

Celsiuslabs website

manual

Revision 1.1

1. Introduction

With our ISO17025 accreditation we are at the beginning of a new chapter in our company's mission. Therefore we keep on developing new innovative products, of which one is the Celsiuslabs website (<http://www.celsiuslabs.com>). This product will assist customers to have their instruments calibrated.

2. Registration

The website has some protected content, which is only accessible after login in. Registration is NOT necessary. You can use your login information of the www.driftcon.com or www.cyclertest.com website.

3. Calibrations

In our laboratory we calibrate Driftcon and MTAS hardware developed by GENO-tronics BV. In order to assist you even more in requesting a calibration for these instruments, we developed a procedure. The general workflow is as follows :

1. End-user creates a workorder on the website
2. End-user ships his instruments to the selected distributor
3. Distributor confirms workorder on the website
4. Distributor ships his customer's instrument to CelsiusLabs
5. CelsiusLabs performs calibration
6. CelsiusLabs ships instruments to distributors
7. Distributor ships instruments to end-user

3.1 Create a workorder

To create a calibration workorder one will have to log in and select '*Home->calibration->work order*' from the menu. This will start a wizard, which is self-explanatory and needs to be filled out completely. After completing the wizard a mail is sent to the selected distributor.

3.2 Ship instruments to distributor

Prior to shipment the end-user has to print the '*calibration work order*' and '*certificate of decontamination*', available on the website. These documents need to be **signed by the end-user** and attached to the shipment. Missing or unsigned documents will not be processed by CelsiusLabs.

3.3 Confirm workorder

After receiving instruments from an end-user, a distributor has to confirm the '*calibration workorder*'. This way CelsiusLabs is guaranteed to only receive instruments for which purchase orders have been issued. In order to confirm a workorder a distributor has to log in, select '*Distributor->Confirm workorder*' and follow the on-screen directions.

3.4 Ship instruments to CelsiusLabs

Prior to re-distribution to CelsiusLabs, the distributor has to provide a purchase order (as specified in the confirmation) to CelsiusLabs.

4. Calibration status

An end-user has a complete overview of every calibration workorder with it's full details. Also the status of every calibration workorder can be obtained and can have 3 self-explanatory states :

- Shipping to distributor
- Shipping to CYCLERtest BV
- Received
- Completed

5. Workorder overview

An end-user can see an overview of workorder(s) by selecting '*Home->Calibration->Status*'. A distributor has to select '*Distributor->Overview*'. The information will be updated automatically and the search field applies to RMA#, PO or Distributor PO. If no filter is applied only 'pending' workorders are shown.

6. Remove a workorder

An end-user or distributor can not remove any workorder(s). If you have an incorrect or incomplete workorder, you can always fill out a new workorder and inform CelsiusLabs about the one that should be deleted by sending an e-mail to info@celsiuslabs.com