



# **NDT CalTracker Demo Version**

## **Instructions**



## 1. Introduction

NDT CalTracker is an efficient, user-friendly tool for controlling NDT and other equipment. Its main functions are to:

- Hold an inventory of equipment and keep records of equipment details such as manufacturer, model, serial number, status, location etc. It records all of the information required by NAMAS publication M10,
- Keep track of when calibration and maintenance are carried out and when the next calibration or maintenance is due, and
- Keep a calibration history for each item of equipment.

Records are kept on the computer wherever possible, and when paper-work is essential, NDT CalTracker generates it for you with the minimum of input.

NDT CalTracker will generate an annual calibration calendar.

### 1.1. License Terms

By loading the Demo Version of NDT CalTracker on to a computer, the user agrees to be bound by the following conditions:-

- This license permits the user to load the Demo Version on to any number of computers;
- NDT CalTracker is owned by CKS Consulting Ltd and protected by UK copyright laws and international treaty provisions;
- CKS Consulting Ltd owns the intellectual property in the design of NDT CalTracker; no part of or right to this intellectual property is transferred with the license;
- The user agrees not to incorporate NDT CalTracker into another product, to extract component sections or to decompile or disassemble the code;
- CKS Consulting Ltd shall not be liable to the user for any loss, liability or damage arising out of the use of the Demo Version of NDT CalTracker;

### 1.2. System Requirements

The following are required to use NDT CalTracker on a single computer.

**Hardware** - A 40 MHz 80386-based or higher computer suitable for use with Windows 3.x; or Windows 95/98/ME/NT/2000/XP;

**System Software** - Windows Version 3.x, or Windows 95/98/ME/NT/2000/XP.

**Memory** - A minimum of 6 Mbytes of RAM. NDT CalTracker will run with less memory but performance may be unacceptably slow.

**Disk Space** - A minimum of 5.5 Mbytes of hard disk space for the initial installation. Disk space requirements will grow as information is added.

### 1.3. Installation

To install NDT CalTracker:-

- Close down all applications;
- Download file 'install.exe' from the CKS Consulting Ltd web site to a suitable folder on your machine;
- Start installation:-
  - Windows 3.x - Use the Program Manager File, Run command to execute file x:\install.exe. , OR
  - Windows 95/98/ME/NT/2000/XP - Click Start, Run: enter x:\install.exe in the dialog box: click OK;(where x is the full path of the folder you downloaded to)
- Follow the instructions which appear on the screen as the set-up program runs.

## 2. Starting NDT CalTracker

Start NDT CalTracker from within Windows as follows:-

- Windows 3.n -  
If necessary, open the Program Manager window;  
If necessary, open the NDT CalTracker Demo window;  
Double click the NDT CalTracker Demo icon, or use the arrow keys to move to the NDT CalTracker Demo icon and press <Enter>.
- Windows 95/98/ME/NT/2000/XP/98 -  
Click Start, Programs, NDT CalTracker Demo, NDT CalTracker Demo.

This opens NDT CalTracker at the 'Inventory' form.

## 3. Setting Up NDT CalTracker

NDT CalTracker has one setting, Company Name, which applies throughout the package. You will also need to select the printer to be used for each of type of printed output and make any necessary settings specific to your printer(s).

### 3.1. Changing Company Name

- Select Setup from the menu bar on the Inventory form;
- Select Setup from the drop-down menu which appears;
- The text in the 'Company Name' box will appear in the header of all printed output, including inventory listings, lists of equipment due for calibration and the calendar printout. Type the desired wording in the box. Click the 'OK' button when you have made all the desired changes. Click the 'Cancel' button to cancel changes.

### 3.2. Changing Printer Settings

- Select Setup from the menu bar on the Inventory form;
- Select Printer Setup from the drop-down menu which appears;
- Select the type of printed output from the drop-down list which appears;
- Make the appropriate changes in the printer settings dialogue box which appears. Note that the margins are set by default so that the output will be printed on A4 paper by most laser printers; keep a note of the default settings before making changes so that you can restore them if necessary.

