

Calibration Toolbox ADO

Quick Start Guide – How to Access your Device Data

This set of quick start guides is designed to help you to discover the main features of Calibration Toolbox ADO as quickly as possible. Like all sophisticated tools, it will take time and practice for you to become totally proficient, but you can begin to use some of its powerful features almost straight away.

1. Main Table Display

Think of the main table display as the centre from which you locate and edit all devices on the database. Fig 1 below shows how to select a range of devices in either of three ways. The top right of the screen contains 3 tabs. Each of these tabs contains a button marked 'Search'. Simply enter your search criteria for any tab and click the 'Search' button. Once the button clicked, you can return to each listing as required.

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Main Table Display - By Date

Edit Add Copy Current Delete Refresh

By Date search, records found: 483

Barcode Number	Device Number	Calibration Data Type
00024818	532898LY-3	S32898LY
00023401	532300LY-9	S32300LY
00009941	1/4X28UNF-PSG-23	1/4X28UNF-PSG
00010508	M14X1.5-WICK-6G-61	M14X1.5-WICK-6G
00010615	M19X1.25-WICK-6G-34	M19X1.25-WICK-6G
00010869	M24X2-RING-6G-GO-1	M24X2-RING-6G-GO
00013271	0-25MM-MICROMETER-88	0-25MM-MICROMETER
00024803	532320/15LY-1	S32320/15LY
00020931	0-150MM-DIGITAL-CALIPER-210	0-150MM-DIGITAL-CALIPER
00002989	3441/55LY-2	3441/55LY
00019798	CPAE29-1	CPAE29
00017511	S30857/18LY-9	S30857/18LY
00017657	4727LY-24	4727LY
00018929	PT-100-2	PT-100
00014281	531896/3LY-2	S31896/3LY
00023384	QUALITEK-623-16	QUALITEK-623
00008704	5187LY-DET-4-16	5187LY-DET-4
00007970	3020/2LX-57	3020/2LX
00010283	1/2X1685F-WICK-3	1/2X1685F-WICK
00006557	531068LY-DET-1/11-4	S31068LY-DET-1/11
00005894	18.06MM-0.08LVG-3	18.06MM-0.08LVG
00013739	0-25MM-MICROMETER-119	0-25MM-MICROMETER
00002112	9.65MM+0.05LGB/60-6	9.65MM+0.05LGB/60
00024696	1.50MM+0.2LGB/9-3	1.50MM+0.2LGB/9
00014887	M12X1.75-SETTING-PLUG-6G-1	M12X1.75-SETTING-PLUG-6G
00015658	MB-138	MB
00020790	DTI-M250-516	DTI-M250
00020686	DTI-MT524-502-2	DTI-MT524-502
00018274	DTI-C35SE-14	DTI-C35SE
00017988	HPG400A/1-22	HPG400A/1

Active and Inactive Devices

Show Active Devices Only (No *)

By Date By Category Show All Devices

Date Required:

Next Calibration Due

Specify From: 30/03/2009 To: 27/04/2009

Expired 7 Days 14 Days 28 Days

Search

Barcode Number 00007970

Device Number 3020/2LX-57

Calibration Data Type 3020/2LX

Device Type 3020/2LX

Department

Location

Last Calibrated 31/03/2008

Next Calibration Due 31/03/2009

Calibration Frequency 28Days

Last Checked

Next Check Due

Check Frequency

Reference Instrument False

Externally Calibrated False

Reason For Cal

Barcode Number

F3: Next

Case Sensitive

Fig 1: The Main Table Display

- **By Date**

This way you identify the devices having Next Calibration due dates (or other selected date) between two selected dates.

- **By Category**

This method enables you to identify devices that are, for example, of a particular type, or are in a particular location.

- **Show all devices**

This enables you to list every device on your database. This is not advised for very large databases, as response time is directly related to the number of devices located by the search.

Important features to notice:

1. The left hand side of the screen shows all of the devices chosen within the chosen search parameters. The selected device is indicated by the orange background.
2. A traffic light system on the Barcode Number column indicates the calibration status of each entry as follows:
 - Green Calibration not expired
 - Red Calibration expired
 - Amber No next calibration date
 - Blue Inactive device (designated by the Status field entry beginning with *).
3. As you scroll down the list you will see that the first fields for each entry are shown in a panel situated in the bottom right-hand corner of the screen.
4. Below this (in the bottom right-hand corner) is a single-device locator. You can also type in either a device number, serial number, certificate number or bar code number to locate any particular device.
 - Note: if the entry can't be found the box will show red. However, this does not always mean that it is no in the database, it just could be that it is not in your chosen selection.
5. You can access the detailed information for each device in three ways:
 - Highlight the row you require and press the 'Enter' key
 - Double-click the row
 - Highlight the row and click the 'Edit' button

1.1 Adding a New Device

When you click the 'Add' button, as shown in Figure One above, a new entry will be created with its own Unique ID (Barcode Number), as shown in fig 2 below. Then proceed to edit as shown below.

1.2 Copy Current

You will no doubt have a number of occasions where you have several of a particular identical type of equipment. When adding these, It would be time consuming and tedious to repeatedly enter the same information when an identical entry already exists on the database. There is no need to do with with Calibration Toolbox ADO. Simply locate and select a currently existing device of the same type you wish to add and click the 'Copy Current' button. A new entry will then be created containing the parameters of the parent device (Note: the Administrator will have specified which of the data fields will be copied across.)

