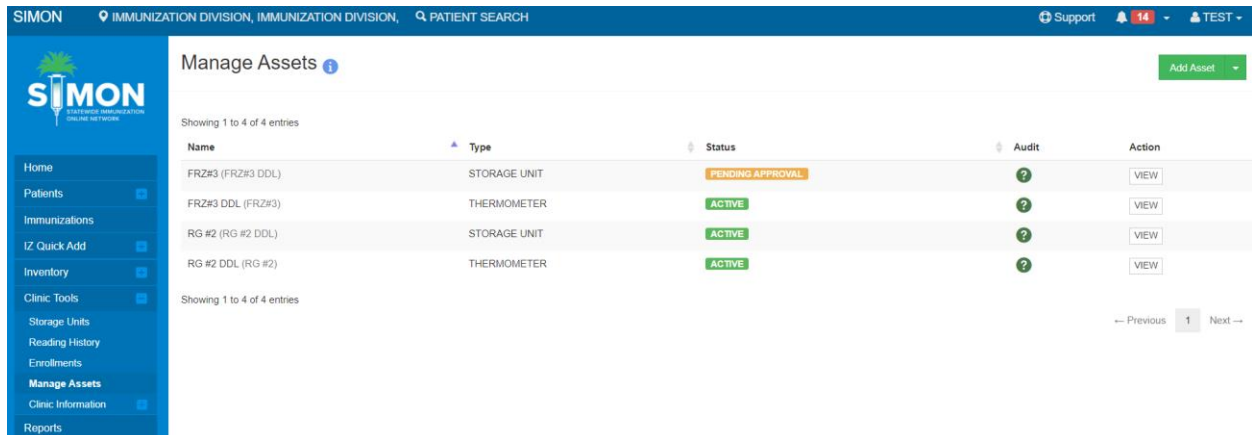


## Calibrate the thermometer for a storage unit

**Important Note:** All storage units and DDL's that store publicly funded vaccines are to be entered into the Statewide Immunization Online Network (SIMON).

Go to [Manage Assets](#)

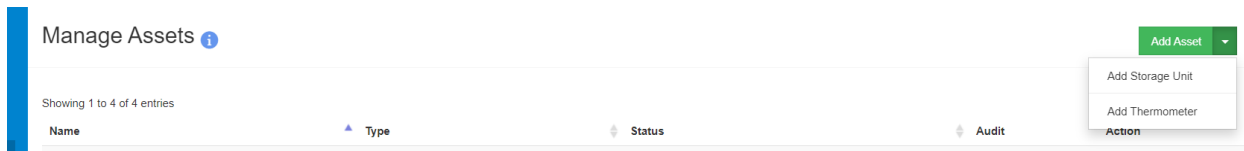


The screenshot shows the 'Manage Assets' page in the SIMON system. The page header includes 'SIMON IMMUNIZATION DIVISION, IMMUNIZATION DIVISION, PATIENT SEARCH' and 'Support 14 TEST'. The left sidebar contains navigation options like Home, Patients, Immunizations, IZ Quick Add, Inventory, Clinic Tools, Storage Units, Reading History, Enrollments, Manage Assets, Clinic Information, and Reports. The main content area displays a table with the following data:

Name	Type	Status	Audit	Action
FRZ#3 (FRZ#3 DDL)	STORAGE UNIT	PENDING APPROVAL	?	VIEW
FRZ#3 DDL (FRZ#3)	THERMOMETER	ACTIVE	?	VIEW
RG #2 (RG #2 DDL)	STORAGE UNIT	ACTIVE	?	VIEW
RG #2 DDL (RG #2)	THERMOMETER	ACTIVE	?	VIEW

Below the table, there are navigation controls: 'Showing 1 to 4 of 4 entries', 'Previous', '1', and 'Next'.

Select [Add Asset](#)

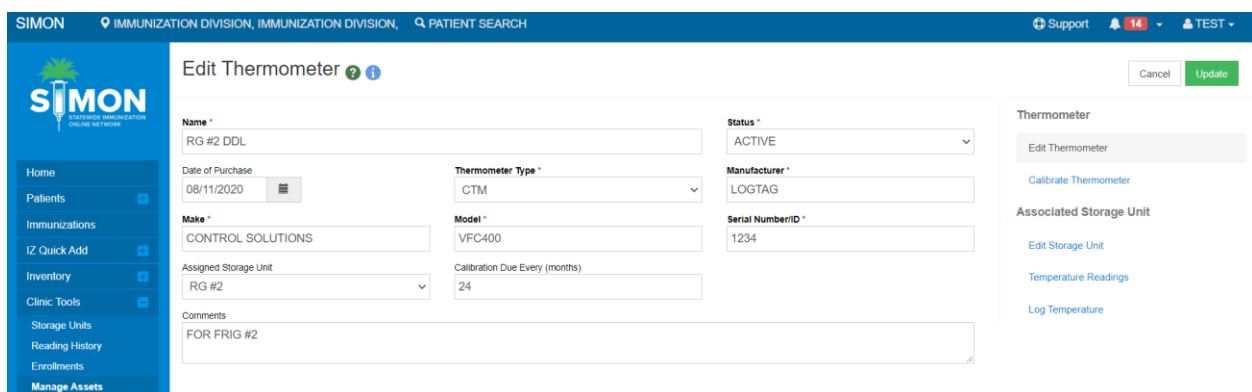


This screenshot shows the 'Manage Assets' page with the 'Add Asset' dropdown menu open. The menu options are 'Add Storage Unit' and 'Add Thermometer'. The table below the menu is partially visible, showing columns for Name, Type, Status, Audit, and Action.

