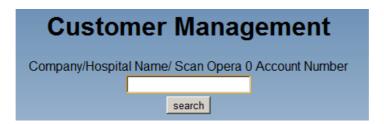# VM3COP5.01 Receipt of Sensors for Recycling.

Open Packaging:

Update Computer System.
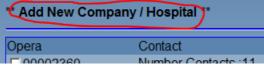

Click Contact Management in Intrastats,

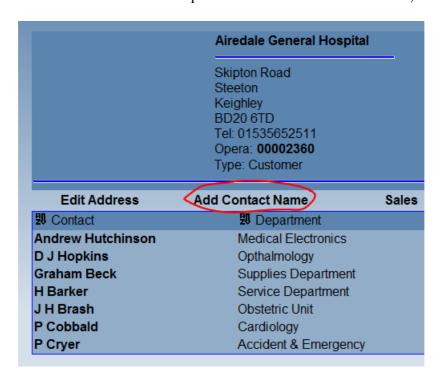Enter Name of Hospital or Company Returning the Sensors or type in Opera Account Number,
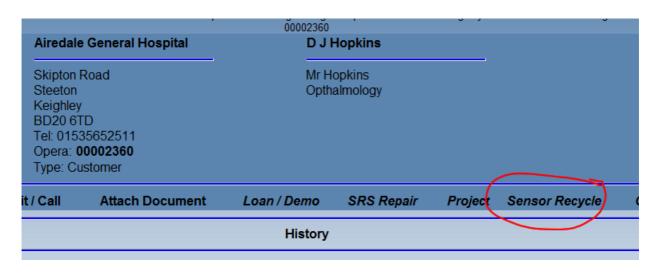

Click the Company/Hospital Name,
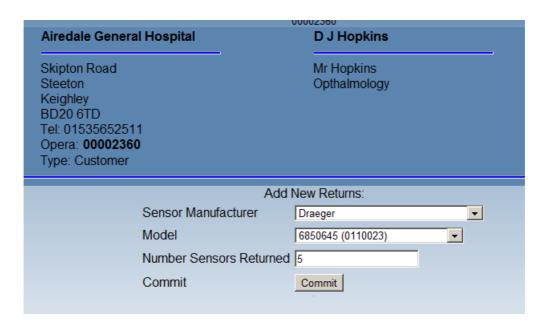If Company / Hospital Does not Exist in the Database Add New Company / Hospital.

Select From the List the Contact name of the person whom returned the sensors,

If name is not in the List Add new Contact name.
Then click the name

Click Sensor Recycle,

Fill in the Form starting with the Sensor Manufacturer,
the Model List will provide a list of the chosen manufacturers Sensors,
Enter the number of Sensors Returned.

Once Committed, the screen will flick back to the Contacts page so if they have returned multiple types of sensors you can quickly jump to add other returns.