



Customer Portal Instructions

To start using the portal, go to <https://tescomcalibration.com> or <https://tescomglobal.com> and type in your credentials.

We designed this site to be very user friendly and easy to use. Please send any questions, suggestions or praise to portal@tescomusa.com

To get a quote go to <https://tescomcalibration.com/quote-request/> and an automatic email will be sent to our admin staff.

Tips

Recent Calibrations Link

To sort the data you exported to Excel, choose either XLS or XLSX data only otherwise the header will appear on each page.

Home Page

At any time while going through this site, you can always click the home button at the top left to get back to the main menu.

Site Instructions

There is a tab at the top right of your screen called options that you can view or print these instructions.

There are 6 different actions you can take on the front screen. We have listed them below with descriptions of what each link does...

Equipment Search

When you click this link, a box will appear and listed in the top blue header are the values you can search for. As an example, if you are searching by your asset number, which we call customer equipment number, type your number in the box, double click the item in the box below and you will see it's details. From here you can make any equipment inactive if you don't want it to show in the list or do not have anymore. You can also click most recent cert from here and download the current cert.



Past Due

When you click this link and have more than 1 business unit you can choose one or the default is all. You can click the blue link to see the detail of the equipment and if you want to go back to the report, click the square icon at the bottom right of your screen. You can print or export to Excel using the icons at the top left of your screen underneath the blue bar.

Due In 30 Days

When you click this link and have more than 1 business unit you can choose one or the default is all. You can click the blue link to see the detail of the equipment and if you want to go back to the report, click the square icon at the bottom right of your screen. You can print or export to Excel using the icons at the top left of your screen underneath the blue bar.

Certs/Date Range

When you click this link, a box will appear, click the calendar for the start and end dates for all the certs you want, click ok. Save your results to where ever you want.

Recent Calibrations

When you click this link and have more than 1 business unit you can choose one or the default is all. The latest calibration is listed at the top and it will display history for 45 days. You can click the blue link to see the detail of the equipment and if you want to go back to the report, click the square icon at the bottom right of your screen. You can print or export to Excel using the icons at the top left of your screen underneath the blue bar.

Turn Time Report

When you click this link and have more than 1 business unit you can choose one or the default is all. Click the calendar for the start and end dates to show each piece of equipment and how long it took to move through our system from when we received it to being delivered back. You can print or export to Excel using the icons at the top left of your screen underneath the blue bar. **Please keep in mind, times can show longer because of how it fell on a delivery date, we had to send it out, waiting for a response from the customer, waiting for a PO or parts.**