## 4. Closing NDT CalTracker

When you have finished working with NDT CalTracker close it down either by clicking the 'Close' button at the bottom right of the 'Inventory' form, or by selecting 'Close', 'Close' from the menu bar at the top of the 'Inventory' form. This returns you to Windows.

## 5. Uninstalling the NDT CalTracker Demo Version

When you have finished using the demo and wish to remove it from your machine, close NDT CalTracker then:-

- Windows 3.n -  
If necessary, open the Program Manager window;  
If necessary, open the NDT CalTracker Demo window;  
Double click the Uninstall NDT CalTracker Demo icon, or use the arrow keys to move to the NDT CalTracker icon and press <Enter>.
- Windows 95/98/ME/NT/2000/XP/98 -  
Click Start, Programs, NDT CalTracker Demo, Uninstall NDT CalTracker Demo.

## 6. Managing the Inventory

The 'Inventory' form contains a list of the equipment recorded in NDT CalTracker and various controls for accessing, entering and editing the data held on this equipment. The equipment list occupies the upper section of the form; data in this list cannot be edited from this form; the list is in alphanumerical order of the 'Number' field. You can scroll through this list by using the scroll bar on the right of the form. In the lower section of the form are a number of command buttons

which you use to invoke the various functions, and a set of controls which enable you to filter the list for ease of use.

### 6.1. Filters

The equipment list can be limited to:-

- A particular NDT Method, or
- A particular equipment Type, or
- A combination of the above criteria.

Filter criteria Method values and Type values are restricted to values which have been entered in the 'Equipment Detail' form (See below).

To select a filter:-

EITHER:-

Select the current wording in the 'Limit to Method' or 'Limit to Type' box by double-clicking or clicking and dragging, then start to type the desired filter value in which case NDT CalTracker will automatically attempt to complete the value from those in the database; press <Enter> when the desired value is complete,

OR:-

Click the downward arrow on the right-hand side of the criterion box, in which case a drop-down list of possible values will appear; click the desired value.

To remove a filter, click the downward arrow on the right-hand side of the criterion box and select the 'All' from the drop-down list of possible values which appears.

### 6.2. Finding an Item

- Click the 'Find' button at the in the bottom left area of the form, or select 'List', 'Find' from menu bar at the top of the form;
- Enter the unique number (See Adding an Item or 'Equipment Detail' form below) of the equipment item you wish to find;
- Press <Enter> or click the 'OK' button.

This will return you to the 'Inventory' form at the entry for the item with the unique number you entered.

If the item is not found, a message appears; this could be because:-

- You entered a number for which there is no record;
- The item of equipment is excluded from the current list by the filter values you have selected

### 6.3. Adding an Item

Click the 'Add' button in the bottom left area of the form, or select 'List', 'Add' from menu bar at the top of the form; the 'New Equipment' form opens. Fill in the details of the item to be added. NOTE THAT IN THE DEMO VERSION OF NDT CalTracker, THE INVENTORY IS LIMITED TO 10 ITEMS OF EQUIPMENT.

Items of equipment can be subject to 'Calibration', 'Control Checks' or both. The package is built around the concept that equipment is subject to e.g. annual calibration by an external lab and e.g. quarterly internal control checks. Calibration is initiated by entering a calibration interval; if the equipment is not subject to periodic calibration, leave the first field on the 'Calibrate Every' line set to 0. Similar procedures are followed for Control Checks.

When you have finished entering details of the new item of equipment, click the 'Close' button at the bottom right of the form.

### 6.4. Deleting an Item

- In the list in the upper portion of the 'Inventory' form, click the pointer to the left of the item you wish to delete;
- Click the 'Delete' button in the bottom left area of the form, or select 'List', 'Delete' from menu bar at the top of the form;

- Click the 'Yes' button in the confirmation message box which appears. To cancel the action click the 'No' button.

### 6.5. Printing the Inventory

To print hard copy of the inventory listing, click the 'Print' button in the bottom left area of the 'Inventory' form, or select 'List', 'Print' from menu bar at the top of the form. The list will be printed on your default Windows printer. The printed list will have the same filters applied as the list on the screen.

