



## **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."

	17 1 1/2020				
	1/24/2026	ESSCO CALIBR	ATION	E1481	SPENC
	2/3/2026	ESSCO CALIBR	ATION	E1482	LAB
	1/8/2026	ESSCO CALIBR	ATION	E1483	LAB
	2/3/2026	ESSCO CALIBR	ATION	E1484	ONSIT
	2/7/2026	ESSCO CAURD	ATION	C1C12	IOUN
	Print Certificates	) b	A	ll Equip.	
	Print Event Docu	ments >	н	lighlighted Equip.	
	Print P-Touch Sti	ckers 🕨	TION	F1527	IΔR
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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.

Event Type / Ser	d To	
Event Type:	CALIBRATION	~
	All calibration Event Type	es
ast Event	Range	
From:	1/1/2025	~
lhru:	2/17/2025	~
<u>P</u> rinter <u>Download</u> : Document Name	Also Save as One PDF File	~ @

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.



