Downloading Calibration Certificates from EsscoNet
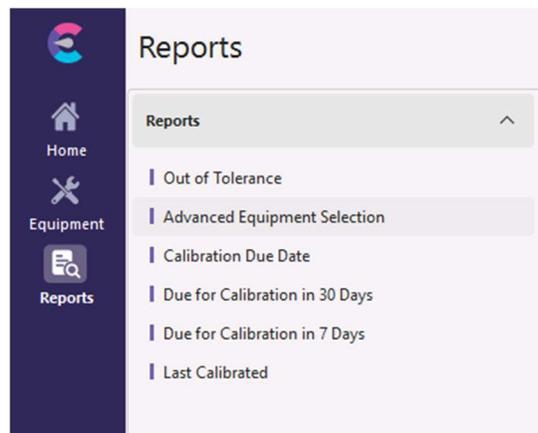
1.) Go to the "Reports" option on the left side and select "*Last Calibrated*"

2.) Enter the date range of the calibration certificates you'd like to capture. *This is captured by the date of calibration, NOT the due date for next calibration. Then click the *"Select"* button.

3.) In the bottom left corner click the printer icon, select **"Print Certificates"** and then **"All Equip."**

4.) In the next screen re-enter the date range you'd like to capture (the dates don't carry over from the previous screen)

1. Make sure the buttons for "All Calibration Event Types" and "Range" are selected.
2. Select the "Download" option. *Make sure "Also save as One PDF File" is NOT selected, unless you want a single pdf with multiple pages.

Once you select "OK" a zip file will be downloaded to your computer. Please check your browser settings to determine where that folder is placed in your computer.