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Quick Start Guide – Device in Detail Pages

2. Device in Detail

You can access the detailed information for each device in three ways:

- Highlight the row you require and press the 'Enter' key
- Double-click the row
- Highlight the row and click the 'Edit' button

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Detailed Information for Unique ID: 00000017

Barcode: 00000017 Mode: Edit Coredata State: Original Cal Data State: Original Job Data State: Original Device Type: Temperature Indicator 2 Ch

Current Core Data Current Calibration Data Core Data History Calibration History File Launcher

Last Calibrated 04/06/2008 Next Calibration Due 31/03/2009 Calibration Frequency 12 Months

Core Data Page 1 Core Data Page 2 Core Data Page 3 Core Data Page 4 Core Data Page 5 Core Data Page 6 Core Data Page 7

Main Table Save Close New Calibration View Procedure

Barcode Number 00000017

Device Number TI 285

Calibration Data Type Temp Indicator x2

Device Type Temperature Indicator 2 Channel

Department Controls

Location Calibration Lab

Last Checked

Next Check Due

Check Frequency

Reference Instrument ☐ Checked means Value = TRUE

Externally Calibrated ☐ Checked means Value = TRUE

Reason For Cal Device Repaired

Procedure Name Procedure Name 5

Purchase Date 20/05/1997

Supplier A.D.C.Ltd

Customer

fig 2 The CoreData Edit Window

The Device in Detail window is made up of 5 parts that are accessed via the row of tabs across the top of the page. You will be able to see all of the information, but your ability to change or add new data will depend upon the permissions granted to you by the Administrator.

The 5 parts are:

Current Core Data: This is asset management information that is not directly related to the physical calibration data. For the main part, this information will not change very often. Examples are:

- Device Type
- Calibration Data Type
- Department
- Device Number

Current Calibration Data: Unless the Calibration Data Type is set to 'None Required' (this means that it is not required to save the actual calibration measurements - it **does not** mean that the device does not require calibration), you will be able to store calibration measurements in accordance with the specified calibration data template.

Core Data History: Calibration Toolbox ADO maintains a complete history for each device. All changes ever made to the Core Data can be viewed here.

Calibration History: Fundamental to any calibration management system is the ability to view the entire calibration history for any device quickly and accurately. Calibration Toolbox ADO enables you, for every calibration performed to view:

- The calibration measurements and calculations
- The calibration data graphs
- The equipment used to perform the calibration
- The calibration certificate generated

File Launcher: This enables you, for each device, to save links to any files, document, and even websites that are associated with the device, and to open them with the click of the mouse. Examples of typical entries are:

- PDF operator manuals
- Excel spreadsheets
- Manufacturer's website
- Photographs of equipment

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Quick Start Guide – Calibration Data

2.1 Calibration Data

Calibration Toolbox ADO is unrivalled when it comes to calibration data. You build calibration data templates that include the calibration points, tolerances, and a link to the calibration procedure. You can have up to 20 calibration points for a maximum of 40 channels - that should be enough for most purposes.

The data for the calibration channels are conveniently arranged as a series of tabs. The top 4 tabs show data that apply to the overall device calibration. With reference to fig 3 below these are:

- Calibration Data:** This is where your measurements are entered and results calculated. There is a tab for each of the channels included in your template.
- Certificate:** Where you build new certificates and view current ones.
- Equipment Used:** Most important for traceability of calibration. You list all of the equipment used in the calibration. The software automatically records the current calibration status of each piece if equipment selected.
- Other Information:** This enables you to produce a step by step record of all calibration jobs carried out. Using the information produced you can perform analysis of calibration jobs using the Calibration Jobs tool on the main menu.

The screenshot displays the 'Calibration Toolbox ADO' application window. The title bar includes 'File', 'Tools', 'Certificate Templates', 'Window', and 'Help'. The main window has a tabbed interface with 'Current Core Data', 'Current Calibration Data', 'Core Data History', 'Calibration History', and 'File Launcher'. The 'Current Calibration Data' tab is active, showing fields for 'Last Calibrated' (04/06/2008), 'Next Calibration Due' (31/03/2009), and 'Calibration Frequency' (12 Months). Below these are tabs for 'Calibration Data', 'Certificate', 'Equipment Used', and 'Other Information'. The 'Calibration Data' tab is selected, showing a table with columns: Description, Nominal, Reference, As Found, Upper Limit, Lower Limit, Error, Result, Reference, As Left, and Upper. The table contains five rows of data (T1 to T5). At the bottom, there are input fields for 'Tolerances' (Upper: 0.2, Lower: -0.2), 'X Units' (°C), 'Y Units' (°C), and coefficients A, B, C, and D. A 'Calculate this Channel' button is also present.

Description	Nominal	Reference	As Found	Upper Limit	Lower Limit	Error	Result	Reference	As Left	Upper
T1	20	20.10	19.70	20.3	19.9	-0.4	●	20.1	20.06	20.3
T2	50	50.10	49.80	50.3	49.9	-0.3	●	50.1	50.1	50.3
T3	100	100.10	100.40	100.3	99.9	0.3	●	100.1	100.05	100
T4	150	150.10	150.20	150.3	149.9	0.1	●	150.1	150.07	150
T5	200	200.10	200.30	200.3	199.9	0.2	●	200.1	200.04	200

Fig 3 The Calibration Data page