Replacing a Thermometer

1. Begin by visiting the KSWebIZ website: [https://kanphix.kdhe.state.ks.us](https://kanphix.kdhe.state.ks.us)
2. When you arrive at the website, select the link for WebIZ.
3. Enter your Username and Password.
4. Select Login.
   - For users that have access to multiple providers, make sure your Default Provider/Clinic on the home screen is set to the provider you are submitting the form for.
   - For providers with a warehouse and an administration clinic, the Default Provider/Clinic on the home screen must be set to the warehouse not the administration clinic.
5. Select the link for Clinic Tools on the left-hand menu.
6. Select the link for Manage Assets on the left-hand menu.
7. Select the View link next to the thermometer that is being replaced.
8. Update the Name by adding Retired and the Date before the assigned name.
9. Select Inactive from the Status drop down menu.
10. Select the blank space option from the Assigned Storage Unit drop down.
11. Enter a Comment for why you are replacing the device.
12. Select Update.
13. Select Cancel or the link for Manage Assets on the left-hand menu.
14. Select the Add Asset drop down menu at the top right-hand corner.
15. Select Add Thermometer.
16. Enter the information from the thermometer for the required fields:
   - Name - Same as the replaced device. VFC pin number and assigned values. The assigned value of the first storage unit is R to indicate a refrigerator or F to indicate a freezer followed by an A which represents the first unit or subsequent units would be named B, C, D, E, F, G, etc. (example: 3000 FA, 3000 FB, 3000 RA, 3000 RB)
Thermometer Type - Continuous Temperature Monitoring System

Manufacturer
Make
Model
Serial Number/ID

Assigned Storage Unit - Select the storage unit with the matching name from the drop down menu. *Only un-assigned thermometers will appear in this dropdown.

17. Select the Create button.
18. Return to the Manage Assets Link on the left-side of the screen.
19. Click the ‘View’ button on the right-hand side of the page for the datalogger you just created.
20. In the top right-hand of the screen under Thermometer click the Calibrate Thermometer link.
21. Enter the date your new datalogger was calibrated into the Calibration Date field.
22. Click the Submit button.