

Replacing a Thermometer

1. Begin by visiting the KSWebIZ website: <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:

The 'Add Thermometer' form is displayed. It has a title bar with 'Add Thermometer' and a 'Create' button. The form fields are: Name (3000 FA), Date of Purchase (MM/DD/YYYY), Thermometer Type (CONTINUOUS TEMPERATURE), Manufacturer (BERLINGER), Make (FRIDGETAG), Model (2L), Serial NumberID (123456789), Assigned Storage Unit, Calibration Due Every (months) (CALIBRATION DUE EVERY (E.G. 1)), and Comments.

☞ **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)

The 'Edit Thermometer' form is displayed. It has a title bar with 'Edit Thermometer' and a 'Create' button. The form fields are: Name (RETIRED 07/29/2020 3000 FA), Status (INACTIVE), Date of Purchase (MM/DD/YYYY), Thermometer Type (CTM), Manufacturer (BERLINGER), Make (FRIDGETAG), Model (2L), Serial NumberID (510500030145), Assigned Storage Unit (3000 FA), Calibration Due Every (months) (CALIBRATION DUE EVERY (E.G. 1)), and Comments (REPLACING EXPIRED UNIT).

☞ **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.**

Name	Type	Status	Action
3000 FA (3000 FA)	STORAGE UNIT	ACTIVE	VIEW
3000 FA (3000 FA)	THERMOMETER	ACTIVE	VIEW
3000 FA RETIRED 11/7/2017	THERMOMETER	INACTIVE	VIEW

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.

