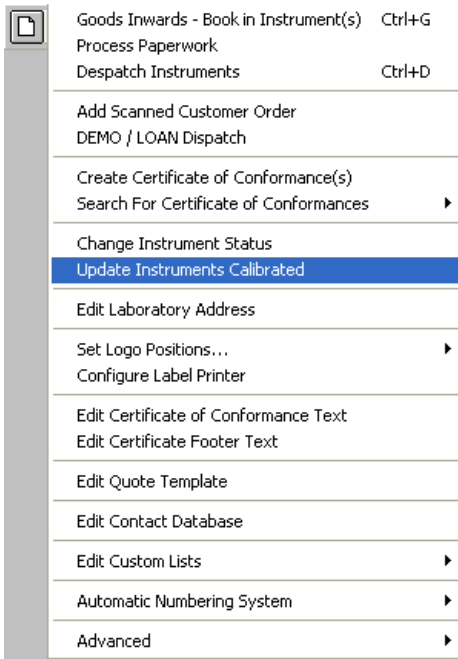## Adding an Instrument

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

Select YES to create a new instrument if required
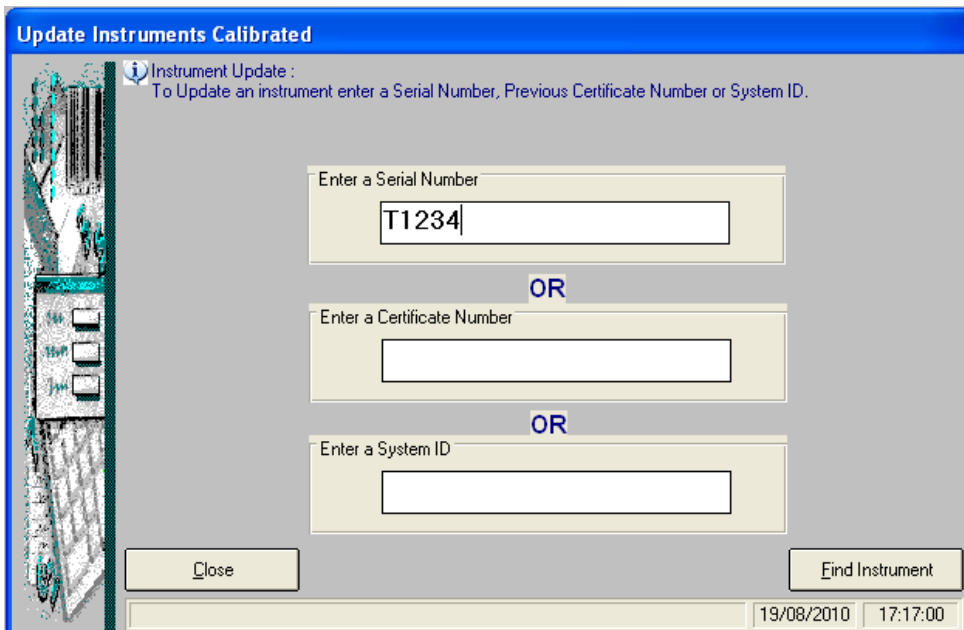

Enter details for the instrument including an order number (use auto if no order number is available)

Adding Calibration Information

Select UPDATE INSTRUMENTS CALIBRATED menu item from the UTILITIES menu

Goods Inwards - Book in Instrument(s)	Ctrl+G	
Process Paperwork		
Despatch Instruments	Ctrl+D	
Add Scanned Customer Order		
DEMO / LOAN Dispatch		
Create Certificate of Conformance(s)		
Search For Certificate of Conformances	▶	
Change Instrument Status		
Update Instruments Calibrated		
Edit Laboratory Address		
Set Logo Positions...	▶	
Configure Label Printer		
Edit Certificate of Conformance Text		
Edit Certificate Footer Text		
Edit Quote Template		
Edit Contact Database		
Edit Custom Lists	▶	
Automatic Numbering System	▶	
Advanced	▶	

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

Update Instruments Calibrated

ⓘ Instrument Update :
To Update an instrument enter a Serial Number, Previous Certificate Number or System ID.

Enter a Serial Number

    T1234

OR

Enter a Certificate Number

OR

Enter a System ID

Close   Find Instrument

19/08/2010   17:17:00

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	123456
Status	A : With customer
Calibration Date	01/01/2010
Calibration Period	52

Link PDF Cert

Cancel   OK

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