### 6.6. Managing Equipment Detail

To access the detailed information for a piece of equipment:-

- In the list in the upper portion of the 'Inventory' form, click the pointer to the left of the item whose detailed information you wish to select, then:-
  - Click the 'Detail' button in the bottom right area of the form, OR
  - Select 'View', 'Equipment Detail' from menu bar at the top of the form, OR
  - Double click anywhere in the item list.

Notes:-

- You cannot edit the equipment number;
- You cannot alter the values of the 'Calibrated', 'Checked' or either of the 'Next Due' dates from this form. These are changed by editing the equipment's History (See below).
- All other values can be edited with the same constraints which apply to a new item of equipment (See above).

### 6.7. Printing Equipment Details

To print hard copy of the equipment details, click the 'Print' button at the bottom right of the form. This will give a printout of the full details of the single item of equipment and its History (see below) on your default Windows printer.

### 6.8. Closing the Equipment Detail Form

When you have finished editing details of the item of equipment, click the 'Close' button at the bottom right of the form.

## 7. Managing Equipment History

NDT CalTracker maintains a history of calibration and control checks carried out on each piece of equipment. It calculates dates when the next calibration and control check is due on the basis of the history and the stored calibration or control check interval. Equipment History is entered and edited as follows.

To access the calibration and control check history of a piece of equipment:-

- Open the Equipment Detail form for the equipment item as described in the section on the 'Inventory' form (See above);
- Click the 'History' button in the centre right of the form.

The 'Calibration and Maintenance History' form opens. This shows, in chronological order, a record of each calibration and control check carried out on the item of equipment. You can scroll through the entries by using the scroll bar on the right of the form.

### 7.1. Adding a History Line

- Click the 'New Line' button. This adds a blank line at the top of the form.

### 7.2. Deleting a History Line

- Click in any of the fields in the line you wish to delete;
- Click the 'Delete Line' button;
- Click the 'Yes' button in the confirmation message box which appears. To cancel the action, click the 'No' button.

### 7.3. Changing the Size of the 'Details' Field Display

In the box to the right of the word 'Show', enter the number of lines you wish to show in the

'Details' field, so that the sentence reads, for example, "Show 2 lines of detail". The Details field will re-size to show the desired number of lines.

The 'Details' field is, to all intents and purposes, of unlimited length. Move through the data therein by using the scroll bar to the right of the field. When entering data, move to a new line by

#### 7.4. Closing the Form

When you have finished editing the item of equipment's history, click the 'Close' button at the top of the form.

### 8. Calibration and Maintenance Due

NDT CalTracker will produce lists of equipment which is due for calibration, control checks or maintenance within a given period. To generate a list of calibration, control checks or maintenance due:-

- Click the 'Calibration/Maintenance Due' button in the lower right area of the 'Inventory' form, or select 'View', 'Calibration Due' from the menu bar at the top of the form.
- The 'Calibration and Control Checks Due' form opens. This shows, in order of equipment number, a list of equipment whose next due date for calibration or control check falls within the current month (Default display; see below). Items whose status is set to "No Longer Used" will not be listed, even if their due dates fall within the specified period.
- You can scroll through the entries by using the scroll bar on the right of the form.

#### 8.1. Changing the Period Displayed

You can display due dates which fall in any period by entering values for 'Start' and 'End' dates in the appropriate boxes. The default values for these dates are the first day of the current month for 'Start' and the last day of the current month for 'End'. You can quickly set the dates to display all calibration and control checks due to date by clicking the 'All Due to Date' button. This sets 'Start' to 1/1/80 and 'End' to today.

#### 8.2. Filters

The calibration, control check and maintenance due list can be filtered in the same way as the Inventory list as described above.

#### 8.3. Viewing Detailed Equipment Information

To access the detailed information for a piece of equipment:-

- In the list in the upper portion of the 'Calibration and Control Checks Due' form, click the pointer to the left of the item whose detailed information you wish to select, then:-
- Click the 'Detail' button in the bottom right area of the form, OR
- Select 'List', 'Detail' from the menu bar at the top of the form, OR
- Double click the pointer to the left of the item whose detailed information you wish to select.