Select [Add Thermometer](#) and fill in all the necessary information for the thermometer as demonstrated in picture below

All DDL's must be calibrated every 24 months, so enter 24 months in "Calibration Due Every (months)"

Click [Calibrate Thermometer](#)



The screenshot shows the 'Edit Thermometer' form in the SIMON system. The form includes the following fields:

- Name \***: RG #2 DDL
- Date of Purchase**: 08/11/2020
- Thermometer Type \***: CTM
- Manufacturer \***: LOGTAG
- Make \***: CONTROL SOLUTIONS
- Model \***: VFC400
- Assigned Storage Unit**: RG #2
- Calibration Due Every (months)**: 24
- Serial NumberID \***: 1234
- Status \***: ACTIVE
- Comments**: FOR FRIG #2

On the right side, there is a sidebar with options: 'Thermometer' (Edit Thermometer, Calibrate Thermometer), 'Associated Storage Unit' (Edit Storage Unit, Temperature Readings, Log Temperature), and 'Cancel' and 'Update' buttons at the top right.

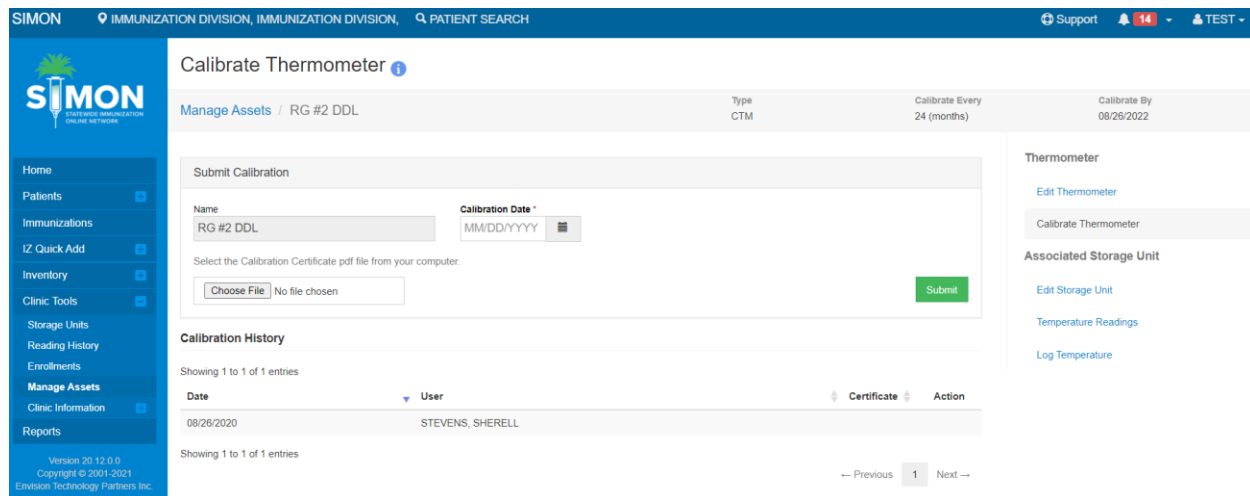
**\*Important Note – If the Certificate of Calibration does not have a date when it was initially calibrated then you must enter 12 months for the “Calibration Due Every (Months)” per VFC program protocols.**

Enter the date the DDL was initially calibrated in **calibration date\***

For EX: if the date was 08/26/2020 enter that date.

Then **choose file** to upload certificate and click submit.

**Choose File for the Certificate of Calibration and upload**



The screenshot shows the 'Calibrate Thermometer' interface. At the top, it says 'Manage Assets / RG #2 DDL'. The 'Calibrate Every' is set to '24 (months)' and 'Calibrate By' is '08/26/2022'. The 'Submit Calibration' form has 'Name' as 'RG #2 DDL' and 'Calibration Date' as 'MM/DD/YYYY'. Below the form is a 'Choose File' button and a 'Submit' button. The 'Calibration History' table shows one entry for 08/26/2020 by user STEVENS, SHERELL. The 'Calibrate By' date is 08/26/2022.

In the top right corner, the Calibrate date will read 24 months from the date that was entered above.

In this picture example the date reads 08/26/2022

SIMON will automatically update the date of calibration based on the date of calibration.

#### Calibration History

Showing 1 to 1 of 1 entries

Date	User	Certificate	Action
08/26/2020	COORDINATOR, TEST		PDF

Showing 1 to 1 of 1 entries

When the certificate is successfully uploaded you will see:

- Under the date = initial calibrated date of certificate
- Under User---name of user that is uploading the information
- Under title Certificate---the format of the document

Click “Manage Assets” to return to see all storage units.