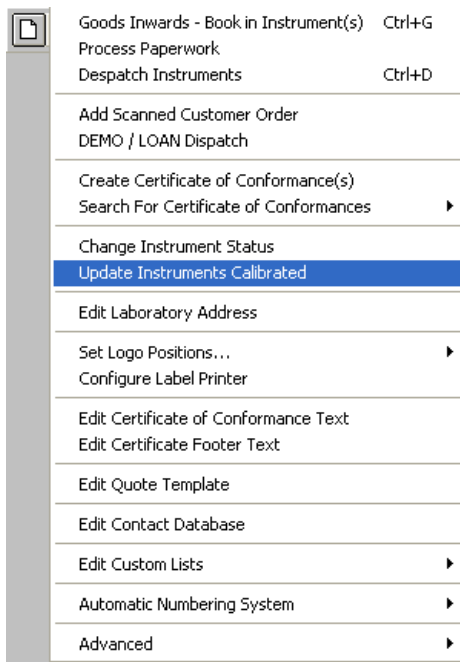
Add a new instrument (or new job if instrument already exists)

Select YES to create a new instrument if required

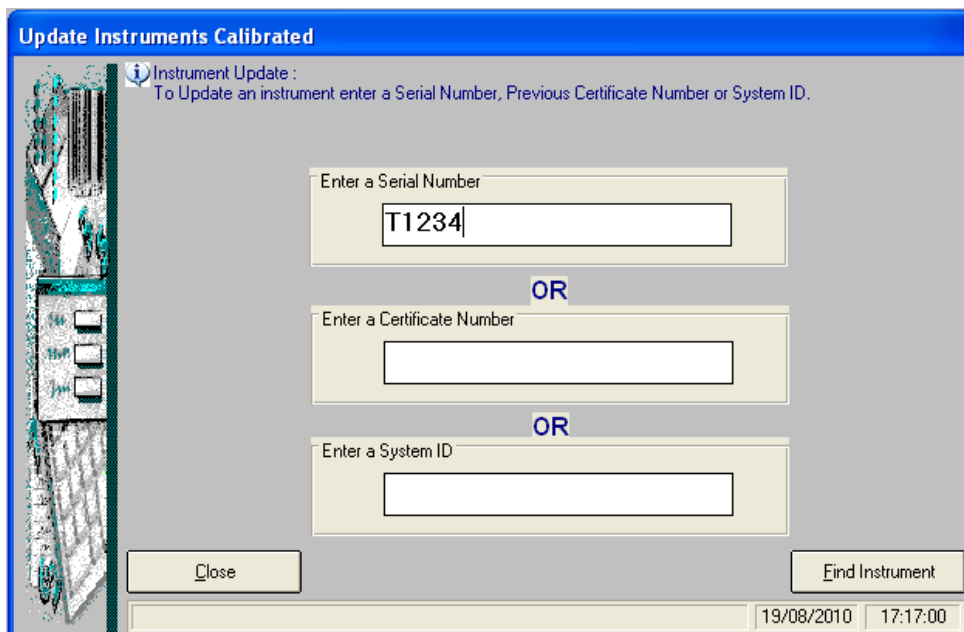
Enter details for the instrument including an order number (use auto if no order number is available)

Adding Calibration Information

Select UPDATE INSTRUMENTS CALIBRATED menu item from the UTILITIES menu



Enter the serial number of the instrument to update with external calibration information



Enter the details for the calibration – note this can be an ‘old’ calibration of you are adding older information to ProCal-Track :

Enter calibration details below, then click OK to save or Cancel to abort changes.

Certificate Number	<input type="text" value="123456"/>
Status	<input type="text" value="A : With customer"/>
Calibration Date	<input type="text" value="01/01/2010"/>
Calibration Period	<input type="text" value="52"/>

If you have a PDF scanner connected to the computer, ensure the PDF scan is saved to the **C:\ ScanTemp** folder then use the **LINK PDF CERT** button to link the scanned certificate to this job record.

TIP : This process can be repeated as many times as is needed to add older data for instrumentation to the system