#### 8.4. Printing the List

To print hard copy of the calibration, control checks and maintenance due listing, click the 'Print' button in the bottom right area of the 'Calibration and Control Checks Due' form, or select 'List', 'Print' from the menu bar at the top of the form. The list will be printed on your default Windows printer. The printed list will cover the same dates and will have the same filters applied as the list on the screen.

#### 8.5. Calibration Calendar

To open the calibration calendar, click the 'Calendar' button in the bottom right area of the form. The calibration calendar will open for the current year. The Calibration Calendar opens with the year set to the current year. To change the year displayed, click or double click on the 'Calibration Calendar for Year:' field and edit or replace the entry with the desired value.

To access the detailed information for a piece of equipment:-

- In the calendar, click the pointer to the left of the item whose detailed information you wish to select then click the 'Detail' button in the bottom area of the form, OR
- Double click the pointer to the left of the item whose detailed information you wish to select.

To print hard copy of the calibration calendar, click the 'Print' button at the bottom of the form. This will give a printout of the calendar for the selected year on your default Windows printer.

When you have finished working with calendar, click the 'Close' button at the bottom right of the form.

### 8.6. Closing the Calibration and Control Checks Due Form

When you have finished working with calibration, control checks and maintenance due information, click the 'Close' button at the bottom right of the form, or select 'Close', 'Close' from the menu bar at the top of the form.

### 8.7. Viewing Equipment by Location

To list equipment held at individual locations, click the 'Location' button on the 'Inventory' form; the 'List Equipment by Location' form opens showing a full list of equipment arranged by location. Use the filter control at the bottom of the form to limit the list to equipment held at an individual location. To move from this list to the details of an individual item of equipment:-

- In the list in the upper portion of the form, click the pointer to the left of the item whose detailed information you wish to select, then:-
- Click the 'Detail' button in the bottom area of the form, OR
- Double click the pointer to the left of the item whose detailed information you wish to select.

To print the list, click the 'Print' button at the bottom of the form. List will be printed as displayed i.e. with the filter applied as on the screen.

When you have finished working with the equipment list by location, click the 'Close' button at the bottom of the form.

## 9. Calibration Suppliers

If you wish, you can use NDT CalTracker to maintain details of approved calibration suppliers.

### 9.1. Viewing the Supplier Information

To view the calibration supplier information, click the 'Calibration Suppliers' button in the bottom right area of the 'Inventory' form, or select 'View', 'Supplier Details' from the menu bar at the top of the form; the 'Supplier Details' form opens. You can scroll through the supplier entries by using the right and left point arrows at the bottom left of the form; the right-pointing arrow moves forward through the entries and the left-pointing arrow moves backwards.

### 9.2. Finding a Supplier

Click



or select 'Edit', 'Find' from the menu bar at the top of the form, then enter all or part of the name of the supplier you wish to find. Click 'OK'. NDT CalTracker will search for the first occurrence in a supplier name of the string you enter.

### 9.3. Adding a Supplier

Click



or select 'Edit', 'Add' from the menu bar at the top of the form, and enter the details of the new supplier in the blank form which appears.

### 9.4. Deleting a Supplier

Click



or select 'Edit', 'Delete' from the menu bar at the top of the form, when the form shows the supplier you wish to delete. Click 'Yes' in the confirmation message box if you wish to proceed; click 'No' to cancel the operation.

### 9.5. Adding a Scope Entry

- Click the 'Add' button on the scope list;
- Replace the 'Not Identified' wording with an appropriate entry by:-
  - Typing in a new value, OR

- Clicking the downward arrow to the right of the field then clicking a value from the drop-down list of previous entries which appears.
- Move to the 'Grade' field using the <Tab> key or the mouse and enter the Grade as required; 'Grade' can be any combination of alphanumeric characters.

#### 9.6. Deleting a Scope Entry

- Click the pointer to the left of the scope entry you wish to delete;
- Click 'Delete'.

#### 9.7. Closing the Supplier Details Form

Click



or select 'Close', 'Close' from the menu bar at the top of the form, when you have finished working with supplier details.