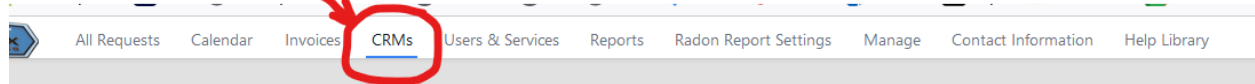
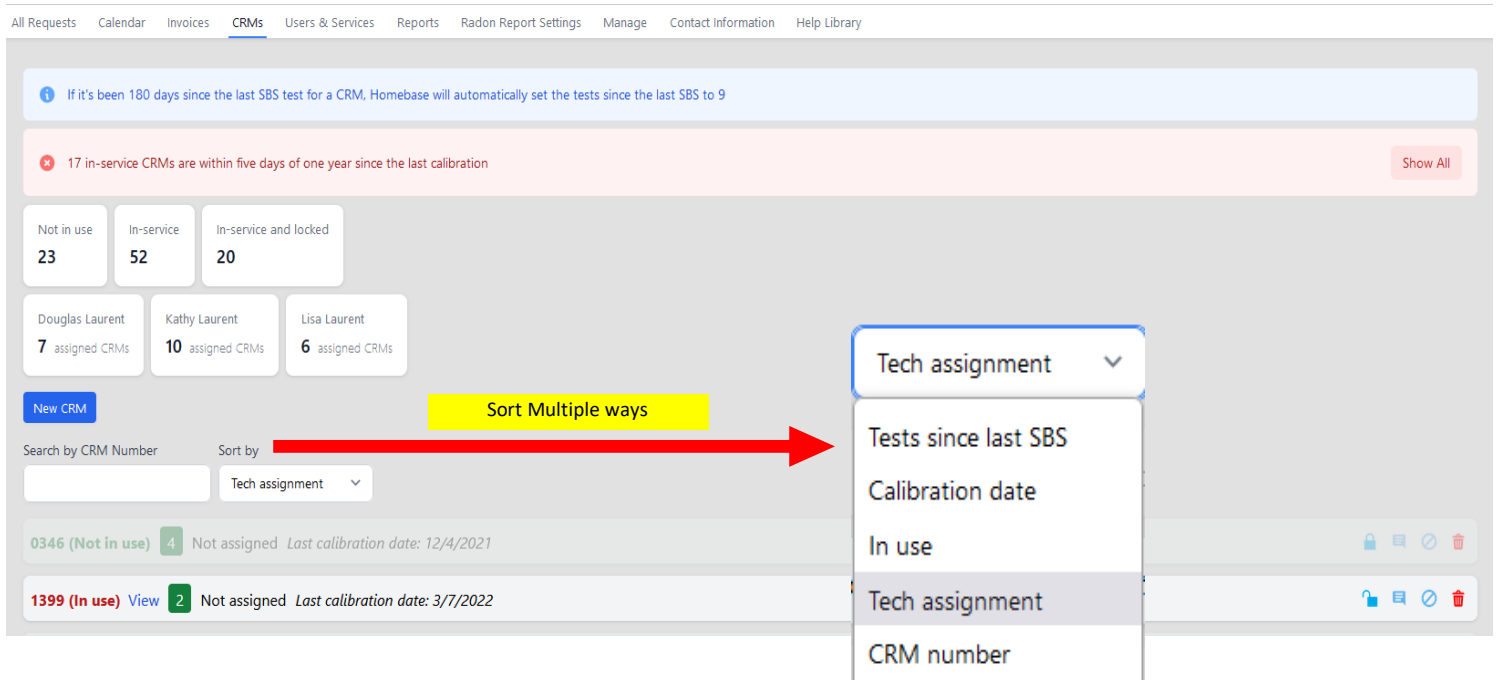


## The CRM Page



The CRM tab is where you can find everything about your monitors, including:

- How many crms you have in service
- How many are locked out for service or calibration
- How many are available for setup
- Which monitors are due for a Duplicate (or Side-by-side - SBS) The number of tests since the last Duplicate is shown next to the CRM Number. *Note comment in the Blue box: If a crm has gone more than 180 days since its last duplicate, the technician will be prompted to run a duplicate on the next test. This replaces the requirement for cross checks.*
- Which tech has which monitors
- Where each "in-use" monitor is located.
- View Chain of Custody
- View Test History
- Set new Calibration Date
- Re-assign monitors to technician if needed (This process is automatic for setting and picking up monitors).
- Add, Removing or locking out monitors.



All Requests Calendar Invoices **CRMs** Users & Services Reports Radon Report Settings Manage Contact Information Help Library

*If it's been 180 days since the last SBS test for a CRM, Homebase will automatically set the tests since the last SBS to 9*

17 in-service CRMs are within five days of one year since the last calibration [Show All](#)

Not in use 23	In-service 52	In-service and locked 20
Douglas Laurent 7 assigned CRMs	Kathy Laurent 10 assigned CRMs	Lisa Laurent 6 assigned CRMs

[New CRM](#)

Search by CRM Number  Sort by **Sort Multiple ways** Tech assignment

0346 (Not in use)	4	Not assigned	Last calibration date: 12/4/2021	<a href="#">View</a>	<a href="#">Lock</a>	<a href="#">Message</a>	<a href="#">Refresh</a>	<a href="#">Delete</a>
1399 (In use)	2	Not assigned	Last calibration date: 3/7/2022	<a href="#">View</a>	<a href="#">Lock</a>	<a href="#">Message</a>	<a href="#">Refresh</a>	<a href="#">Delete</a>

Tech assignment dropdown menu options:  
Tech assignment  
Tests since last SBS  
Calibration date  
In use  
Tech assignment  
CRM number

