

VM3COP05.01 Receipt of Sensors for Recycling.

Open Packaging:

Update Computer System.



Click Contact Management in Intrastats,

Customer Management

Company/Hospital Name/ Scan Opera 0 Account Number

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

Contact	Company
Number Contacts :11	Airedale General Hospital

Click the Company/Hospital Name,

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

**** Add New Company / Hospital ****

Opera	Contact
☐ 00002280	Number Contacts :11

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

Airedale General Hospital	
Skipton Road Steeton Keighley BD20 6TD Tel: 01535652511 Opera: 00002360 Type: Customer	
Edit Address	Add Contact Name
Contact	Department
Andrew Hutchinson	Medical Electronics
D J Hopkins	Opthalmology
Graham Beck	Supplies Department
H Barker	Service Department
J H Brash	Obstetric Unit
P Cobbald	Cardiology
P Cryer	Accident & Emergency

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

00002360	
Airedale General Hospital	D J Hopkins
Skipton Road Steeton Keighley BD20 6TD Tel: 01535652511 Opera: 00002360 Type: Customer	Mr Hopkins Opthalmology
it / Call	Attach Document
Loan / Demo	SRS Repair
Project	Sensor Recycle
History	

Click Sensor Recycle,

Airedale General Hospital Skipton Road Steeton Keighley BD20 6TD Tel: 01535652511 Opera: 00002360 Type: Customer	D J Hopkins Mr Hopkins Ophthalmology
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Add New Returns:

Sensor Manufacturer

Model

Number Sensors Returned

Commit

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.