**Procedure for receiving newly calibrated instruments**

1. Open box
2. Remove packing slip (either inside box or attached to outside)
3. Review packing slip to actual contents - if everything is complete, write on the packing list:
	1. Date received
	2. Your initials
4. **IMPORTANT - Give the packing slip to Leah so she can initiate payment**

**Step 1: Upload Calibration Files**

1. If the sensor came with a CD of calibration files, proceed to step 2.
	1. If paper calibration files were included, scan the pages as PDFs and make a single file for each sensor.
		1. Follow the naming structure
			1. (Serial number)\_(Model )\_(date).pdf
				1. Example: 4844\_SV\_6mar13.pdf
2. Insert disk into the OTG PC
3. Copy the calibration files & Service Reports to the appropriate directory under:
	1. \Dropbox\Public\Calibration\_Docs\(manufacturers folder)
		1. Note that service reports may need to be separated into individual files for each sensor.
			1. Follow the set naming structure in Step 1.

**Step 2: Update Sensor Calibration Record**

1. Right click on “Dropbox\Public\Calibration\_Docs\ **Sensor\_Calibration\_Records.html**”
	1. Open with “Adobe Dreamweaver”
2. Dreamweaver will open up, allowing you to edit the table with the appropriate new calibration dates.
	1. You will also need to edit the hyperlinks for each new calibration as described in step 3.
3. Go to the newly updated calibration file in Dropbox
	1. ”\Dropbox\Public\Calibration\_Docs\(manufacturers folder)”
4. Right-click/control-click the file in Dropbox, then choose Dropbox > Copy Public Link.
5. Go back to Dreamweaver
6. Highlight new calibration date
7. Right-click highlighted calibration date and click on ”Change link” or “Make link”
8. Under “URL” , copy+paste new link from step 4. And press OK.
9. In Dreamweaver hit File>Save
10. Double click “Dropbox\Public\Calibration\_Docs\ Sensor\_Calibration\_Records.html”
	1. Verify that the update information is correct and that the links work properly.