Select "View" on CRMs In-Use to see order details

8513 (In use) **View** 8 Not assigned Last calibration date: 8/18/2022

9 tests since last SBS (Latest: 1/5/2023 140 days ago) Adjust test count

View Test History

Chain of Custody \*Click here to view important notes for accurate Chain of Custody

Last calibration date: 8/18/2022 (140 days ago)

New calibration date

Assigned to Technician

None

Only technicians who have opted in to CRM assignment will be included in this list. Technicians are opted out by default, but can

Device Code Make Model Serial Number

16 Airthings Corentium Pro 2700008513

8513.pdf X  
CRM 8513 - 8-1-20.pdf X  
8513 - 8-11-21.pdf X  
calibration\_2700008513\_0695f025-8f1d-4e7f-bbef-a4432989d933.pdf X  
Upload calibration file

20 Lexington Parkway S, St.Paul, MN 55105

Bottom Line Inspections Curtis Line +1 (612) 735-0255 curtispline1@gmail.com

Inspection Date/Time  
Thu. January 5 2023 from 12:00 PM to 12:00 PM

Buyer Contact Information  
Not set

Listing Agent  
Not set

Buyer's Agent  
Not set

Once complete, send reports to these email addresses  
curtispline1@gmail.com

Year Built Square Feet MLS # Occupancy?  
1922 Not set Not set Not Sure

8855 (In use) **View** 7 Not assigned Last calibration date: 2/7/2022

5139 (Not in use) 6 Douglas Laurent Last calibration date: 5/26/2022

5337 (Not in use) 4 Douglas Laurent Last calibration date: 12/4/2021

5821 (Not in use) 1 Douglas Laurent Last calibration date: 5/26/2022

Number of Tests since last Duplicate

Quickly view the Chain of Custody or Test History for any monitor. Test history links to the order for quick review if needed.

CRM 1399 Chain of Custody	
DATE/TIME	NEW LOCATION/TECH
1/5/2023, 11:33:37 AM	20 Lexington Parkway S, St.Paul, MN 55105
1/5/2023, 10:38:42 AM	Lisa Laurent
1/2/2023, 4:32:33 PM	6106 Park Ave, Minneapolis, MN 55417
1/2/2023, 8:16:49 AM	Lisa Laurent
12/28/2022, 10:12:00 AM	Unassigned/Office
12/21/2022, 11:20:49 AM	Lisa Laurent
12/19/2022, 10:43:28 AM	361 Ruby Dr. , West St Paul, MN 55118
12/19/2022, 7:58:49 AM	Lisa Laurent
12/16/2022, 12:50:34 PM	Unassigned/Office
12/14/2022, 12:28:45 PM	10487 Kilbernie Rd, Woodbury , MN 55129
12/12/2022, 3:22:03 PM	Unassigned/Office
12/12/2022, 3:21:25 PM	Unassigned/Office
12/9/2022, 7:34:45 PM	5474 80th Ave N. , Bronckun Park, MN 55443

CRM 1399 Test History			
TEST TYPE	FROM DATE	TO DATE	REQUEST
Multi	1/5/2023	Not Set	<a href="#">View</a>
Standard	1/2/2023	1/5/2023	<a href="#">View</a>
SBS	12/19/2022	12/21/2022	<a href="#">View</a>
Standard	12/14/2022	12/16/2022	<a href="#">View</a>
Multi	12/9/2022	12/12/2022	<a href="#">View</a>
Multi	12/6/2022	12/8/2022	<a href="#">View</a>
Multi	11/23/2022	11/25/2022	<a href="#">View</a>
Multi	11/7/2022	11/9/2022	<a href="#">View</a>
Standard	11/3/2022	11/5/2022	<a href="#">View</a>
Standard	10/27/2022	10/29/2022	<a href="#">View</a>
Multi	10/25/2022	10/27/2022	<a href="#">View</a>
Standard	10/21/2022	10/24/2022	<a href="#">View</a>
SBS	10/11/2022	10/13/2022	<a href="#">View</a>
Standard	8/20/2022	10/2/2022	<a href="#">View</a>

## Adding a CRM

**i** If it's been 180 days since the last SBS test for a CRM, Homebase will automatically set the tests since the last SBS to 9

**x** 17 in-service CRMs are within five days of one year since the last calibration

Not in use <b>23</b>	In-service <b>52</b>	In-service and locked <b>20</b>
Douglas Laurent <b>7</b> assigned CRMs	Kathy Laurent <b>9</b> assigned CRMs	Lisa Laurent <b>7</b> assigned CRMs

**New CRM**

Search by CRM Number  Sort by Tests since last SBS

**1334 (Not in use)** **9** Kathy Laurent *Last calibration date: 3/7/2022*

## Enter Information

Douglas Laurent <b>7</b> assigned CRMs	Kathy Laurent <b>8</b> assigned CRMs	Lisa Laurent <b>8</b> assigned CRMs
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### New CRM

CRM Number

New calibration date

Current tests since last SBS

If the current tests since last SBS field is left empty, it will be set to 0

Device Code

Make

Model

Serial Number

Administrative functions – (See Icons pictured below)

- 1) Locking a monitor from Service – Removes from count of available monitors (For Calibration or maint.)
- 2) Adding notes to specific crms – General notes about the crm if it has had questionable duplicates, or repairs etc.
- 3) Removing a CRM from service – Take the unit out of service but maintains all the history
- 4) Deleting a CRM – Removes crm and ALL THE HISTORY. Generally this would only be done if you made an error and created a duplicate or some other entry that you do not want in the system.

